



Superstar Communicator Networking Checklist

Be Connected; Be confident; Be Engaged when networking

- Why are you attending?

- Who else will be there?

- Who could you arrange to meet or catch up there?

- Who do you want to speak to at the event?

- Ask the hosts to be introduced to an individual

- Use 3 or 4 small talk intros to start a conversation

- See who else is alone - start a conversation!

- Follow up email within 24 hours of meeting

- Invite to connect on LinkedIn with personal message

- Think of how to keep in touch with new contacts



Make the most of a networking opportunities by being prepared and trying these techniques