

WORKBOOK



NETWORK LIKE A PRO

**LEARN HOW TO INCREASE YOUR
SKILL, STRATEGY & CONFIDENCE AT
YOUR NEXT EVENT!**

www.mariavitoratos.com

CURIOSITY



EVERY EVENT IS AN OPPORTUNITY

Curiosity is a powerful tool for making meaningful connections at networking events. Just like you would approach new people at a social gathering to create genuine conversation by showing the other person a genuine interest in what they are saying, you should approach every conversation at a networking event with the same intention.

Try the following:

- Ask thoughtful questions that keep the conversation 'open' and flowing.
- Show the other person your interest in what they're saying by using non-verbal clues such as: nodding, smiling, and phalic sounds.
- Be an active listener. Be sure to let the other person 'complete their thought' before you start talking.
- Be sincere and invested in what the other person is saying.

YOUR CONFIDENCE IS YOUR SUPERPOWER!

Pre-Event:

Choose the right outfit that makes you feel confident about your appearance.

Remember to dress-up according to **YOUR** brand; not according to what you 'think' people will expect you to wear!



Upon Arrival:

Walk in with your head held high, and your phone tucked away. Avoid the temptation of standing at the entrance. Find the coffee/tea stand and head over there. Once you have a beverage in your hand, scan the room, smile, and make eye contact with someone closeby.

QUESTION PROMPTS

Try these question prompts to start open conversations that will help you build a genuine connection with other people at your next networking event.

- What brought you to this event?
- How did you hear about this event?
- What's been the best part of your day so far?
- When you applied for your current job, what did the job description say you would do and what do you actually do right now?
- What's a current project or goal you're excited about?
- What's the most interesting thing happening in your industry right now?
- Have you attended this event before? How does it compare to previous ones?
- What's your favourite takeaway from this event so far?
- What inspired you to choose your career path?
- When you're not working, how do you like to spend your time?
- What kind of connections are you hoping to make at this event? How can I help you?
- If you could swap careers with anyone for a day, who would it be with and why?
- What's one thing about your work that people often misunderstand?
- If you weren't doing your current job, what would be your ideal job?
- How did you get started in your industry?
- What's been the most rewarding part of your career so far?

BUILD ON WHAT YOU STARTED

Farewells:

Remember to exchange contact details and connections on professional platforms such as LinkedIn. But, don't ask for contact details until you developed a genuine connection.



Follow-Ups:

Remember to send a personalised follow-up message/email within 24-hours of meeting people at the networking event. Mention something specific from your conversation with them at the event. By doing so, you will show your genuine interest.

NETWORKING CHECKLIST

Choosing Your Outfit

- Does it fit?
- Do you feel comfortable wearing it?
- Does it make you feel confident?
- Does it align with YOUR personal brand?

Arrival

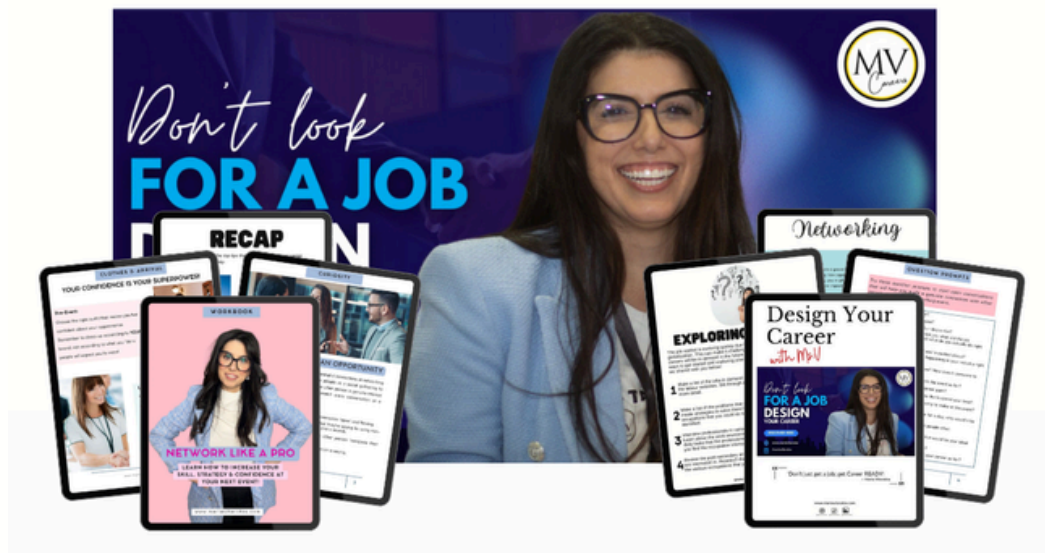
- Put your phone away?
- Scan the room when you enter.
- Go to the coffee/tea station & take a beverage.
- Make eye contact with people.
- Be approachable
- Read the room & speak with people that make you feel at-ease.

Conversation Skills

- Listen more than you speak.
- Ask open style questions
- Give the other person time to complete their thought.
- Respond authentically when it's your turn to speak.
- Ask genuine questions to learn more about the other person.
- Use non-verbal cues to show your interest in the conversation.

Farewells & Follow-Ups

- Exchange business contact details.
- Connect on professional platforms such as LinkedIn.
- Send an email/message & include something specific from your conversation.
- Use professional mannerisms in your message/email.
- Share any resources/connections you promised the other person at the event within the timeframe you promised.



Great networking skills are a powerful tool for building meaningful connections and creating new opportunities. As you practice what you've learned in this workbook, you might find yourself wondering how to make these strategies even more impactful for your specific goals or challenges.

Great job completing this workbook! If you'd like more tailored strategies to refine your networking skills, feel free to explore my 1-1 and group career coaching programs.

That's it for now!

Want to learn more? Let's connect for a free chat:

[CLICK HERE](#)



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