

| OBSERVING NETTIQUETTE | RARELY | SOMETIMES | FREQUENTLY | ALMOST ALWAYS |
|---|---------------|------------------|-------------------|----------------------|
| I talk to discover reasons why I should hand out my business card | | | | |
| When I talk with someone I am trying to find a reason to get his business card | | | | |
| I sense when I can begin talking about what I can offer or what my company provides | | | | |
| I am comfortable joining a group of people who are already talking | | | | |
| I consciously work at talking only about 50% of the time | | | | |
| I find interesting ways to say thank you when someone gives me a referral or resource | | | | |
| If a contact does not reciprocate I skillfully and tactfully point out how they can help me | | | | |

| ASSESSING YOUR COMFORT LEVEL | RARELY | SOMETIMES | FREQUENTLY | ALMOST ALWAYS |
|--|---------------|------------------|-------------------|----------------------|
| I feel comfortable and professional when I am networking | | | | |
| I become energized and excited when I enter a room full of people | | | | |
| Networking is something I want to do, not have to do | | | | |
| I can talk easily about my successes | | | | |
| When I talk with people I find something which interests me | | | | |
| At networking events I can think of many meaningful topics to talk about | | | | |

| BEING STRATEGIC | RARELY | SOMETIMES | FREQUENTLY | ALMOST ALWAYS |
|--|---------------|------------------|-------------------|----------------------|
| I have a long term strategic plan for each networking organization I belong to | | | | |
| I join organizations because of my business or career development plan | | | | |
| Before attending an event I make a list of specific items I would like to introduce to the people I meet | | | | |
| I attend at least one networking event per week | | | | |
| I let people know what kinds of problems I can solve so they know who they can refer to me | | | | |
| I am comfortable telling my contacts what I want or need | | | | |

| MEETING PEOPLE | RARELY | SOMETIMES | FREQUENTLY | ALMOST ALWAYS |
|--|---------------|------------------|-------------------|----------------------|
| When people ask what do I do I avoid giving my job title | | | | |
| There are several methods I use to help me remember people's names | | | | |
| I have a method to teach other people my name so that they remember it | | | | |
| When I cannot remember someone's name I always re-introduce myself | | | | |
| When people ask what do I do I avoid giving the name of the company I work for | | | | |
| When someone asks what I do I paint a vivid picture they can remember | | | | |
| When someone asks what I do I avoid telling my occupation such as accountant | | | | |

| USING NETWORK ORGANIZATIONS | RARELY | SOMETIMES | FREQUENTLY | ALMOST ALWAYS |
|--|---------------|------------------|-------------------|----------------------|
| When I join an organization I try to take an active role by joining a committee or similar | | | | |
| When I join an organization I attend at least 75% of planned events | | | | |
| I know whether my company supports business development/networking with time or money | | | | |
| I introduce myself to the meeting organizer or speaker when I attend an event | | | | |
| I avoid spending time with people from my own organization when I attend events | | | | |
| I know how to increase my visibility in the organizations I belong to | | | | |

| MAKING THE MOST OF EVENTS | RARELY | SOMETIMES | FREQUENTLY | ALMOST ALWAYS |
|--|---------------|------------------|-------------------|----------------------|
| I know how to end a conversation and move on to the next person comfortably | | | | |
| I avoid conversations revolving around the traffic, politics or sports | | | | |
| I find it easy to turn the conversation to what I or my company does | | | | |
| I introduce myself to 10 to 12 people at each event I attend | | | | |
| What I say at events is designed to teach people that I can be trusted and relied upon | | | | |
| I always arrive early at every networking event I attend | | | | |
| When I meet people I think of other people they would like to meet and introduce them | | | | |

| ACHIEVING BOTTOM LINE RESULTS | RARELY | SOMETIMES | FREQUENTLY | ALMOST ALWAYS |
|---|---------------|------------------|-------------------|----------------------|
| After an event I can recall 3 useful items of information I learned from others | | | | |
| I hear stories of how others have developed their business through networking | | | | |
| I can give examples of how my networking has paid off for my company | | | | |
| I can give examples of how I have helped people I have met | | | | |
| When I have a need of a product or service I know which of my contacts to call | | | | |
| When people I meet speak of me they are able to describe what I do | | | | |

| FOLLOW UP | RARELY | SOMETIMES | FREQUENTLY | ALMOST ALWAYS |
|---|---------------|------------------|-------------------|----------------------|
| When I get a business card from someone I put it in a rolodex or database | | | | |
| I follow up with everyone I meet within 3 - 5 days | | | | |
| Soon after a networking event I reconnect with 2 or 3 people I met with | | | | |
| After an event I have requests to fulfill from people I talked with | | | | |
| I am able to fit keeping in touch with my contacts in my normal schedule | | | | |

If you're results oriented (and let's be honest, who isn't) then give yourself a score, perhaps score 1 for a 'rarely' answer, 2 for a 'sometimes' answer, 3 for a 'frequently' answer and 4 for an 'almost always' answer.

To register for our next Networking Skills Seminar 19th November 2008 - Immediately Following the training you will attend a major networking event at the Suko Thai Hotel- <http://gbsltd.net/networking.html>