



Top Ten Tips for Painless Networking



1. **Name tags**—Always place on upper-right quadrant. You will shake with your right hand and you want the other person's eye to travel to your right shoulder area.
2. **Handshakes**—Palm to palm, two shakes, not too soft or hard.
3. **Introduction**—Depending on the event. This will dictate how you introduce yourself. State name and have a snippet starter ready.
4. **Snippet Starters**—Interesting tidbit about yourself. What makes you unique. Stay away from boring topics (i.e. weather, traffic).
5. **Your Homework**—Who will be at the event? What is the attire? Will there be food? Why are you going? Determine your goal. Arrive early.
6. **Body Language**—Keep your right hand free for handshaking. Hold food/drink in left hand. Feet should be about shoulder-width apart. Keep body open.
7. **Eye Contact**—When speaking with someone, you should look them in the eye. At some point it might feel as though you are staring at them. There is a small triangle in the face that you can use. Eyes, eye area (forehead), and nose/mouth area.
8. **Conversations**—Talk about your likes and dislikes. Don't get too heavy.
9. **Graceful Exits**—Do not excuse yourself to use the restroom because the person you are talking with might go with you. Same goes for the bar. They might want you to get them a drink. Instead, extend your hand for a shake and state that it has been a pleasure talking with you.
10. **Business Cards**—Follow up! Ask for business cards from the people that you want to keep in touch with.