Schmooze or Lose
“80% of success is showing up.”

-Woody Allen, filmmaker
Don’t go hungry!
Mindset

• Who am I?
• Where am I?
• Who is my audience?
• What do I want from my audience?
Energy Management
Mechanics

I WANT YOU
TO TURN OFF
YOUR CELL PHONE
Mechanics

Make your entrance
Mechanics

• Don’t go hungry!

• Name tags

• First meetings
  – Handshake
  – Smile
  – Eye contact
  – Drink in left hand
Introductions

• Introduce yourself
• Introduce others
Miserable Moments I

• Late or early?
• Handshakes
• Clammy hands
• Names, forgotten or difficult
• Entering and breaking away from groups
• Personal space
Miserable Moments II

- Hangers on
- Alcohol pushers
- Gossip
- Faux pas
- Taking leave
Small Talk = Big Skill

• “I” vs. “You”
• Compliments
Some Conversational Openers

• What exactly do you do in your job day-to-day?
• What are the most interesting aspects of your work?
• On the way here I noticed…
Thank your host

• No to texting!
• OK to E-mail
• Better to send hand-written note
• Best to use personalized stationery
Helpful Books

- The First Five Minutes: How to Make a Great First Impression in Any Business Situation by Mary Mitchell
- The Complete Idiot's Guide to Etiquette by Mary Mitchell
- Class Acts: How Good Manners Create Good Relationships Create Good Business by Mary Mitchell
A Few Last Words

Why bother?
Because:

**Good manners create good relationships**

AND

**Good relationships create good business**

It’s NOT the other way around!
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