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Building Your Social Intelligence Toolset to Excel in the Workplace

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- Background
- First impressions
- Deepening relationships
- Becoming a better teammate

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Why is this topic important?

"People will forget what you said, people will forget what you did, but people will never forget how you made them feel."

- Maya Angelou



- Professional
 - Networking
 - Building an inventory of business contacts
 - Client relationships
 - Team relationships

- Personal
 - Better friendships
 - Better presence in social situations
 - Dating!

My Credentials



FIRST IMPRESSIONS

Become a better networker

Preparation

- Research attendees
 - Background, education, career, interests
 - Note details about everyone ahead of time
- Prepare your energy level
 - Extroverts no preparation needed!
 - Introverts preparation needed!
 - Eat well ahead of time
 - Rest well ahead of time
 - Convince yourself ahead of time that you belong there



Body Language

- Stand up straight, shoulders back
- Spread legs slightly
- Hands visible, arms hanging loosely at your side
- Point your torso toward the person with whom you are talking
- Talk with your hands





- Subtle but sincere
- Not too hard, not too soft
- Engage the second hand
 - Wrist or forearm of the other person



Remember names

- Stop saying, "I'm bad with names"
- Tips for remembering names
 - Identify the incentive
 - Clear your mind, stay laser focused
 - Say it immediately after learning it....twice
 - Continue saying it as you talk
 - Make an association (someone named "Ryan" who is muscular, or "Jacked," > Jack <u>Ryan</u>
 - Say it when you end the conversation ("It was great talking with you Becky!")
 - Find them again later in the event and say it again
 - Write it down

N (4)

Eye contact

When speaking

- Stimulates the listener
 - They remember more of what you say
- Communicates sincerity and authority
 - Lack of eye contact may mean you are lying
- Builds trust
- Allows you to read social cues

When listening

- Shows interest in the conversation
- Sign of respect
- Can help you remember what they are saying (largely due to focus)
 - But, not if you do it too much!
- Demonstrates confidence
 - Looking away can be interpreted as a lack of confidence





Smile

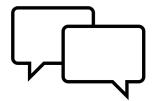
- Just do it!
- A smile triggers positive feelings toward you
- A positive first impression of you will age well in the minds of others

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BETTER CONNECTIONS

Pulling the thread

Find the conversation "thread" in everything someone says and keep pulling on that thread





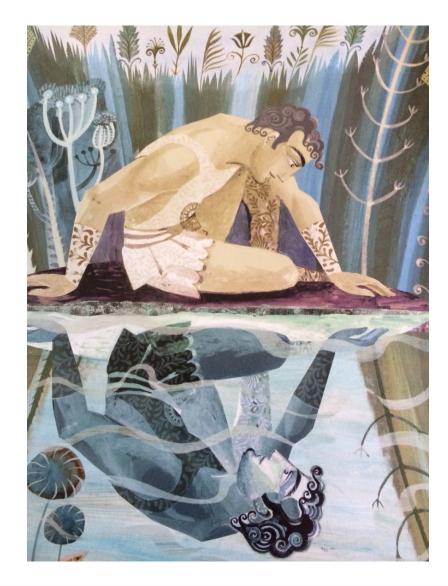
How do I pull the thread?

- Start conversations with open-ended questions
 - About the venue / event where you are meeting
 - About mutual acquaintances
 - About interests in their life
 - About things they did recently
- Find a thread topic, and pull it using "Why/What/How" questions:
 - "When," "Where," and "Who" questions may lead to single-response answers

N (4)

Right questions to ask

- Questions that let people talk about themselves
 - We enjoy talking about ourselves!
 - This is also a subject that everyone knows a lot about – their own life and experiences!
- Be genuinely curious about other people, and you will have long, meaningful conversations with them!
 - It is OK to talk about yourself as well, but try to wait until you are asked
 - If the other person never asks about you, find a new person to talk to!



BECOMING A BETTER TEAM MEMBER

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The power of vulnerability

- The Pratfall Effect
- Being vulnerable makes you more:
 - Approachable
 - Likeable
 - Respectable
- Highlight your weaknesses
 - If you feel comfortable enough, make fun of them!



The power of vulnerability

- The Franklin Effect
- Ask for advice, because people love to give it!
 - Do you have any restaurant recommendations?
 - What should I read next?
 - How did you solve this problem in the past?
- Lean into the expertise of others



The power of appreciation

- Compliment your coworkers when they deserve it
 - Be specific in what you compliment
- Pay attention to what your coworkers appreciate the most
- Be generous and proactive in compliments
 - Be as public as you can be
- No "sandwiches"
- Our brain processes reputational rewards similarly to the way it processes financial rewards

The power of storytelling

- Keep an "inventory" of stories handy
- Use stories to make points and deepen your connection with others
- Tips for storytelling

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- Start in the middle of the story (creates intrigue surrounding the other details of the story)
- Create story "hooks" intentionally disclose some, but not all, of the information when you overview the story
- Highlight the struggle / conflict in the story
 - Just like every movie that Hollywood has ever made!
- My story "hook"
 - Despite many years of playing football, the most painful hit I ever took occurred when the submarine room I was in was taking on water

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THANK YOU!