



## “TIPS for successful One-on-One meetings”

We suggest that you ask open-ended questions at your meetings. These questions will give you more than a “yes or no” response and show that you are interested. These types of questions help to build and maintain rapport as well.

- 1. How did you get involved in your line of work/profession?** People like to tell their story. Give them an opportunity to do so while you listen attentively.
- 2. What advice would you give someone just starting in your line of work or business?** This is a great follow-up question to #1.
- 3. What do you enjoy most about what you do? What do you like least?** This tells you their level of passion.
- 4. What separates you from the competition?** This question gives you permission to talk about what makes them unique and their products/services.
- 5. What was the strangest or funniest incident you have experienced in your business?** People like to share “war” stories, but seldom get a chance to finish them because of interruptions. Remember to “let the other person do a great deal of the talking”.
- 6. What significant changes have you seen take place in your profession and/or area of expertise through the years?** Great question for cross-generational networking as it allows a person to reminisce over their years in their profession.
- 7. What do you see as the trends in your profession and/or area of expertise?** This is a great follow-up question and shows the person that her opinion matters to you.
- 8. How would you describe the ideal client/customer/prospect for your business?** The information you glean from this answer is priceless. It will also help you to position yourself as an asset to the person, her business and helps you refer potential clients.

**REMEMBER.** There is no need to memorize these questions. Start off with the questions you like, master them and give the others a test run.