

2016 Texas Library Association Conference

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Getting More Out of Networking Events

A Workshop with Maureen Sullivan

Networking defined: intentional interaction with others to exchange information and to develop contact, especially to advance your career.

Some Tips for Networking:

Be ready to engage and be approachable.

Discover the CPI, the "common point of interest" as early as possible.

Know that others may be nervous. Talk to others who appear to be uneasy or nervous.

Be careful not to cross your arms. Closed arms are a signal that you might not be approachable.

Relax and be yourself. Be authentic and genuine.

Carry business cards and be ready to offer them.

Ask open-ended questions to draw others out and to keep the conversation going.

Remember and use the "five whys" – what, who, when, where and why. They can come in handy if it is difficult to get a conversation going.

Be prepared to tell brief stories about yourself. Invite others to do so, too.

Smile and make appropriate eye contact.

Move around the room to maximize your networking experience. One effective way to disengage is to say "I've enjoyed our conversation and I ..." Finish with what step you plan to take.

A Brief Exercise in Networking

New Connection

Name:

Organization:

Contact Info:

New Connection

Name:

Organization:

Contact Info:

New Connection

Name:

Organization:

Contact Info:

New Connection

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