



## SkillsUSA Georgia Weekly Chapter Activities

### Week 6

**Lesson Plan:** Networking Tips

**Objective:** Use Fall Leadership Conference to make new friends and engage with other schools.

#### **Instructions:**

Fall Leadership Conference is a great way to meet other students who may be able to help you as you progress through the year and SkillsUSA. Use the following networking tips to make a great first impression as you meet new people this week. Practice making your first impression by working in small groups to perfect your introductions.

#### **1. Create Your Personal “Elevator Pitch”**

An elevator pitch, also known as a marketing message, is simply a short description of your company... or, in this case, yourself. The term “elevator pitch” refers to the brevity – about the time of an elevator trip. In networking, you will use your elevator pitch to quickly (in about one sentence) explain the who, what, when, where, and why of you to a new acquaintance.

#### **2. Remember Names**

Another very important key to building a strong network is remembering people’s names. When you meet someone, take note of their name. A person will be pleasantly surprised if you remember their name the next time you meet, and your relationship will be improved. Improving your memory is an important part of building a strong network.

#### **3. Follow the 80/20 Rule**

In order to build strong relationships, you need to understand how to manage a conversation in such a way that the other person feels important and honored. To do this, try to listen about eighty percent of the time and only talk about twenty percent. Obviously, this will not always be possible, but it is a good goal.

#### **4. Ask Open-ended Questions**

Asking open-ended questions will help you get to know a person better, and it will also help you follow the 80/20 rule. Ask questions related to your interests and career pathways, and you will likely learn quite a bit from people you meet. Use open questions to build a relationship and to improve your learning.

#### **5. Set a Target**

When entering a situation where you will meet a new set of people set a goal to meet 3 new friends. This may seem artificial, but it can make you more open to people, and prompt you to make the effort to say more than a perfunctory hello.

#### **6. Make an effort to smile**

Big surprise, studies show that the amount of time you smile during a conversation has a direct effect on how friendly you’re perceived to be