

### ***Host***

As host, making small talk with a visitor is equally important. Of course it depends on your goals and how you want the meeting to go. Generally speaking, taking the initiative in establishing some mutual conversation puts everyone at ease.

Generic talk about the latest news or weather all the way to more personal "How was your vacation?" or, "You're looking very fit and trim" (to someone you know), or, "That's a wonderful color you're wearing. Makes me feel like spring is really in the air" (to someone you don't know) are all good beginnings. What you say should help the visitor add to the conversation and help to get the ball rolling. Lots of folks need a little help to get started.

If it's someone you don't know well, the welcome you put out can establish the tone of the meeting, helping the other to settle into the business at hand in a shorter time span, with less need to oversell, over-impress, or stay very intense.

### **Where to Sit**

The issue of where to sit is a ticklish one. Since there are places in the room where the power gets equalized and places where it tilts very much in one direction, this is an issue to think about.

### ***Visitor***

Don't sit right down. "Case the joint," as they say. What are the options? Is there more than one area in which to sit? Stand and/or walk around (ostensibly admiring the view, etc.) until you decide where you'd like to sit. Now you can't just wander. But you *can* redirect and not accept what is offered immediately. Find an alternative (which I'll explain) and give a good reason for sitting *there*. Here are the usual options:

- *Sitting across the desk*

A weak position: The office owner has all the marbles on his/her side with memorabilia that says, "This is mine and you're an intruder or a petitioner." Avoid this at all costs, if possible.

- *Sitting to the side of the desk*

Next best: Pull a chair up to the side of the desk. This lets you both share in looking at documents from the same angle. It also allows you to