Before you arrive
Your grand entrance
The mingling process
NETWORKING KNOW HOW: Before you arrive

Checklist:

✓ What type of networking event is it?
✓ Did I RSVP?
✓ What is my purpose?
✓ Does my attire express “effort?”
✓ How’s my hygiene regimen?
✓ Did I bring personal calling (business) cards?
✓ Did I bring copies of my résumé?
✓ Did I silence and put away my cell phone?
NETWORKING KNOW HOW: Your grand entrance

Things to Think About:

- Smile.
- What does my posture and demeanor say?
- Sign in, affix name tag, and step to the side.
- How to maneuver around the refreshment table.

“I’m glad to meet you.”
NETWORKING KNOW HOW: Mastering the handshake

Handshaking Tips:

1. Smile.
2. Stand.
3. Make and maintain eye contact.
4. Extend your right hand.
5. Apply a firm grip.

Introducing Yourself and Others:

- “Hello, I’m Sophia Martinez.”
- “Alicia Washington, this is...
  I’d like to introduce...
  I’d like you to meet...
- Include first and last name, what company they represent or how you know them.
Getting Started:

- Greet the host if it’s convenient.
- Is the “buddy system” right for me?
- Positioning: Should I sit or stand?
- Tips on alcohol consumption.
- How can I shake hands when my hands are full?
- What if I forget someone’s name?
- How do I request an introduction?
NETWORKING KNOW HOW: The mingling process

Small Talk:

- Are you enjoying the warm weather we’re having?
- How did you hear about this event?
- Have you heard this speaker before?
- What type of company would you like to work for? Would you relocate?
- Can you believe it; some stores had holiday decorations up in September! Do you have any holiday travel plans?
- Have you been networking long? I’m new to this—any advice?
- What has been your best/funniest networking experience?
- How did you get into your line of work?
- What do you enjoy most about your profession/company?
- I don’t cook much, but I might have to learn...Have you tried the stuffed mushrooms?
The First Contact:

- Smile.
- Maintain eye contact.
- Listen.
- Do not ask for a job, a hook-up, or free stuff.
- The business card: how to give and receive.
- Limit length of conversation.
- Include others.
The Conversation:

What’s on the no-share list?

- Personal problems and/or **unbecoming** outside activities.
- All “drama.”
- Gossip.
- Blame and/or criticism about peers, previous employers, professors, parents or how you never catch a break.
- Politics, religion, dietary beliefs, or controversial topics.
Returning:

- Thank the host.
- Take the lingering conversation outside.
- Do not grab leftovers on your way out or stuff food down your throat as you say goodbye.
- Maintain a professional demeanor until you are out of site.

This includes negative comments about the event or a person(s).
Smile.

Decide if it matters how the world perceives you.

Master the handshake.

Network with a purpose.

Be aware of personal distractions.

If your heart is not into it, it’s better to excuse yourself.

Social media posts, do matter.

Attitudes are contagious. Are yours worth catching?

Dennis and Wendy Mannering, Authors
Please thank the

Food prep staff, servers, and sound tech staff

And, for their
time and effort in coordinating this event
Please thank this evening’s sponsor

Ms. Taylor Parsley
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