



10 TIPS FOR BUSINESS NETWORKING

Know Yourself and Be Ready



#1 Know your personal brand—your interests, strengths and what key information you want others to know about you



Dress for the Job you Want

#2 It is better to be over dressed than under dressed
Plan your entire outfit.
Look and act confident

Body Language



#3 Relaxed, upright, confident
Be interested
Eye contact
Firm handshake
Smile!

Bring Lots of Business Cards



#4 Make notes for each person you meet so you remember important details

Eat First!



#5 Eat before the event
Avoid messy/hard to eat foods



#6 Have a game plan and be prepared - do your research on those attending, plan conversation starters, and ask genuine questions

Notice Dynamics of Conversation



#7 Make eye contact
Wait for a break in the conversation before entering
Follow the energy

Move around the Room



#8 Focus on quality vs quantity

Have Great Conversations!



#9 Ask open-ended questions
Show real interest in learning about others
Find common interests

Follow Up Within 48 Hours



#10 Send personalized email or LinkedIn request
Stay in touch

INVEST IN PEOPLE!