Litzinger Career Consulting

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***Power Mingling: Network with Ease and Effectiveness***

**Attitude**

* Relationship building, listening, information sharing
* Not schoozing or asking for a job or business
* People like to do business with, hire and refer people they like
* Watch not to only talk to people you already know

**First Impressions Count**

* Albert Mehrabian study about the impact of communication shows 7% Words, 38% Tone, 55% Non Verbal Behavior
* Tone: Have good energy in your voice and project, not monotone
* Nonverbals: Good posture, eye contact, smile, appropriate handshake, nod

**Exhibit Host Behaviors**

* Start conversations
* Introduce people to each other; introduce yourself to someone alone
* Invite people to food and beverages

**The Art of Small Talk**

* Establishes rapport, helps people feel comfortable
* Positive and upbeat, not negative or complaining
* Includes: current events, sports, music, business, city, weather
* Avoid: health, gossip, religion, money, politics, misfortunes
* Watch not to interrupt; paraphrase and ask follow-up questions
* Read the newspaper before the event for news of the day

**Opening Lines**

* Upbeat observation: It’s nice to see so many at this event.
* Open-ended question: What did you think of the program?
* Pleasant self-revelation: This is one of my favorite foods.
* Other-focused question: What is new at XYZ agency?

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**ABC’s of Introductions**

* Authority: Introduce the more important person to the less so
* Business-like: Use complete sentences
* Clarify: Give some background information if possible
* Example: Ms. Senior Staffer, I’d like to introduce you to a Joe Junior who started working for our company last month. Joe, Ms. Staffer is the Vice President of Government Relations.
* Start with name of most important person. A customer or visitor is always considered the most important. Rehearse in your mind.
* If in doubt, don’t use first names, rather Mr. or Ms.
* Shake hands and repeat name to help you remember.

**Self-Introductions**

* Initiate when arriving and if someone forgets to make an introduction
* “Hi, I’m Sally Smooth, from XYZ Company. I don’t believe we’ve met yet.”

**Eating Etiquette**

* The focus should be on relationships not the food.
* Always keep your right hand free to be approachable and for handshakes
* Keep both your plate and drink in your left hand or alternate eating and drinking separately.
* Choose easy to eat foods and take small bites after you have finished talking to avoid being caught with your mouthful.

**Moving In**

* Best to approach groups of three or more
* Position self nearby and participate nonverbally with eye contact and nod until invited in or a pause in which you feel comfortable to make a comment about the topic and/or introduce yourself
* Can approach two people if they have been talking more than 10 minutes and/or one person’s body language indicates they are ready to move on.

**Moving On**

* You are supposed to circulate. Etiquette is 8-10 minutes with one person.
* Make closing comment after you have made a comment, not immediately after someone just finished talking.

**30 Second Commercial/Elevator Speech**

* Brief background about yourself after small talk, usually after someone asks you a question.
* Often includes your job title, employer, length of tenure and/or education.
* Can be framed more about what you do and how it helps people rather than simply a job title since this can elicit more interest and conversation.
* It can be helpful to end with a question, such as asking about the other party or asking for insight or advice.