# Improve Your Social Skills in 30 Minutes or Less

* Lowered your voice to know when you’re done speaking
* Slowed down your speaking
* Mixing up your tones

## How do I make small talk when I meet a stranger?

* Hi, I’m Elliot. What brought you here?
* How do you know x?

## How do I keep a conversation going?

* Instead of machine gunning questions, make statements in between.
* Comment on them.

## How do I wrap up a conversation politely and productively?

* It was a pleasure meeting you, thanks for chatting.

## How do I make small talk?

* Its completely necessary.
* You take control
  + Ask questions and making comments.
* Media training

# How to be awesome at information interviews

## 3 Goals of the informational interview:

* Gather information about a field or job
* Help you convey your expertise and competence.
* Build your network.

## Do your Research

* The company: using Crunchbase, Linkedin, Google, news sites
* Never ask something you can google
* The person: using social media, Linkedin, google

## The Introduction

* Do not ask about a job!
* Deliver a well practiced pitch/introduction
  + Ex: “I’m looking forward to this conversion because I’m wanting to know what kind of data science job is right for me. I know your work at Deloitte focuses on project-based client support, and I’d love to know more about that.”

## Ask Great Questions

* Ask questions that help you find the answer to: would you like this job?
* And then questions that help you know: Can I get this job?
* Build questions in advance that give you these answers

## The “Beyond” Technique

* Bad question: “What do you look for in a data scientist”?
* Better question: “Beyond a good portfolio, and great technical sills, what do you look for in a data scientist?”
* Go beyond the obvious to get at more detail

## Beginner, Immediate, Boss

* Beginner: “What algorithm do you use to predict student engagement?”
* Intermediate: “In order to predict student engagement, do you tend to use X or Y algorithm?”
* Boss: “In general, people predict student engagement using X. Do you use Y? Or do you use something else altogether?”

## Preparing Your questions

* Use critical thinking
* Resist the urge to ask easy or canned questions
* Be specific, draw on research you’ve done.
* Think about demonstrating what you know in your questions

## Listen

* For information you can act on
* What is important to the other person?

## Follow up

* Send a thank you, with specific points and how you will use them
* Do what you say you will do
* Make introductions, recommendations
* Great follow up depends on great listening

# How to turn any meeting into a lasting relationship

## Closing the loop method

* Where to meet people
  + Our college alumni
  + Through linkedin
  + At events and conferences
  + Through friends
* Right after the meeting send them a thank-you note
  + In this note, make a reference to something that you had talked about
* One week later send them a note that’s completely focused on them.
  + “Hey, I thought that you might like this based on what we talked about. Hope things are going well. Take a look and I’ll talk to you soon, Elliot.”
* One week later.
  + “I just want to give you a quick update. When we first met, you mentioned A and I want to let you know that I did A, and here is the result that I got. You also mentioned B, that I should go and check out B and I did that and here are the results I got. Thank you so much, I’m going to keep following up on what you told me to. By the way, as you know, I am looking for a few jobs in the X field. If you happen to know anybody I should talk to, I would love to talk to them. Thanks for all the guidance, Elliot.