



SOCIETY OF ACTUARIES

**Health Spring Meeting
May 2008**

**Session # 1: Speed Networking for “Young”
Actuaries**

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Speed Networking for Young Actuaries 2008 SOA Health Spring Meeting

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Top Ten Networking Tips

1. Always have your business cards with you: you never know when you might need them.
2. Create a 30-second introduction that describes who you are and what you do. Consider tailoring an introduction for each situation you may encounter.
3. Have a few never-fail conversation starters prepared (ice breakers).
 - Where did you go to college?
 - Where did you grow up?
 - What are your hobbies?
4. Watch your body language. Don't cross your arms or fidget.
5. When you first meet someone, ask for a business card. This can be helpful in prompting conversation; use it to ask questions about his or her position and company.
6. Networking is not about what someone can do for you; it is about what you can do for someone else.
7. Deliver what you promise. If you tell someone you will email him or her information, an article or the name of a contact, do it.
8. Block off time on your calendar to follow up with your contacts after a networking event.
9. Follow up is the key to networking. It builds credibility and keeps your name in your contacts' minds.
10. Always be networking!