

Acting Professional

Behavioral Tips and Tricks No One Teaches You



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ABOUT ME



Chris Akin, GISP

- President, Paratum Solutions
- 20+ years as a working professional
- Former Chairman/President of URISA Texas and New England URISA
- Involved in numerous organizations, conferences, international symposiums

ABOUT YOU



You:

- You have years of education and training.
- Hopefully you had a good leader/mentor.
- Now you're engaging in higher level meetings with colleagues, clients, or vendors.
- Maybe attending more conferences or industry events.

But has anyone ever mentored you on making the most of these opportunities?

I have realized:

- There are certain behaviors many seasoned professionals do repeatedly.
- Most are unspoken, but widely accepted.
- I had to learn by watching, absorbing, and trial and error.

I want you to expedite your professional growth by learning from my experience (mistakes?).

OUTLINE



Acting Professional: Behavioral Tips and Tricks No One Teaches You

The Obvious Stuff

- Work Attire
- Meetings
- Social Media
- Common Sense

The “Secret” Stuff

- Business Cards
- Attending Meetings
- Attending Conferences
- Your Network/LinkedIn
- Other Tips

THE OBVIOUS STUFF



Often the stuff that goes unsaid
needs to be said.

THE OBVIOUS STUFF - Work Attire



Dress appropriately

- Know your company
- *Typically:*
 - Business casual.
 - No jeans or t-shirts.
 - Tuck it in!
- You don't wear the same thing to the beach you do to a wedding.

THE OBVIOUS STUFF - Work Attire



THE OBVIOUS STUFF - Meetings

Meeting attendance

- Know why you are there
- Show up early
- Start and end on time
- Bring a notebook
- Test technology ahead of time
- Create action items...and follow up!



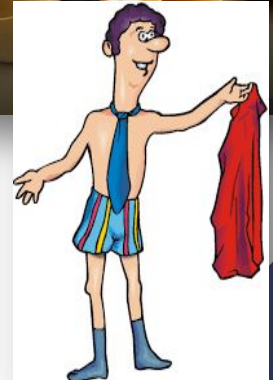
THE OBVIOUS STUFF – Social Media



THE OBVIOUS STUFF – Common Sense

Common sense? Nope, all true stories!

- Eat your own lunch!
- Clean the dishes and trash off your desk
- Onions should not be sliced open and placed around the office to “kill germs in the air.”
- Your cubicle is not where you wash clothes, hang them to dry, or change your clothes.



THE “SECRET” STUFF

Good decisions come from
experience. Experience comes
from making bad decisions.

Mark Twain

quote fancy

THE “SECRET” STUFF – Business Cards

Business cards aren't dead

- Physical document to help better connect.
- Always have some with you, especially meetings and conferences.
- Don't have any? Make your own.
- Take notes (bring a pen)
- After: Scan and follow up (email and LinkedIn)



THE “SECRET” STUFF – Attending Meeting

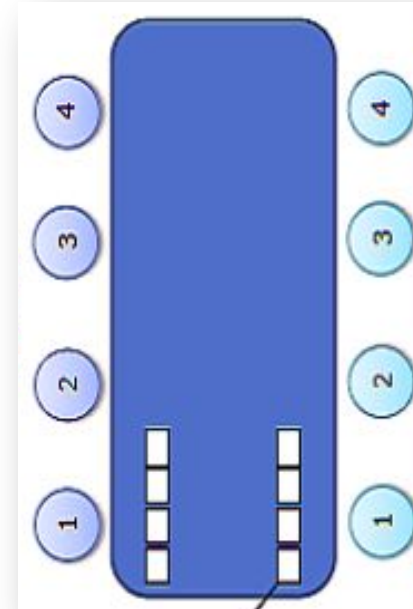


Meetings

- Introduce yourself...and others.
- Forget a name? Ask again.
- Give out business cards. It's not awkward.



THE “SECRET” STUFF – Attending Meeting



Line up business cards
to match seating arrangement.

THE “SECRET” STUFF – Attending Conferences

Make the best of conferences

- A great place to meet people!
- Everyone there for the same reason.
- But realize that:
 - 80% of people are alone or with one other person.
 - 20% know a lot of people and are seen everywhere.
- Expand your network. Misery loves company.

