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Titolo	Make your contacts count [[electronic resource] ] : networking know-how for business and career success // Anne Baber, Lynne Waymon
Pubbl/distr/stampa	New York, : AMACOM, c2007
ISBN	1-281-12842-2 9786611128425 0-8144-2976-9
Edizione	[2nd ed.]
Descrizione fisica	1 online resource (272 p.)
Altri autori (Persone)	WaymonLynne
Disciplina	650.1/3
Soggetti	Career development Business networks Social networks Interpersonal relations Business etiquette Success in business Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Preface. Get ready for state-of-the-art networking -- The time is right -- Are you ready? -- The contacts count networking system -- pt. I. Survey your skills and mindset -- 1. Assess your skills -- Instructions -- Observing the "netiquette" -- Assessing your comfort level -- Being strategic -- Meeting people -- Using networking organizations -- Making the most of events -- Achieving bottom-line results -- Following through -- Check your results -- Next steps -- 2. Change your mindset -- Come in from the cold -- The ten biggest misconceptions about networking -- Ten turnoffs in the language of networking -- You say you're shy? -- Catch your critic -- Convert your critic into your coach -- Believe the best about yourself and others -- Bonus : know your style -- pt. II. Set your strategy -- 3. Teach trust -- Move from taking to trusting -- Teach that you can be trusted -- The trust matrix -- Avoid manipulation -- 4. Develop your relationships -- Move through the six

stages -- The next move is up to you -- Rate your relationships -- Have questions about the A's? -- 5. Go with your goals -- Size your project to match your goal -- Check out your choices -- Assess your network -- Plan your strategic positioning project -- Bonus : get off to a good start --

pt. III. Sharpen your skills -- 6. Know the "netiquette" -- Enter enthusiastically -- Brighten up your body language -- ENGAGE your partner -- Tune up your tone of voice -- Consider closeness -- Watch what you put in your mouth -- Treat touching as taboo -- Forego flirting -- Pay your way -- Exchange business cards effectively -- Join groups comfortably -- Bonus : ten tips on the nuances of "netiquette" -- 7. Avoid the top twenty turn-offs -- 8. "Who are you?" -- Why remembering names is hard -- Learn someone's name -- Teach your name -- Try these twenty tips -- Break up bunches of introductions -- Deal skillfully with forgotten names -- Give yourself a tagline -- Yes, mind your manners -- The introduction rule : FIRST IS FOREMOST -- 9. "What do you do?" -- Why most answers bomb -- Make the right things happen -- Give it your BEST -- Be interesting -- Try these tips -- Read these frequently asked questions -- 10. "What are we going to talk about?" -- Listen for your cue -- Use success stories to tell what's new -- Figure out your agenda -- Begin with the right side -- What do you have to give? -- What do you want to get? -- Give and get with ease -- Practice agenda-making -- Go Public with your agenda -- Exchange something -- 11. Make conversation flow -- Listen generously -- Use your EARS -- How listening generously pays off -- Be seriously curious -- Tell success stories -- Construct your story carefully -- Sample these stories -- People want to know... -- 12. End with the future in mind -- Prepare for the next time -- Listen for the bell -- Eight ways to leave -- A ritual for leave-taking -- Do you have questions? -- 13. Follow through -- Focus on follow through -- Figure out your reasons to reconnect -- Face your fears -- Fill in the blanks on your calendar -- The five goals of follow through -- Freshen up your relationships -- Find the way -- Bonus : five more ingenious ways to fit in follow through --

pt. IV. Select your settings -- 14. Network at work -- Got the right word? -- Bank on the benefits -- Ten ways to get on board quickly -- Assess your corporate culture -- How strong is your inside network? -- Map out a plan -- Pair up with peers -- Avoid erroneous assumptions -- Overcome the barriers -- Bonus : after organizational earthquakes, rebuild your network -- 15. Make it rain clients -- What people think -- Professionalize your practice development -- Make conversations count -- What's one conversation worth? -- Create constellations -- Cross-sell your clients -- Make asking for referrals a ritual -- 16. (Net) work from home -- Tune in to the trends -- Conquer the challenges -- Link up your life and your livelihood -- Bonus : create a constellation -- 17. Make the most of your memberships -- Size your network to fit your needs -- Link up one-on-one -- Access anybody -- Join groups -- Choose groups strategically -- Understand the hierarchy -- Know the group before you join -- Orchestrate who knows you -- The twelve biggest mistakes members make -- Jump right in -- 18. Rev up referral groups -- See how they run -- Shop around -- Check it out -- Don't just join, join in -- Start small -- Spice up the meetings -- Start your own -- 19. Connect at conventions -- Expand your expectations -- Get ready, get set : before you go -- Show up at the conference -- Follow up after you get home -- Later on, get re-inspired -- Bonus : plan meetings that get people talking -- 20. Jump-start your job hunt -- Use the contacts count networking system -- Twenty-five tactics to find a job fast -- Bonus : manage your strategy support group.

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Sommario/riassunto

The book that makes networking an art, not an accident, now completely revised and expanded!

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