## Networking Tips That Work!



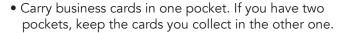
## **General Networking Tips**

- Rehearse how you introduce yourself. It should not be too wordy.
  - 1. Write down your first and last name
  - 2. Write down your title
  - 3. Write down your company's name
  - 4. Write down five things your company does/sells
  - 5. Select the one item your company does best or most often from the five things listed above, or summarize the list into one category
  - 6. Write down how what you do or sell helps others (prospects)
  - 7. Put it all together
  - 8. Evaluate your introduction: Does it tell people who I am? Does it tell people what I do? Does it tell people how I can help? Does it "WOW" people?
- Ask open-ended questions to get someone talking.
   Those are questions that start with who, what, where, how, why? For example: "How did you get started in business?"

You will be surprised to find a common interest in that conversation.

## At an In-Person Event:

 Wear your name badge on your RIGHT side, just below your shoulder, so that people can see your name when you shake hands with them.



- Have a pen handy just in case you need to make notes on the back of a person's business card.
- Don't approach two people who are talking. Approach someone standing alone or a larger group instead.
- When it's time to move on, you can say, "It was a pleasure to meet you." Shake hands. This will help you to move on to your next guest.

## At a Virtual/Online Event:

- Test your microphone or headset before the event begins. You don't want to be "that person" who has technical issues and appears out-of-touch.
- Consider
   using a virtual
   background with
   your company
   logo or branding.
   This will help
   others remember
   the name of your
   business.
- Remember to mute your microphone if you are not speaking. It's

more considerate to the others in the meeting.

• Use the "Chat" tool on virtual meeting platforms as a way to share your LinkedIn page and/or Social profiles with the group so you can connect.