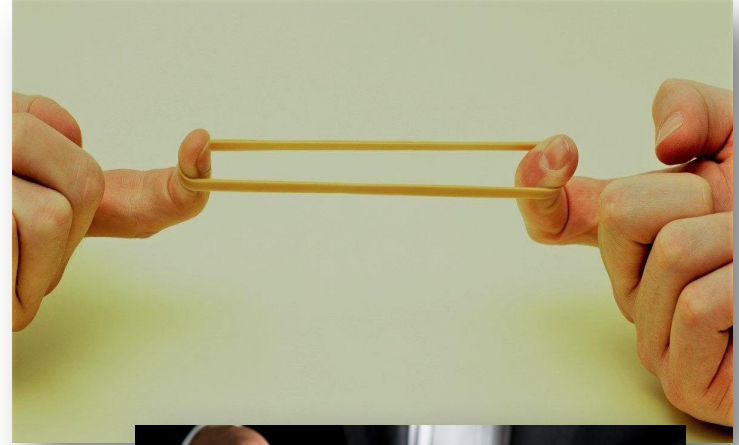


THE “SECRET” STUFF – Attending Conferences

Stretch your rubber band

- Walk around. Don't just sit down.
- Don't (always) sit with your friends.
- Introduce yourself. Join in.

Don't throw cards out like you're dealing poker!



THE “SECRET” STUFF – Your Network / LinkedIn



The power of your network

- Who knows where that connection will be in the future.
- They could be your future boss, employee, client, or vendor.
- You don't know who knows whom.

THE “SECRET” STUFF – Your Network / LinkedIn

Utilize LinkedIn:

- Email stays with the company.
- LinkedIn stays with the person.
- Write a message when you connect – for their sake and yours.
- **Students:** connect with professors and classmates.



THE “SECRET” STUFF – Go into the Office!

- Connections!
- Relationships!
- Friends!
- Exposure!



THE “SECRET” STUFF – Other Tips

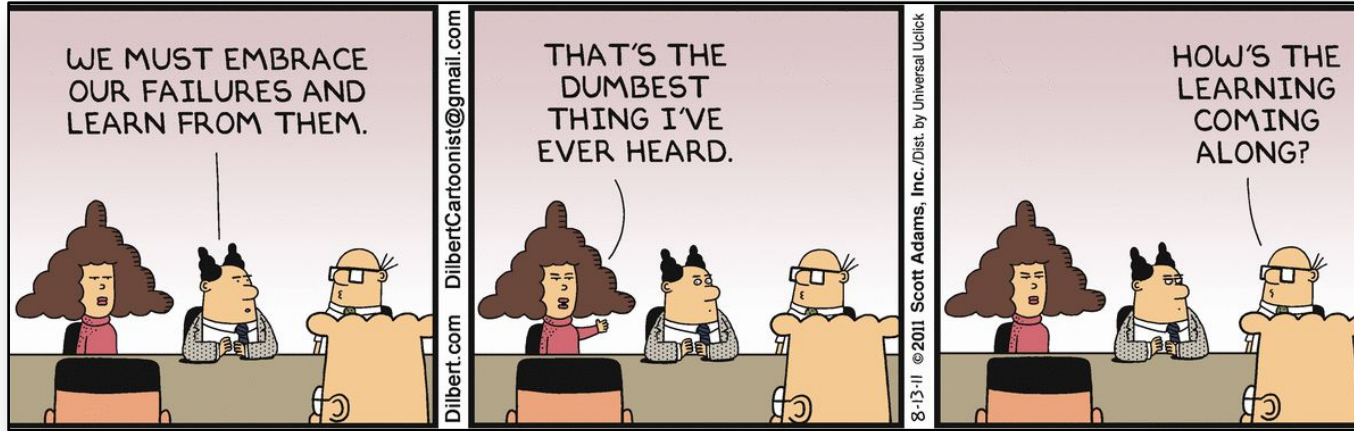
Random Tips

- Slow down and think before speaking
- Take ownership (*The School Report story*)
- Always have resume ready
- Headphones – OK while working, not while walking
- Thank you notes

Outlook

- Use rules
- “Zero Inbox” / Get Things Done
- Keep your calendar up to date, including travel times

OPEN DISCUSSION



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