



Self-Introduction

Do's	<ul style="list-style-type: none">• Before you show up, understand how your title and your company's name creates an impression before someone even meets you.• Have a positive attitude. Envision it going well and remain positive. Smile!• Show respect by listening more than you talk. Ask questions.• Remember their names and use them.• Appear professional. Take time on your personal appearance. Keep your body language open by not folding your hands in front of your chest and face the people you are talking with. Pay attention to how you hold your hands and do not fidget.• Do use a strong handshake• Walk fast to show that you are a busy person• Make sure your first 12 words are positive, they are the most impactful. Say thank you or say something nice about the event.• Keep it simple. What do you do specifically? How can this help them?• Try to keep your own introduction in under 10 seconds
Don'ts	<ul style="list-style-type: none">• Don't use inappropriate humour. Error on the side of conservative.• Don't use words that you are not sure of the pronunciation or the meaning• Don't over think things• Don't focus on sales only or stick to a rehearsed pitch• Don't be negative or start a debate. Avoid politics or gossip where possible• Don't be worried if you've had a bad first impression. There are more people to meet out there