

Professional Networking Groups: Maximizing Their Use

Outline of presentation on getting the most out of professional networking groups.

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Author: Rick Taylor
President, Ratliff & Taylor, Inc.
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Professional Networking Groups – Maximizing Their Use

Networking – Not Needworking

Before the Event:

- ✓ Do your homework – Get the roster
- ✓ Identify 2-3 people you would like to meet
- ✓ Get some high quality business cards
- ✓ Who worked in your target companies?
- ✓ Who has the same functional background?
- ✓ Dress code

During the Event:

- ✓ Be approachable – smile!
- ✓ Arrive early – introduce yourself to others
- ✓ Scan the name tags
- ✓ Look for your targets
- ✓ Introduce people you meet to others
- ✓ Pay attention during introductions, take notes
- ✓ Contribute something – get noticed
- ✓ After the meeting, stand near the door and say goodbye

After the Event:

- ✓ Help others
- ✓ Volunteer to help facilitate
- ✓ Schedule quality time (breakfast, lunch) with your new contacts
- ✓ Email others in the group you did not get to meet
- ✓ Provide your profile on your email
- ✓ Keep a spreadsheet of contacts
- ✓ Use LinkedIn

Outline of Seminar Presented by:
Rick Taylor, President, Ratliff & Taylor, Inc.