



10 Tips for Successful Networking

- 1. Do NOT “work the room.”** People can sense when you’re hurried and trying to end a conversation. Short interactions like these will either be forgotten entirely or remembered negatively. Aim to meet less people but to make more meaningful connections through intentional, patient dialogue.
- 2. Meet someone new!** Break out of the friend huddle! You may be surprised at the new relationships you develop.
- 3. Ask great questions.** It’s best to walk away from a conversation having allowed the other person to speak more than you did. Not only will they feel great about the conversation, but you’ll have gotten to know a lot about him/her, helping you plan and execute your follow-up more thoughtfully.
- 4. Be engaged.** Keep focus, eye-contact and avoid scanning the room for others to talk to. These cues make others feel valued and will allow you to develop better rapport and trust: the foundation on which you can later do business.
- 5. Don’t be afraid to join in.** There is nothing wrong with joining a conversation and waiting for a natural break in the chatter to introduce yourself. In most cases, the people who are already speaking will enjoy the interruption because it gives them a chance to meet someone new. If you sense that you’ve entered into a serious discussion, it’s okay to politely excuse yourself.
- 6. Be your best professional self.** Networking events are designed to help individuals meet, learn from and collaborate with others in their field on interest. Make the most of this opportunity by dressing professionally, acting courteously, and most importantly, being genuine.
- 7. Don’t expect to be perfect.** You won’t do everything perfectly, and that’s okay! Make it your aim to get better at networking and learn from your mistakes instead of dwelling on them.
- 8. Consider their network.** When meeting people, it’s important to remember that even if they can’t help you directly, someone in their network probably can. Information and contacts are a good goal of networking. Just make sure you follow through with anything you commit to.
- 9. Don’t overstay your welcome.** When there is a natural pause in the conversation, it’s perfectly acceptable to thank others for the conversation, excuse yourself and join another group.
- 10. Making an introduction.** Proper etiquette is to name the more important person first. “President Cureton, this is Sally Jones. Sally, this is UNW president Alan Cureton.”

And most importantly...enjoy the experience!