

A background image showing a group of business professionals in a meeting. In the foreground, a young man in a dark suit and a man in a light grey suit are smiling and talking to each other. In the background, two women in business attire are also visible, one holding a folder. The scene is brightly lit, suggesting an office or conference room.

## Strategies for getting off on a good start meeting and greeting



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- ❑ **Stand up when you meet someone or when someone walked into the office.**  
This help to maintain a eye to eye contact and helps to maintain a balance communication but when you remain seated it passes a message that the person is not important enough to warrant your discomfort. In a situation where by you trapped a potted plant offer an apology and explain the situation.
- ❑ **Smile** : smiles goes a long way in the mind of your visitor, it makes them feel welcome and relax and reduce every tension on what to face when I get there.
- ❑ **Make eye contact** : this simply means you are interested and focus in them and what they have to say.
- ❑ **Introduce yourself immediately** : As soon as you approach people you don't know or are approached by them, say who you are. Don't stand around as if someone else is in charge of introductions.
- ❑ **Include a statement about who you are when necessary.** It is not always enough to say, "Hello, I'm Mary Daniels." Give more information. "Hello, I'm Mary Daniels I work for XYZ Corporation."



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- ❑ **Offer a firm handshake.** Extend your hand as you give your greeting. The person who puts a hand out first comes across as confident. Make sure that this physical part of your greeting is professional.
- ❑ **Learn how to make smooth introductions.** In business you always introduce less important people to more important people. The way to do this is to say the name of the more important person first, followed by the words "I'd like to introduce..." and then give the other person's name. Be sure to add something about each person so they will know why they are being introduced and will have some information with which to start a conversation
- ❑ **Pay attention to names when you meet people.** concentrate and repeat the name as soon as you hear it, you stand a better chance of remembering it later.
- ❑ **Use first names of people whom you have just met only after they give you permission.** Not everyone wants to be addressed informally on the initial encounter.





**YOU  
DON'T**

BUILD A BUSINESS

**YOU BUILD  
PEOPLE**

AND THEN **PEOPLE**

**BUILD** THE BUSINESS



*Thank you*

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