

**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:

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