

## Networking Cheat Sheet

A Royal Touch Training with Anne Sumangil

Email: [asumangil@gmail.com](mailto:asumangil@gmail.com)

### Preparation

1. Review your social media – update the privacy and clean up your accounts, as necessary.
2. Find business professional attire and groom appropriately.
3. Prepare your padfolio to include business cards and copies of your resume.
4. Do not bring items that you will not use at the networking event.

### Food and Beverage

1. Answer this question before leaving: Are you attending the networking event to eat or to network?
2. If it is to network, eat before you leave.
3. Always make sure your right hand is free.

### First Impressions and Shaking Hands

1. Upon arrival to the networking event, you are “on stage”
2. When shaking hands: make eye contact, hands should be web to web, firm handshake
3. Focus on the other person.

### Entering and Exiting Conversations

1. To enter a conversation, greet the group and ask if you can join them.
2. To exit a conversation, excuse yourself. If that is not an option, introduce them to someone else or ask them to introduce you to others.

### Networking Tips

1. Use small talk to include topics:
  - a. Where s/he grew up or currently lives
  - b. Where s/he works
  - c. What s/he does for a living
  - d. Sports
  - e. Travel
  - f. And if all else fails, the weather
2. Avoid talking about religion, politics and money.
3. Try to make a connection to the other person by finding things in common.
4. Ask questions – people love talking about themselves!
5. Listen and paraphrase, as necessary.
6. Do not gossip.



## Networking Cheat Sheet

A Royal Touch Training with Anne Sumangil

Email: [asumangil@gmail.com](mailto:asumangil@gmail.com)

### Preparation

1. Review your social media – update the privacy and clean up your accounts, as necessary.
2. Find business professional attire and groom appropriately.
3. Prepare your padfolio to include business cards and copies of your resume.
4. Do not bring items that you will not use at the networking event.

### Food and Beverage

1. Answer this question before leaving: Are you attending the networking event to eat or to network?
2. If it is to network, eat before you leave.
3. Always make sure your right hand is free.

### First Impressions and Shaking Hands

1. Upon arrival to the networking event, you are “on stage”
2. When shaking hands: make eye contact, hands should be web to web, firm handshake
3. Focus on the other person.

### Entering and Exiting Conversations

1. To enter a conversation, greet the group and ask if you can join them.
2. To exit a conversation, excuse yourself. If that is not an option, introduce them to someone else or ask them to introduce you to others.

### Networking Tips

1. Use small talk to include topics:
  - a. Where s/he grew up or currently lives
  - b. Where s/he works
  - c. What s/he does for a living
  - d. Sports
  - e. Travel
  - f. And if all else fails, the weather
2. Avoid talking about religion, politics and money.
3. Try to make a connection to the other person by finding things in common.
4. Ask questions – people love talking about themselves!
5. Listen and paraphrase, as necessary.
6. Do not gossip.

