

Networking tips

1. If you go with someone – make sure you separate so you do mix and mingle and do not end up only talking to each other.
2. Get the host to introduce you to people you would like to meet
3. Shake your contact's hand firmly
4. Make comfortable eye contact, be enthusiastic and smile
5. Give honest and sincere appreciation
6. Show respect for the other person's opinions. Never say "you are wrong" – or imply it.
7. Be a good listener. Encourage others to talk about themselves.
8. Ask questions. Avoid statements
9. Try and get agreement to referrals.
10. Obtain business cards and ask "Can I contact you,?"
11. Watch out for your body language – do not fidget, play with your hair, chew gum etc., Dress smart.
12. Make rough notes straight away and write to your contact within 24 hours with some polite remarks or clear follow up.
13. Create a system to note/store the business cards you collect.
14. If there are drinks and food available make sure you do not drink too much nor get messy with your food.