

**You are asked an embarrassing or inappropriate question:**

- o Do not answer the question but give them honest feedback - privately. "When you said that, I found it very embarrassing/inappropriate."
- o If it was an honest mistake, they will learn from your honesty and save themselves future problems
- o If it was intentional, you have made your position known in a professional manner.

**You are holding a plate of hors d'oeuvres and a drink:**

- o Eat before an event
- o Stand to the side and eat before you mingle
- o Drink non-alcoholic drinks if possible.

**Should you use a flight/train as a networking opportunity?**

- o Introduce yourself and read your seatmate's behavior – respect their need to be alone
- o Be sure to check their continued interest: "I feel I've taken enough of your time..."
- o If you need alone time, say "I'm looking forward to reading this book..."
- o Delegate meal time as the time to network.

**You forgot to follow up with someone:**

- o Don't call out of the blue - find a reason to reconnect with them
- o Apologize but don't make excuses
- o Send them some information you think may be of interest to them
- o Use holidays greeting cards/events as an opportunity to restart connections.