

2015 Annual Convention

Best Practices for Busy Attorneys: Networking Skills Interactive Workshop

Solo, Small Firms, and General Practice Section
Ohio Bar Liability Insurance Company
Young Lawyers Section

1.5 General CLE Hours/1.5 NLT Hours



OHIO STATE BAR
ASSOCIATION
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April 29 – May 1, 2015 ♦ Sandusky

Speaker Biographies

Gretchen K. Mote

Director of Loss Prevention

Ohio Bar Liability Insurance Company

Columbus, Ohio

Ms. Mote received her BA from Capital University and her JD from Capital University. Her professional memberships include the Columbus Bar Association (Chair, Admission to the Bar Committee), Ohio State Bar Association, American Bar Association, Ohio Association of Civil Trial Attorneys (Past President; Chair, Women in the Law Committee), and the Defense Research Institute (Women's Sharing Success Seminar marketing committee). Ms. Mote is Director of Loss Prevention for Ohio Bar Liability Insurance Company (OBLIC). She has been with OBLIC for over 25 years. Ms. Mote has given presentations for law schools, the National Association of Bar Related Insurance Companies, American Bar Association, and Ohio State Bar Association as well as numerous Continuing Legal Education Seminars. She is a mentor for The Ohio State University Michael E. Moritz College of Law, and the Ohio Supreme Court Lawyer to Lawyer Mentoring Program. She is a past president of the Columbus Symphony Orchestra with which she continues to sing. Ms. Mote was featured in the article "Lawyers with Artistic License" in the Winter 2015 issue of *Columbus Bar Lawyers Quarterly*.

Interactive Networking Workshop

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Table of Contents

Disclaimer	1
I. Networking Defined.....	1
A. What is networking?	1
B. Why do it?.....	1
C. Where to network?	1
II. What Do You Hope to Gain from This Session?	2
III. You Will Learn . . . to Develop an “Elevator Speech”	2
IV. You Will Learn . . . Introductions	2
V. You Will Learn . . . Exit Strategies.....	2
VI. You Will . . . Apply New Skills.....	2

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Disclaimer

These materials are made available solely for loss prevention purposes. This presentation and these materials do not establish, report, or create the standard of care for attorneys. These materials are not a complete analysis of the topic and should not be construed as providing legal or ethical advice. Each person should conduct his or her own appropriate legal research.

I. Networking Defined

A. What is networking?

Merriam-Webster defines it as: “1. the exchange of information or services among individuals, groups, or institutions; *specifically*: the cultivation of productive relationships for employment or business.”

B. Why do it?

1. Foster employment opportunities;
2. Enhance professional reputation; and
3. Inform of abilities and expertise.

C. Where to network?

1. Bar association meetings;
2. Law school alumni events;
3. Law firm/employer gatherings;
4. Volunteer projects; and
5. Philanthropic organizations.

II. What Do You Hope to Gain from This Session?

- A. Learn a specific skill?
- B. Conquer fear of meeting people?
- C. “Tricks” to remember names?

III. You Will Learn . . . to Develop an “Elevator Speech”

- A. Tell me who you are and what you do or hope to do.
- B. Must be able to clearly and succinctly state in the time it takes an elevator to go a few floors.
- C. May have a somewhat longer version.
- D. Practice!

IV. You Will Learn . . . Introductions

- A. More than Just “Hi. How are you?”
 - Opportunity to say your name and something memorable about yourself.
- B. Remember the name of the person you meet.
 - Keys to remembering:
 1. Repeat the name.
 2. Use mnemonics.
 3. Nametag in line with your right hand.
- C. What do you do if you forget a name?
- D. Have a good handshake!

V. You Will Learn . . . Exit Strategies

- A. Conversation at networking event:
 - Sweet: Nice to meet you.
 - Sour: Please excuse me; I see a few other people I need to talk to.
 - Sweet: I hope to see you again.
- B. Ask if you may join other who are already talking.
- C. You may also return to the refreshment area.

VI. You Will . . . Apply New Skills

- A. Circle exercise.
- B. 1-2 and 1-4.
- C. “Speed networking.”
- D. Practice, practice, practice!