

## Conversation Prep

We get it. Your networking conversation is tomorrow, and you're not sure what to say, ask or do. Here is all you need to walk into your conversation confidently.

### Day Before



#### Get to know them

- Take 20 minutes reviewing your contact's LinkedIn profile.
- Have their vital statistics in mind: alma mater, current job title, connections you have in common.



#### Elevate your look

- You're presenting your professional self, so your look matters.
- No need to imitate what you think a business professional wears—just go for a dressed-up version of your style.
- Ask a friend if your outfit still reflects you.



#### What to pack

- Paper, pen, and your conversation outline to write on.
- Resume (2 copies).
- Money (have some on hand).

### Day Of



#### No spoilers!

- Arrive 12 minutes early to save seats at a coffeeshop, but only 6 minutes early if you are checking in to their office.
- GPS can sometimes let you down. Plan your route.
- Factor in time for parking.
- Be sure your phone is charged so your contact can reach you.



#### You're the host

- "What can I get you?" - Offer to pay.
- If you're not a watch person, your phone can be a time-keeper (just mention that to your guest first).



#### Skip the screens

- Leave the laptop at home. Technology throws up a wall.
- Jotting down names of contacts, ideas, and advice shows you're engaged. Be present!

Feel great about your conversation, beginning to end. MANGO shows you how to build a customized conversation outline, confirm your meeting, and craft a thank-you. No worries. You are ready to go!