**Effective One To One Meetings**

BY NETWORK 2080 Tracy’s comments in Blue

**One to one meetings are all part of the business to business networking process and here’s how to get the most out of this essential relationship building technique.**

We will be doing 3 minute One on Ones. Team up with another person in the chapter and each person takes 3 minutes to share their business with the other person.

You will get a 1 minute warning. Save questions until the second person has finished their 3 minutes. You will have time after the first 6 minutes to ask a few questions.

This exercise will build

* Listening skills
* Clarity of information delivery
* Self confidence
* Networking potential

In a roomful of people your goal is most likely to make contact with a number of people and to make an assessment as to whether it is worth developing a relationship further. If this is the case then you will most likely want to schedule time in private at a later date, to find out more about each other in more detail.

In a WI-N Chapter Meeting you will want to have a one on one with each member of your chapter and the other chapters in the organization. You will be surprised to find out what you have in common and how you can help one another.

**Some tips to think about:**

**Establish a clear purpose for your 1 to 1**

To be useful both you and the other party need to understand why you are spending time together and what you will talk about.

If you have only just met someone, a one on one is likely to be a further exploration of each other’s business and how you can help each other. Don’t dive straight in with a full sales pitch…remember the value in building relationships first.

**Schedule in a specific time slot**

Agree how long you will need to achieve your objectives – perhaps one hour will be enough to explore each other’s businesses, however two hours may be more appropriate if you have already spotted a number of areas to discuss. Either way make sure that you are both in agreement.

Meetings do not have to be a coffee sit down meeting. You can take a walk in a park, go shopping together, meet at a museum and walk and talk. Do something that is interesting to both of you. This year I went to the Pride Festival with a member for our first meeting. It was very interesting and I got to meet her daughter and a friend. I will remember this meeting well!

**How do I get started.**

**Prepare an agenda (not necessary but good for the novice)**

Depending on how formal you want your one to one to be will determine whether you want a written agenda. If it seems too formal for a chat over a cup of coffee at least verbally agree what you want to cover.

A typical format for a 1 hour meeting may be:

* discuss them and their business 10 minutes
* discuss you and your business 10 minutes
* explore areas of mutual interest 30 minutes
* agree action 10 minutes

**Ask about their business first or go alphabetically**

Take the initiative and find out about the other person and their business first. Ask questions and listen carefully. This not only will make the other person feel good it will arm you with invaluable information to help you to tailor what you say about your business.

Ask your chapter what questions they like to ask in a one on one. How many 1 on 1 do you do a week?

**Establish how you can help the other person**

Remember one to ones are an extension of the networking process and networking is about relationship building. If you show a genuine interest in the other person’s needs and how you can help them, this is a great way of building up your relationship with them

Do not expect to do business with this person at your first one on one. Do not expect that they will do business with you the first time you get together.

Make notes and think about how this new business woman can help your family, friends and clients. **When you can bring solutions to your people; you will be top of mind and write more business.**

**Agree Action**

At the end of your business to business meeting agree if any action is to be taken by either of you.

**Take Action**

Now this is where so many business relationships fail before they even get started. Do ensure you follow up on any action you have agreed and particularly seek to help the other person.

If you agree to bring contacts to this person or do further business together; now is the time to put another meeting into your calendar.