

# ACS Career Development Workshop IV: Networking Skills

American Chemical Society

*Making Conversation, LLC*

Peggy Wallace

March 18, 2009

# ACTIVE LISTENING FOR CONVERSATION CUES

**Be “in the moment.”**

- **Be non-judgmental and flexible.**
- **Disclose appropriate information about yourself.**
- **Demonstrate positive body language**

# STARTING CONVERSATIONS

## Approaching People:

- **Observe, Listen, then Speak**

## When Speaking:

- **Be interested in the other person.**
- **Invite a conversation.**

# CONVERSATION STARTERS FOR EVENTS

Start off with a general –e.g. comment on the setting ..... So glad you came, it is a great turnout/ worthwhile event.

- How did you find out about this event?

- Their involvement and perspective.

- What did you think about the speakers/questions at the session?

- Their opinion and thoughts.

# CONVERSATION STARTERS FOR EVENTS

**Specific – Look at their nametag/  
content of the business card...**

- **How long have you been with?**
- **What attracted you to this area?**
- **Where did you get your education?**
- **What do you see as the biggest challenges for your company/industry?**

# EXITING CONVERSATIONS

## BE ALERT TO THE OTHER PERSON

**E** = Express your gratitude (Summarize salient points of interest)

**X** = Smile, shake hands

**I** = Your Intention to contact them

**T** = Take off and Thank them later

# PRETEND TO BE FAMOUS

Barak Obama

Hillary Clinton

Bill Gates

Oprah Winfrey

Superman

J. K. Rowling

**---OR BE YOURSELF!**

With a logical intro to question, i.e. I am new in the area....

- **What made you decide to join us today?**
- **What do you think about this location/meeting/event?**
- **Where did you spend your last vacation?**

# Business Etiquette :

- Name Tags
- Business Cards
- Topics of Conversation –  
Always prepare **THREE** of  
general interest
- Follow-up in a timely manner

# TIPS FOR NETWORKING

- Be truly curious.
- Get to an event early.
- Be *Front Porch Friendly*.
- HELP OTHERS FIRST.
- Help them help you .

# ***THANK YOU FOR YOUR PARTICIPATION***

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**Peggy Wallace**

**Making Conversation, LLC**

**[Peggy@makingconversation.com](mailto:Peggy@makingconversation.com)**

**[www.makingconversation.com](http://www.makingconversation.com)**

**(760) 803-2641**