

Agenda

Warmup

15 - 20 Minutes

Networking Tips

30 Minutes

Networking Practice

45 Minutes

Networking Tips

1. Set goals.

Decide who you need to meet – either job titles, industry, etc.

Decide how many people you want to meet per event; keep it realistic (1 – 3).

Decide how many networking events to attend monthly.

2. Come prepared.

Do a bit of research about the event and who might be there.

Glance at the headlines of local/national news sources.

Bring plenty of business cards (keep them handy) but hand them out sensibly.

3. Use social media.

Announce on LinkedIn, Twitter, and other networks that you'll be at an event – invite others to connect with you.

4. Master the Handshake

“Web to Web”

Eye contact and smile.

Go easy when you sense a medical issue – ie arthritis, etc.

5. Make conversation. Ask questions.

Judiciously reveal personal information – hobbies, music, travels, etc.

“Tell me more about _____” is a fantastic open-ended question.

6. Be a Connector.

Master the Introduction.

Being a connector leads to being connected.

7. Follow-up.

“What's the best way to keep in touch with you?”

Ask them out for coffee/lunch – pick up the tab whenever possible.

Add them to your LinkedIn, Twitter, and other accounts. Figure out the best way to communicate with them.