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

-Woody Allen, filmmaker
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
Still More Mechanics

• Don’t show up hungry!
• Name tags
• First meetings
  – Handshake
  – Smile
  – Eye contact
  – Drink in left hand
Introductions

• Introduce yourself
  – What you do > your title

• Introduce others
  – Balance the scale
  – Deference
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 does your average work day look like?
- What are the most interesting aspects of your work?
- On the way here I noticed...
- If you weren’t...?
Thank your host

• No to texting!
• OK to E-mail
• Better to send hand-written note
• Best to use personalized stationery
Essence of a Thank You Note (SSAA)

– Specific (What is being acknowledged.)
– Significance (Begins with “you”.)
– Applicability (How you will put this experience to use.)
– Address Appropriately (Use honorifics.)
DEAR MARY:

THANK YOU FOR SENDING THE COPIES OF THE COMPLETE IDIOT’S GUIDE TO MODERN MANNERS. THE BOOK LOOKS LIKE ANOTHER WINNER—FOR YOU AND JIM—AND FOR IDIOT’S LIKE ME! I NEED THIS KIND OF GUIDANCE TO KEEP ME ON TRACK. ONLY YESTERDAY I HAD AN EMBARRASSING FAUX PAS WHEN I [OVER]

Association of American Medical Colleges
MIS-SPLED A COLLEAGUE’S NAME IN AN EMAIL. YOU OFFERED THE GUIDANCE I NEEDED ON PAGE 72!

THANKS AGAIN. I LOOK FORWARD TO MEETING JIM AND SEEING YOU AT MCMAN SWIMS IN JULY.

SINCERELY,

[Signature]
Thank You For Your Time!

- E-mail: marymonicamitchell@gmail.com
- Website: www.themitchellorganization.com
- Resources: