

## Do's and Dont's

The **topic of networking** is very diverse and complex, but can be a great advantage for all participants if implemented correctly.

To help you start your next networking event safely, we have collected a few tips below:



### Registration

Find exciting events that are interesting for you and register.  
Registration is mandatory for most networking events.

### Cancellation

If you cannot attend an event spontaneously, please inform the organiser and cancel your registration.

Not showing up without cancelling is an absolute no-go.

### Preparation

Don't just prepare for the announced topics. Think about how best to approach strangers and always have a few interesting facts about yourself and your company at the ready.

### Put your mobile phone away!

Put your mobile phone away during the event. A person on a mobile phone looks distracting and busy and therefore does not invite conversation.

### Arrive on time

Always plan enough time and arrive before the event starts. Most invitations often include an arrival time.

### Monologues

Make sure you have a good exchange. If you only talk about yourself and your own company, you will quickly come across as closed.

### Smile

Make sure you have a friendly facial expression that doesn't seem too forced.

### Volume

Make sure that the volume of conversation is appropriate. Talking too quietly or too loudly can have an unfavourable effect on the conversation.

### Be brave

Dare to approach people you don't know and start conversations.

### Table manners

Make sure you have good table manners if there is food at the event. Tip: It is better to take small bites, because talking with your mouth full does not make a good impression.

### Listening

Eye contact and counter-questions are essential. Show your counterpart that you are interested in the conversation.

### Drinking too much

Do not get drunk. If there are alcoholic beverages at the event, it's better to keep a low profile. No one wants to leave a drunken impression.

### Help

Offer your help in the form of advice or support. But be careful not to make empty promises.

### Taboo topics

The topics should mainly be on a professional level. Political, religious or even family topics often offer potential for conflict and should be avoided.

### Follow Up

If contacts have been made, they should also be maintained.

### Networking as a sport

Quality is better than quantity. Concentrate on a few interesting

Social networks such as XING or LinkedIn can be helpful here.

people/conversations rather than necessarily having a short small talk with all participants.

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#### KONTAKT ▶

Koordinierungsstelle  
Genderforschung&Chancengleichheit  
Sachsen-Anhalt (KGC)  
Otto-von-Guericke-Universität Magdeburg  
Universitätsplatz 2 | 39106  
› [info@kgc-sachsen-anhalt.de](mailto:info@kgc-sachsen-anhalt.de)

**Michaela Frohberg | Leitung  
Team**