



Making a Great First Impression

If you want to make a good impression, know that you need to project 3 C's:

Confidence

You can project confidence by:

- Having a straight but relaxed posture. Hold your head high and steady. Don't slouch or slump.
- Moving in a natural, unaffected manner.
- Maintaining eye contact with the people you are talking to.



Competence

You can project competence by:

- Exhibiting knowledge of your craft. Know your way around the agenda. Being prepared for the meeting. Bring supportive materials to emphasize your points.
- Answering questions in a clear and professional manner, avoiding the use of slang or technical jargon.
- Asking relevant questions.



Credibility

You can project credibility by:



Using Business Cards Effectively

Networking is not complete without receiving or giving a business card. The business card is a way for you to follow up with the people you have met. Likewise, it is a way for them to contact you for further meetings.



Never be without your business cards!

Follow the protocol on hierarchy. Cards should not be given to senior executives that you meet unless they've asked for one.

Time the presentation of your card.

Accompany your business card with an explanation of what you can offer them.

When receiving a business card, show the other person that you value their card.

Minimizing Nervousness

Three steps to introducing yourself effectively:

5. B

- Project warmth and confidence. Many people size you up even before you say a word, which is why it's important to mind your body language. When

introducing yourself, stand up straight, relax

and establish eye contact.

- Don't take calls in the business meeting or conversation with an Exceptions may be made in the case of an urgent call, but excuse yourself before taking it. Likewise, set your ringer to silent or your



Creating an Effective introduction

Cell Phone Dos and Don'ts