



LEADERSHIP

PARTICIPANT'S MANUAL

Managing the Mingling

Course designed by:

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JCI (Junior Chamber International) is a worldwide federation of young leaders and entrepreneurs with nearly 200,000 active JCI members and millions of JCI alumni. JCI members contribute to the advancement of the global community by creating positive change in over 5,000 communities in more than 100 nations worldwide.

JCI members lead projects in the areas of Business, Individual, Community, and International Development. They meet, learn and grow. By participating in various projects, meetings, seminars and events around the globe, JCI members grow personally and professionally, developing the entrepreneurial and leadership skills needed to generate positive changes in their communities, their countries, and the world.

Credits:

How to work a room

By Susan RoAne



You Are Invited

To

Your Worst Nightmare

A Party

(You Don't Know Anyone)

Where: National Convention

When:

Time: 2 p.m.

Date:

RSVP: (Host's phone number)

Welcome to our seminar

“Managing the Mingling”



Preparing Yourself for the Function

PRIOR PLANNING PREVENTS POOR PERFORMANCE. You will find the task of attending the function a lot easier if you prepare beforehand. Do your homework!

Step One - Adopt A Positive Attitude:

Your attitude about the function will make a big difference. Go to the function with a positive attitude, and you will have an enjoyable time. Be enthusiastic and take your smile with you.

Step Two - Focus On The Benefits Of The Function:

Write down the benefits of attending the function on a card or on the invitation, and read them daily prior to attending the function. This will help you to be positive about attending the event.

Step Three - Plan Your Self-Introduction:

Plan an introduction that tells people who you are. It doesn't need to be a long introduction; 10 seconds is sufficient. State your name and something about yourself that tells people in a positive manner who you are.

Step Four - Check Your Business Cards:

A business card is a way for people to remember you after the function is over. Cards provide your name, company name, the position that you hold, and a contact number for the future.

Step Five - Prepare Your Small Talk:

The aim of small talk is to make people feel comfortable in a group. It should not be used to take over the conversation, or simply to impress people. Have at least three small talk topics prepared.

Step Six - Prepare Your Conversation:

Read the newspaper every day. This is the best way to increase your knowledge. Even if you are attending functions in a different state or overseas, try to read some local news. Read newsletters and minutes of the organization whose function you are attending. This will keep you updated on the happenings of that organization. Take note of what other people say, and take notes from items that you see or hear on other programs such as the news or comedy shows.

Step Seven - Good Eye Contact and a Smile:

Good eye contact is important at a function. Look directly at the person and smile. Always be sincere; people will see through you if you are not sincere. Be interested in what the person is saying. Don't look around the room to see who might be more important than the person you are conversing with. Treat the person you are talking to as the most important person you have met today.

Step Eight - The Handshake:

Practice your handshake prior to attending the function. Be confident and display a firm handshake. Avoid a limp handshake, a "knuckle breaker," a "finger squeeze," or a covered handshake.



Attending the Function

Strategy One - Arriving At the Function

Arrive at the function on time. Don't make a bad impression by being late. There is no such thing as being fashionably late. Take a deep breath, stand tall, and walk into the room. Look around the room and locate where the food and drinks are located. Have a look around for someone that you know, and head for that person. If you don't see someone you know, look for a friendly face and introduce yourself.

Strategy Two - The Buddy System

Find a buddy-someone you know who will be attending the function-and go to the function together. Know your buddy's introduction, and make sure that he/she knows yours.

Strategy Three - Time to Move On

Look for the quiet person who is probably clutching a drink and is probably as scared as you are. Take a deep breath, make eye contact with the person, smile, and introduce yourself.

Strategy Four - Using Nametags to your Advantage

Use nametags to either find out something about the person, or to remember a name that was on the tip of your tongue. Attach your nametag to the right-hand side of your clothing. This allows the other person to you to see your nametag.

Strategy Five - Opening Lines

First smile and say hello. Then make a statement, ask a question, or mention something about yourself to initiate the conversation.

Strategy Six - Listen Actively

An active listener is someone who hears what the other person is saying and can ask questions that indicate interest in the topic being discussed.

Strategy Seven - Breaking and Entering A Conversation

Look for groups of three or more. Don't intrude on conversations where two people look intent and engrossed in a conversation. Approach the group, smile, and wait for the group to involve you in the conversation. Then take part in the conversation after they have allowed you into the group.

Strategy Eight - Moving on to another Group

Circulating is the name of the game if you wish to meet new people. Move out of the conversation by excusing yourself to gather more food, or to refresh your drink. Once you have moved on, obtain your food or drink, and approach another group.



A List of Do's & Don'ts

Do's

1. Reply to the function and show up on time.
2. Be open to other benefits of attending the function that you had not previously considered.
3. Prepare yourself for the function.
4. Be positive about attending the function.
5. Take along enough business cards.
6. Follow up with the people you promised to contact.
7. Be enthusiastic and smile.
8. Dress appropriately.
9. Bring along your sense of humor.
10. Treat each person as the most important person you have met today.
11. Laugh at yourself.
12. Introduce people that you know to the group.
13. Listen actively.
14. Meet as many people as you can.
15. Have a great time.
16. Send a thank-you note after the function.

Don'ts

1. Don't smoke if you can avoid it.
2. Don't drink excessively.
3. Don't sit down.
4. Don't put people down.
5. Don't use racist, sexist, or other distasteful and offensive forms of humor.
6. Don't be afraid to laugh.
7. Don't forget your business cards.
8. Don't get caught in the same co

