

Top Tips for “Working a Room”
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1. Prepare your self-introduction: The best self-introductions are energetic and pithy – no more than seven to nine seconds long. Remember to speak clearly and look people in the eye.

The three purposes:

- 1) Tell people who you are
 - 2) Give them a pleasant experience of you
 - 3) Give them a way to engage with you
2. Act like a host: Focus on others’ comfort instead of your own. Actively meet people, start conversations, introduce others, and make sure that their needs are met. An easy way to practice your “host” behavior is to volunteer to be on the greeting committee of your organization.
 3. Pay attention to people: Be a good listener. When you really concentrate on what people are saying, you improve your chances of remembering both the person and the conversation. Maintain eye contact and ask relevant questions that indicate your interest.