

The Do's and Don'ts of Structured Networking Events



Obtaining Employment & Advancement

- > Shake hands with everyone that you meet. Use a firm, but not bone-crushing grip
- > Introduce yourself as you shake hands; clearly state your first and last name.
- > If you are standing with a group of people and a new person approaches, take the lead in introducing everyone to each other.
- > Try to remember the names of everyone you've just met. It helps to use the name within a few minutes of conversation to reinforce it in your mind.
- > When wearing a nametag, wear it on your right side. The right side is a more natural place people cast their eyes when shaking hands.
- > Take plenty of business cards and keep them within easy reach.
- > If people give you their business card – store it in a different pocket from where you keep yours.
- > As soon as possible make notes on the back of each business card you receive so you don't get confused about who each person was and what you discussed with them.
- > Don't spend too much time with any one person.
- > If possible, identify in advance people that you want to meet.
- > Set objectives concerning types and number of people that you want to meet, the information you want to collect, points about yourself that you want to convey, or resources that you need to find.
- > Make a list of follow-ups and research you need to do after the networking event.