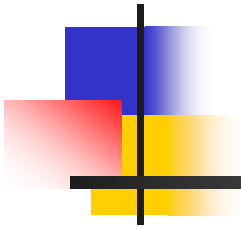
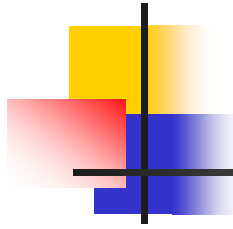


The Art of Grip & Grin

Developing Mingling Skills



Caltech Career Development Center
International Student Programs



Rate your comfort level

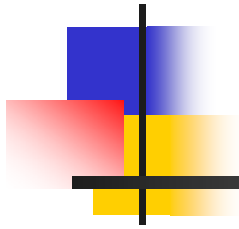




Goals of Workshop

- Understand expectations of mix and mingling events
- Recognize why this important for scientists & engineers
- Learn “How to” mingle with ease
- Practice what you’ve learned

Networking may not be
rocket science...



But studies prove it works for
rocket scientists



How to Prepare

- Have a personal agenda
- Know who might be there
- Be able to share five interesting facts personally
- ...five interesting facts professionally



Develop a Self-Introduction

- Your name (first and last)
- Something about yourself that identifies your common interest
- Business - line of work
- School - what year/major you are
- Social - how you are connected to the gathering



Basic Conversational Skills

- Listen for facts, feelings, free information, and implied statements
- Identify commonalities
- Ask open-ended questions
- Share common experiences and feelings
- Introduce others, tying them into the topic at hand or other commonalities



Free Commonalities

- F Family
- R Recreation
- E Event or Occurrence
- E Environment



Back to Basics

- Name tags on right
- Purses or brief cases on left
- Managing a drink or plate
- Business cards
- Cultural differences



Handshakes 101

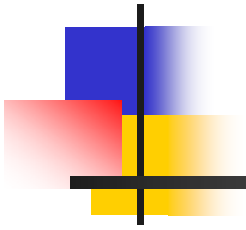
- Jellyfish = spineless
- Finger Squeeze = don't get too close
- Knuckle Breaker = power play
- Covered Hand = power play or warmth
- Proper Handshake = firm handshake for a few seconds, maintain eye contact



Move from “Guest” to “Host”

- Hosts meet people, start conversations, and make their guests feel comfortable
- Begin by surveying room (refreshments, restroom, outside conversations)
- Approach others, introduce yourself and ask for self-introductions
- Pour someone a drink or get refreshments for others

Common Stumbling Block



*What if everyone is in groups
and there is NO ONE to talk to?*



Learn How to “Merge”

- Don't break in on intense or negative conversations
- Generally move to groups of 3 or more
- Join group after eye contact or verbal acknowledgement
- Be open to others wanting to join
- Use commonalities to fuel conversation
- Do not shake hands when entering a group - head nods/smiles are all that is needed



Moving On

- Generally, no more than 8-10 minutes with one person
- Excuse yourself by simply saying, “It was nice meeting you” and move on.
- Shake hand if appropriate



Conversation Detours

- For a quick greeting say: “Excuse me, I just wanted to say Hello.” Then move away.
- If interrupted in a conversation you wish to continue, say you will catch up with them later after you finish this conversation.



Final Suggestion

- Before leaving, thank the Host/Hostess
- When ready to leave, LEAVE!
- Send thank-you note to host
- Follow-up with guests you want to remember you.