

# Networking

## ***Objectives:***

1. Participants will learn how to meet and greet in the business world.
2. Participants will learn about using titles.
3. Participants will learn about nonverbal communication.
4. Participants will learn about verbal communication.

***Time:*** 1 hour

## ***Materials:***

1. Name Tags
2. Paper
3. Pencils
4. Pens

## **Activity: First Impressions and Networking**

The idea of this activity is for participants to learn how to properly meet and greet people using non-verbal communication in the business world. Participants will also learn the importance of remembering other's names and important facts about that person. Participants will learn how non-verbal and verbal communication skills will help them network in the business world.

## ***Prior to activity:***

1. Ensure you have materials.
2. Move tables or chairs so that participants will have space to mingle in the room.

## ***Roles of Facilitator(s) and Volunteer(s)***

1. **Facilitator-** ensure that participants understand and are doing the activity; answer questions.
2. **Volunteer(s)-** same as the Facilitator(s).

## ***Start of Activity***

1. When participants arrive distribute:
  - Name Tags
  - Paper
  - Sharpened Pencils
  - Pens

**Leader's Notes** - Begin the activity by asking the following questions:

1. Has anyone ever heard of the word **etiquette**? - Have participants respond by a show of hands.
2. What do you know about etiquette? - Guide a brief discussion about etiquette.
3. What do you know about business etiquette? Guide a brief discussion about business etiquette.
4. **Explain the following:**<sup>1</sup>
  - a) **Etiquette** – is a fancy word for getting along with others.
  - b) Many people think that etiquette is only used for special occasions such as formal dinners and wedding receptions, but this is not true.
  - c) Etiquette can be used on a date, in the supermarket checkout line, and at family reunions.
  - d) Etiquette teaches a person how to interact with others and survive daily human contact.

Begin talking to participants about Business etiquette.

**1. Explain the following:**<sup>2</sup>

- a) **Business Etiquette** – is a fancy word for getting along with others in the business world.
- b) When introducing oneself in the business world, you should say your name and your role.
  - *For example: Hi, I'm \_\_\_\_\_. I am the Community Affairs Executive at Mills Bank and wanted to stop and introduce myself.*
- c) Afterwards, the person you introduced yourself to should say his/her name and their role.
  - *For example: Hi, I'm \_\_\_\_\_. I am the Accounting executive at the Baker Food Chain. How do you do?*
- d) Business Etiquette – is a way to help people network.
- e) **Networking** – is the process of exchanging information, contacts, and experience for professional purposes.
  - *For example: Amanda got a job at the local newspaper because her friend, Jamie, knew someone who worked at the local newspaper.*
- f) The reason why so many people network is because it is a great method for finding a new or better job or gaining contacts for business.

Begin talking to participants about shaking hands and non-verbal communication.

**1. Explain the following:**<sup>3</sup>

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<sup>1</sup> This information comes from Etiquette for Dummies by Sue Fox

<sup>2</sup> *ibid*

<sup>3</sup> *ibid*

- a) Many people tend to forget the importance of remembering names, making a good first impression, and greeting people with a firm handshake.
  - b) When you introduce yourself to someone you should give them a firm handshake.
  - c) **Handshake** – is the physical greeting that goes with the verbal introduction.
  - d) Not shaking hands is a form of rejection and can be very insulting to the other person.
  - e) In the American business world, it is expected that you will offer a firm hand shake, but not harshly squeezing the other person’s hand, and that you will make eye contact.
  - f) A firm handshake with good eye contact communicates self-confidence.
  - g) **Nametags** – should be worn on the right shoulder, because that’s where your eye goes when you shake hands.
2. Have participants practice introducing themselves and doing a firm handshake with two people in the room.
- ❖ *Note: Participants should stand up while introducing themselves and shaking hands.*
  - ❖ *Note: Participants can shake hands with the two-people sitting beside them if the room is setup that way or you can pick the two people that they will shake hands with.*

Begin talking to participants about when it is expected to shake hands.

- a) When meeting someone and when saying goodbye.
- b) When seeing an acquaintance again.
- c) When greeting a host and being introduced to people.
- d) When meeting someone you already know outside your work or home.
- e) When leaving a social or business event.

Begin talking to participants about the appropriate handshake in American etiquette for men and women.

- a) It is important to grip the other person’s hand so that the webs of both thumbs meet.
- b) Shake firmly just a couple of times and end the handshake cleanly.
- c) Shake firmly from the elbow, not the shoulder.
- d) A good handshake is held for three or four seconds.

**Leader's Notes** – Begin activity by telling students to make up a fake name, career, family, interests, and other information and write it on paper.

❖ *Note: Participants should write enough fake information to have a 3-minute conversation.*

❖ *Note: To save time, you may want to tell participants that they have 5 minutes to make up their fake information.*

1. After the participants have made up their information, they should write their fake names on their name tags.
2. Participants are to put their name tags on their right shoulder.
3. Participants are to mingle and introduce themselves using their fake information to three people in the room.

**Leader's Notes** – Tell participants they are to shake hands and introduce themselves properly using the business etiquette skills they have just learned.

1. Participants are required to remember the names of the three people they met.
2. Participants are to remember at least two other things about each person that they met.
  - *For example: Participants can remember the person's career.*
  - *For example: Participants can remember how many children a person has.*
3. Participants are to remember information about others so they can possibly network with them in the future.
  - *For example: John is trying to start a construction company. John needs someone to make signs about his business so he can start to advertise. John meets Sam, who works for a business that makes signs. John and Sam got along very well. Therefore, John will get Sam to make signs for his construction company.*

**Leader's Notes** – Tell participants that it is important for them to remember others' names because, after the activity, the facilitator will ask each participant to tell the class about the people that they met.

1. Read the questions under **Debrief the activity** to students before they mingle so they can think about these questions during the activity.

### **Leader's Notes**

**Debrief the activity** - Ask each participant about one or two people they met.

1. Ask each participant to tell the class the names of the people they met.

2. Ask each participant to tell the class at least two things about the people they met.
3. Ask each participant to tell the class who was their favorite person and why?
4. Ask each participant to tell the class who they can network with in the future and why?
5. Ask each participant to tell the class who they were similar to and why?
6. Ask each participant how he or she can use their similarities to their advantage in the future?
7. Ask each participant to tell the class who they were different from and why?
8. Ask each participant to tell the class how they can use their differences to their advantage in the future?