



Guide to Networking

In business, relationships are based on more than who you know. It's based on who knows you. . No one succeeds in business without building relationships with others. Read these tips for growing your network of contacts while making friends as well as customers and clients.

Meeting others

Practice remembering names.

- Ask the other person open-ended questions and don't talk too much about yourself.
- Before offering your business card to someone, always say, "May I give you my card?". If talking with a senior manager, wait for them to offer their card first.
- The proper way to shake hands is to give a firm handshake with your right hand. Always stand up to shake hands and look the person in the eye.
- When you greet a visitor in your office, you should tell him/her where to sit. Indicating where your guest should sit will make him/her feel more comfortable.
- Make friends first; business will eventually follow.



Networking and attending events

- Always have an agenda; know why you are attending the event and memorize names of those you wish to meet.
- Keep your right hand free for handshaking.
- Place your name tag on your right shoulder.
- Stay away from foods that are messy or that can't be eaten in one bite.
- Don't leave home without your business cards.
- Don't talk to, or sit with, only those you know well.

Introductions

- Introduce the person with lesser authority to the person with higher authority, regardless of gender.
- The person to whom the introduction is made is mentioned first.
- Identify each person's position and provide additional information that might facilitate conversation.

