

Strategies for a Successful Good Start When Meeting and Greeting People

Stand up when you meet someone.

By remaining seated it gives the impression they do not matter enough for you to make the effort to stand up. If you can not stand up because of where you are located, offer an apology for why you can not get up. "My chair can not go back far enough to stand up, please excuse me."

Smile

Put a smile on your face for the person who is standing. Look as if you are pleased to meet the other person no matter what is on your mind.

Make eye contact

If you are staring off, it appears you are looking for better company. By looking at people you are talking to it makes them feel you are interested in them. It makes them feel they are important to you and what they have to say is important enough for your attention.

Introduce yourself immediately.

You wouldn't wait for someone else to make introductions. As soon as you meet someone introduce yourself and extend your hand for a handshake. Everyone in business shakes hands with everyone else. Neither bone breaking grasps nor wimpy shakes are appropriate. Just a good confident handshake.

Introduce yourself with a statement of who you are and what you do.

This opens up the opportunity for conversation. It is not always enough to say, "Hello, I am Rita Santamaria." "Hello, I am Rita Santamaria. I work at Champions School of Real Estate."

Introducing someone to another person

If you are introducing someone to another person the lesser important person is introduced to the more important person. For example, introduce your office manager to your more important client. "Chuck Jacobs, I would like for you to meet the buyers I am working with, Briana and Henry Walker."

Upon leaving the introduction

Upon leaving the introduction and conversation with whomever you recently conversed, be sure to always exit with, "How very pleased I am to have met you." This is another opportunity for a farewell handshake and smile while focusing on that person.

When you are confident with of the rules for those important initial encounters, you will have a solid start for long term relationships.

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