



## **NETWORKING WITH *CONFIDENCE* IN TODAY'S BUSINESS WORLD**

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### **NETWORKING WITH STYLE**

- Arrive to the function promptly
- Remember clean business cards
- When you enter the room, first step aside at the door and find the host
- Nice to present your card right away especially with hard pronounced
- Name tag on high right side
- Do not or limit your alcohol consumption
- Plan ahead your 30 second introduction
- Avoid topics that involve diet, religion, politics or sex
- At networking function eat something before so you aren't starving

### **BAR AND BUFFET**

- Important to think about your presence
- Consider *not* having a glass of wine
- Cocktail parties remember to eat before you arrive
- Don't stand up and eat
- Hold drink in left hand- one thing in one hand

### **ETIQUETTE IS HELPING PEOPLE FEEL COMFORTABLE**

- Making introductions is important and when doing so use, Mr. and Mrs.
- Small talk (have topics in mind to speak about that are suitable for the particular venue).
- Give a little information about what you do
- If you don't know anyone find someone who is also alone
- Try not to walk up to two people
- Engage with the person you are speaking with.
- When entering a large group introduce yourself
- If you are part of a large group welcome someone in
- If you want to leave a conversation, I have really enjoyed talking with I need to find xxxx before the end of the night or simply excuse yourself
- Still using Ms. when referring a woman



- Most business etiquette is gender neutral

### **REMEMBERING NAMES**

- Look at their business cards
- Repeat it, repeat it, and repeat it
- Don't be embarrassed to ask again
- Say first and last name
- No air kissing!

### **ACKNOWLEDGING PEOPLE**

- Handshakes should be: firm, fast and free of perspiration
- Proper handshakes have elbows aligned with shoulders
- If you are sick please explain the situation
- If you don't want to hug extend your arm and step back

### **HAVING YOUR PHOTOS TAKEN**

- Put your drink down
- Rest your hands light on top of your legs

### **WHEN HOSTING A FUNCTION**

- Remember equal number of you and guests –
- If you have extra seats think about inviting an executive from a non-profit
- You invite you pay Business luncheon
- Conversation should be 50/50 personal and work
- Begin the meeting speaking personal then work then personal
- Suggest a menu item to your guest to provide guidance on the rhythm of the event

### **SITTING AT A TABLE**

- Approach from left side sit down when sitting down and standing up
- Leave your napkin on the chair when excusing yourself
- Leave your napkin on the table when you are leaving
- Begin your meal when everyone is served
- Pass to your left
- Fork tongs down when finished
- To remember the plate settings BMW 'Bread Meal Water'

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