



Networking 101

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About Me

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Don't be So Serious

- Should be fun!
- Smile
- Everyone is nervous one time or another



Networking Steps

- Be Prepared
- Approach
- Ask, Don't Tell
- Listen



I. Be Prepared

- Elevator Pitch
- Know the other person
 - Research interests
 - CV



2. Approach

- Three second rule
 - Approach person right away.
 - Don't wait to talk yourself out of approaching someone!
 - Don't linger around
- Smile when approaching



3. Ask, Don't Tell

- Quickly introduce yourself
 - First five seconds
- Mention something that interested you.
 - Then ask a question
- Don't express an opinion right away.

Example: Hi, I wanted to introduce myself. I am _____ . I read about your interesting work on X. I wonder if you have a couple minutes to discuss that. (Person replies positively) Are you still working in that area?



4. Listen

- People like to talk, especially about themselves
- Be genuinely interested (or at least fake it!)
 - Keep eye contact!
 - Nod in agreement when you understand something
 - Ask clarifying questions



Other tips

- Ask for an introduction
- Set some goals
 - Who should you meet?
 - How many people do you want to meet per day?
- Do not spend all day with people you know!
 - Venture off on your own at least once per day.



Other tips (cont'd)

- Be wary of another person's time
 - Try to notice if they look like they need to get somewhere
- Practice! Meet a few new people every day. Being social does not always come naturally.
- Do not worry if you do not understand everything.
- Do not be afraid to ask clarifying questions.