

## TOP TIPS FOR:

# SUCCESSFUL NETWORKING

1. **You are not alone** – remember that you are not the only one there that fears networking! Out of every ten people the chances are that four of them feel the same as you so they will be relieved that you made the first step to talk.
2. **You are not naturally shy** – whether you believe it or not, humans are wired to be communal, tribal animals. People are apparently only shy by design so hold your head up and be part of the pack.
3. **Be yourself** – most people who are not “natural” networkers feel that they have to be extrovert to in networking situations. While you might have to make an effort to be more outgoing than normal, you don’t have to be gregarious. Be authentic.
4. **People are not just about work** – people you meet will have lives outside of work, just like you do. Talk about your interests and passions and ask them what theirs are. You will appear more comfortable and engaging when you talk about something you love.
5. **Ask for introductions** – it is easy to spend all of your time with one person once you have made the effort to talk to someone. Try not to get stuck in this comfort zone and ask them to introduce you to someone else they have spoken to.
6. **Be generous** – share what information you have with them, even complement them if it is appropriate to do so. Let people see that you are willing to be open and honest and that it will be worth them knowing you.
7. **Be prepared** – if you think that you will freeze or become tongue-tied prepare yourself in advance. Think of an ice-breaker question for when you meet people or have a personal pitch ready. Also try and think of how you will respond to questions that you may be asked.
8. **Follow up** – sharing information with new contacts is a great way of building relationships. It doesn’t have to be about your work just anything that they may be interested in or find useful based on the information you know about them.
9. **Get used to rejection** – not an easy one! Don’t take it personally if someone is not interested in what you have to say...you can’t win them all!
10. **Take risks** – when you overcome that fear or rejection it will be easier for you to just go out and do it. Everyone new that you meet may well feel uncomfortable to talk first and put them at ease.