



Successful Networking Guidelines

Successful networkers:

- Make others feel good about themselves.
- Use leadership skills to include others.
- Provide resources.
- Initiate opportunities for others
- Are in the habit of introducing themselves by name to others.
- Introduce people they meet to others they know.
- Follow up immediately on new persons they have met.
- Never ask for a job or a contact at a social event.
- Don't promise something they can't deliver.
- Maintain comfortable eye contact with the person with whom they are speaking.
- Don't look over their shoulder to see whom else is there they want to meet.
- When they need to move on, don't leave a person standing alone. They include them by asking them to join you to meet another person.
- Excuse themselves when leaving one group to join another.
- Ask for business cards of others before they give out theirs.
- Avoid ethnic or gender jokes, gossip, rumors and sarcasm.