

How to Work a Room and Other Skills They Didn't Teach You In College



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The 3-Part Introduction

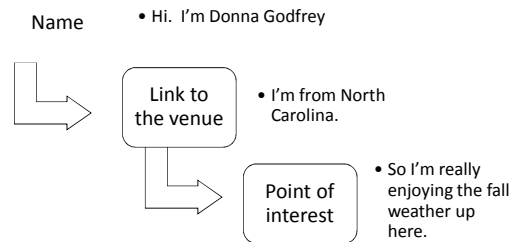
1. Your Name (first and last)
2. A linking piece of information pertinent to the function you are attending.
3. A point of interest

Keep it brief!

- 7-9 seconds is the target timeframe

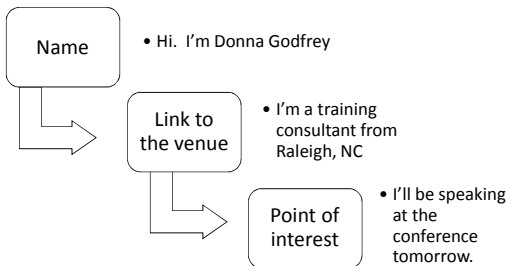
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Self-Introductions : Examples



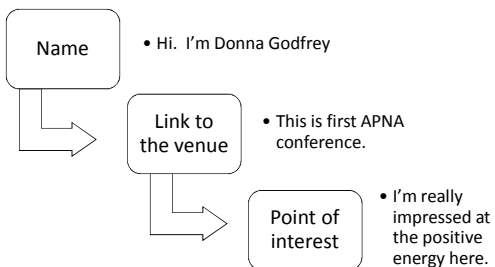
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Self-Introductions : Examples



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Self-Introductions : Examples



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The First Hurdle: Entering the Room

Psst...It's awkward for everyone.

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“Hello, Old Friend!”

- Before entering the room, imagine you are about to run in to an old friend.
- Let the warmth and pleasure of that encounter wash over you.
- Bring that warmth and enthusiasm to the people you are about to meet.

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Laser-like Attention

- Warm smile
- Undivided attention
- An attitude that says:
“I think you are special and deserve my attention.”

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Conversation Starters: General Questions

- How was your trip in?
- Can you recommend a good restaurant in the area?
- How long have you been a member of _____?
- Which lectures are you planning to attend at the conference?
- How long have you been on the team?
- Where are you from?

Note the use of ‘You’ in all these questions.

Not:
“So, where should I eat while I’m in town?”

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Let's take a minute to talk about handshakes

The Good, The Bad, and The Painful

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The Handshake: Don'ts

- ▶ The Jellyfish: A limp handshake is creepy.
- ▶ The Knuckle Breaker: This is a power play.
- ▶ The Finger Squeeze: This person doesn't grab your hand, but instead grabs your fingers only. Done lightly, it is prissy. Done heavily, it becomes the intensely painful "ring squeeze."

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The Handshake: Don'ts

- The Glove or Covered Handshake:
 - Makes people suspicious.
 - For pastors, funeral home directors, or when you know someone extremely well.
- The Controller: Don't grab anyone's elbow or shoulder unless you are intimate.

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The Solid Handshake

- Extend your hand and grip the other person's hand so that the web of your thumbs meet.
- Shake three times from the elbow, not the shoulder.
- End the handshake cleanly before the introduction is over. (3-4 seconds)
- Always stand, unless it would be extremely awkward to do so. (Women, too.)

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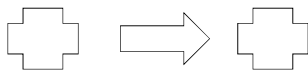
Moving In: Breaking Into a Conversation

- Avoid 2 people who appear to having an intense conversation
- To break in to a group:
 - Position yourself close to the group.
 - Give facial feedback to the comments being made.
 - When you feel yourself included, join in the conversation.
- Be open to others who "want in".
 - When you see someone on the periphery of your conversational group, invite them in.

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Moving On: Extricating Yourself

- Use the *Plus-Arrow-Plus* Method
 - Plus: "I'm really glad that I had a chance to talk to you about..."
 - Arrow: "I think I'm going to head over to the buffet."
 - Plus: "I look forward to seeing you in the meeting tomorrow."
- Visibly move to another part of the room to underscore the fact that you did have someone to see or something to do.



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More examples...

- "I appreciate your advice on restaurants in the area. I just spotted a couple of new folks that I haven't met yet, so I'd better head over there. It was great meeting you."
- "It's always great to meet new volunteers. I haven't eaten yet, so I'm going to check out the buffet. I'm glad you are here."

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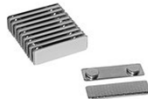
Train Your Wingman

- If you will be circulating with a partner, train him or her as 'wingman.'
- The Agreement: If I don't introduce you within the first 30 seconds, it's because I don't remember this person. Your job is to step forward and introduce yourself.
- Example: "I'm David Simpson, Donna's husband. I don't think we've met."

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Nametags

- Right shoulder/chest so that when someone is shaking your hand they can visually follow your arm up and find your name.
- Ladies...Beware the hanging name tag between your breasts. It's awkward for everyone.



Get Magnetic
Name tag Holders to
protect your clothes

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Drinks and Food

- Wrap your drink in a napkin to prevent cold, damp palms.
- Carry your drink in your left hand to avoid awkwardness and cold damp palms when shaking hands.
- Get a drink or food...never both.

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Thank You!

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