



MORRIS COUNTY
CHAMBER OF COMMERCE

We Help Businesses Grow

HOW TO ONE-2-ONE

RAPPORT → RELATIONSHIP → REWARD

One-2-One meetings allow you to establish the Rapport that helps build Relationships which can lead to a Reward. Here's how to make the most of your One-2-Ones:

- ✓ **DON'T JUDGE A BOOK BY ITS COVER.** Someone's gym buddy might be the person you've been hoping to meet. Don't limit your opportunities based on assumptions.
- ✓ **CONNECT RIGHT AWAY.** If your One-2-One is from a structured networking event, do yourself a favor - reach out within 24 hours to set up the meeting and always confirm the day before.
- ✓ **BE RESPONSIVE.** Always reply when a fellow member follows up with you for a meeting. Remember - not responding is a response.
- ✓ **DO YOUR HOMEWORK.** Visit the member's website or LinkedIn profile before you meet so you can ask insightful questions to show that you're prepared, interested and engaged.
- ✓ **GET PERSONAL.** Use your One-2-One to uncover common ground besides work. Ask people what they do in their spare time, if they belong to other organizations, or where they volunteer.
- ✓ **LISTEN AS MUCH AS YOU SPEAK.** We've all been on the receiving end of a one-sided conversation. If you find yourself dominating the discussion, redirect by asking a question.
- ✓ **LEAVE A TERRIFIC IMPRESSION BY FOLLOWING UP.** Thank the person for their time, mention a point you discussed, and provide any promised information. Better still, offer to make an introduction to someone you think they should meet.

“Build a network based not only on who can provide you with introductions or business, but on who can provide you with valuable advice and information.”

- Mike Fishbein, *How To Build An Awesome Professional Network*