

# NETWORKING SKILLS

## 3 HABITS TO DEVELOP

- ▶ STAND TO BE TRUSTED
  - ▶ Arms at your side
  - ▶ Open body posture
  - ▶ Pleasant smile on your face
- ▶ MAINTAIN A TRADE DEFICIT
  - ▶ Find a way to "give" to someone long before you attempt to "sell."
- ▶ BE THE ONE WHO CONNECTS
  - ▶ Introduce those who haven't met.
  - ▶ Tell them why you think they may want to connect.

## 3 HABITS TO AVOID

- ▶ THE EAGER INTERROGATION
  - ▶ Too many questions can cause discomfort.
  - ▶ Use the Statement : Question formula.
- ▶ THE MINDLESS CARD PUSH
  - ▶ Never be the first to offer a business card.
  - ▶ Wait until they ask or offer theirs.
- ▶ THE ARTLESS GOODBYE
  - ▶ Find a way to say, "It's been great to... Now please excuse me as I must..."

# PRESENTING SKILLS

## 6 QUICK POINTERS

- ▶ SHOW ME YOUR HANDS
  - ▶ Keep them visible, but not distracting
- ▶ STAND STILL
  - ▶ Pacing and moving don't convey energy; they create discomfort.
  - ▶ Occasionally move from one place to another.
- ▶ LEAN ON NOTHING
  - ▶ Not the wall
  - ▶ Not the table
  - ▶ And never the podium
- ▶ IGNORE THE NON-ENGAGED
  - ▶ Feed your energy by looking at those who are looking pleasantly back at you.
- ▶ RULES OF THUMB ON SLIDES
  - ▶ Use a standard font with a point size that is the average age of the viewer or higher.
  - ▶ One slide per 10 minutes is ideal unless you use more images than text.
  - ▶ Use dark text on a light background.
  - ▶ Never read directly from your slides.
- ▶ PRACTICE
  - ▶ The number one secret of relaxed, at-ease presenters is practice. The car and the shower work well.
  - ▶ Being "stiff" as a result of too much practice is a myth.