PERSONAL INTRODUCTION SKILLS

1) Introductions:
* Ask the person you are meeting what their name is.
* Repeat their name back to them
* If you forget the person’s name, ASK THEM!

2) FOCUS: Pay attention to the other person.
* LISTEN to what they say
* Look at them/ face/ focus towards them
* Let them know you are listening: repeat back some of what they say, or comment on it
* Don’t just “yes” them. Ask them what they said if you didn’t understand them
* Talk DIRECTLY to the person - not just their support person
* Be SINCERE ... talk from your heart.

3) HANDSHAKE:
* Use a firm handshake, but don’t crunch their hand!!
  “Don’t be a dead fish and don’t squish “

4) BODY LANGUAGE:
* Use awake, interested, friendly “language”
* SMILE/ Show that you’re interested!