Outclass the Competition

The Art of Networking and Being Politically Savvy

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2018 LULAC National Convention
July 19-20, 2018
Phoenix, AZ
Expectations:

• Distinguish Yourself
• The Art of Networking
• Collaborating and Coalitions Building
• Being Politically Savvy
• Homework
Positions You To:

- Project a positive image of you and the organization
- Project confidence and authority
- Build teamwork
Attitude and Tactics:

Partner with your Boss
Your manager has greater access to key decision-makers. So it's better to have your boss as a champion than an adversary. **Politically savvy** people know how to "manage up".

Be a 360° Team Player
**Politically savvy** people develop positive relationships in all directions - with management, peers, and employees. “**High connections in low places.**”

Understand the “Power Map"
Power shifts. Where the leverage lies - who has influence (formal or informal), who doesn't, and how much you have yourself. **Politically savvy** people always understand and recognize when it may be changing.
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Practice Subtle Self-Marketing
Find natural ways to mention achievements and challenges. Politically savvy people share information without being obnoxious.

Connect with the Power People
Big decisions about your career will be made (or endorsed) by people above your boss, be sure they know who you are. Since you may have limited access, look for interaction opportunities to ask a question or share information like a “30 second elevator speech.” Politically savvy people enjoy talking to folks who have power. Relax, and remember there is a fine line between networking and sucking up.

Commit to the Business
An negative attitude never impresses anyone. Politically savvy people choose a career which they find interesting and energizing. You can't fake enthusiasm for long.
Attire: Men

- Dress professionally
- Get a manicure
- Shine your shoes
- Wearing wrinkled clothes is a no-no
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Attire: Women

- Dress professionally
- Closed, formal shoes – skip the stilettos
- Clothing should not be too tight
- Lastly, keep the skirt-length around the knee (exceptions do exist)
“Eating is not an executive skill... but it is especially hard to imagine why anyone negotiating a rise to the top would consider it possible to skip mastering the very simple requirements... what else did they skip learning?”

- A Fortune 500 CEO
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Presence Power Points:

- Your Eye Contact
- Your Entrance
- Your Handshake
- Your Posture
- Introduce Yourself
- Your People Skills
• Evaluate Your Entrance
• Your Agenda
• Brief Yourself
• Whom do You Need to Meet?
“Technical skills and knowledge account for 15 percent of the reason you get a job, keep a job, advance in a job. Eighty-five percent of your job success is connected to your people skills.”

Based on research conducted by Harvard University, The Carnegie Foundation, and the Stanford Research Institute.
If you do not intentionally, deliberately and proactively include, you will unintentionally exclude.
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Collaborate with other Organizations

Central Michigan Alumni

Phoenix, AZ

H.E.P.M.

PROSPANICA®

Phoenix

League of United Latin American Citizens

1929

More than 20,000 ERG Members
Avoid These Subjects:

- Cost of things
- Personal questions
- Mean gossip
- Off-color jokes
- Controversial issues (Politics)
We Notice Persons Non-Verbally

• A handshake reveals
• A handshake conveys

Handshaking is a Form of Communication

• Handshaking is an important contact
• What happens when you extend your hand?
  • Person extending hand first has advantage
Power Points for Handshaking:

• Right hand
• Thumb up and fingers out
• Web-to-web
• Shake from the elbow
• Two smooth pumps
• Shoulder-to-shoulder
• Clammy hands control
• Avoid large rings
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Handshaking – The Ultimate Greeting

1. Ready to connect

2. Both hands are connecting

3. A correct handshake
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Handshaking – The Ultimate Greeting

4. The bone crusher

5. The glove handshake

6. The fingertip holder
How Men and Women Were Taught to Shake Hands
Moving Beyond the Handshake:

- Be well-informed
- Focus on the other person
- Do not interrupt
- Do listen
- Think before you speak

- Close a conversation - Remember to leave when you are talking. “Nice to meet you” or “Nice talking to you.”
Introducing Yourself:

• Confidence and authority

• It is your duty
When Do You Introduce Yourself?

- Recognize someone
- Attend a gathering
- Seated next to someone
- Person introducing you forgets your name

Protocol: Never give yourself an honorific
**Responding to Introductions:**

- “Hi” or “Hey” is not professional
- “Hello” is never enough

**Introducing Others:**

- Correct introduction gives you an edge
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Introductions

Hints and Tips:

• Unnecessary gestures
• Look at each person
• Remember something about each person
• Always stand

The Formula: Act as if you belong
“Ms.” is the correct honorific for a woman in the business arena, regardless of what she calls herself in her private life.
Distribute your business card wisely: One of the goals of networking is to identify potential employers or referral sources. That doesn’t mean that you don’t meet and talk to people outside of those targets.

When someone gives a business card, write a note on the back of it: As soon as possible, not in front of the person, write a note about what you talked about. Something that jogs your memory as you go through the sea of cards you collected.

Make the most of your networking by regularly connecting with your contacts: Don’t waste contact information. Why take someone’s card if you are not going to follow up. Send an e-mail. Make a quick call. Send them a physical card. But do something to capitalize on the meeting.
Human contact still matters: Don't communicate electronically at the expense of personal interaction.

Watch what you say, and how you say it: Whereas the computer brings people together, its impersonal nature can lead to remarks that people wouldn't think of saying in person.

Be careful when clicking "Send": Whatever you say in cyberspace cannot be taken back. You have no control over where your message goes once you've hit "Send"; it can be saved and forwarded by any recipient who chooses to do so. Consequently, words have come back to ruin careers.
Email Dos and Don'ts

**What's your subject?:** Fill in the subject line, even in personal email. The subject line should succinctly identify what you are writing about.

**No yelling, please:** Avoid typing your message in capital letters because CAPS ARE THE EQUIVALENT OF SHOUTING.

**Watch those symbols:** Email is singularly lacking in subtlety, and language that the sender may find funny or clever can easily be misunderstood by the recipient. If used, emoticons are better suited for casual messages between friends than for business emails. Likewise, be careful when using online abbreviations or text speak.

**Closings:** It's important to have a strong finish, particularly in business emails. Include information about yourself in case anyone might want to know other ways to reach you. If your email program does not automatically sign your message with your name, address, email address, and phone number, add it yourself.

**Check it over:** Be sure messages are clearly organized and grammatically correct. Write in complete sentences and always check spelling and punctuation - especially in business emails.
Think twice before posting inflammatory messages or inappropriate photos online, particularly on social media sites!!!

- **Facebook** (Watch what you Post)
- **Twitter** (Watch what you Tweet)
- **LinkedIn** (Picture)
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• Practice Subtle Self-Promotion
• Connect with the Power People
• Identify a Mentor
• Mentor someone

“Perfect” Practice Makes Perfect
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