

RAPPORT BUILDING CHECKLIST

<input type="checkbox"/>	Do not self-sabotage or create doubt about knowing what to say
<input type="checkbox"/>	Where practical, conduct your advanced research
<input type="checkbox"/>	Make a respectful first impression regardless of how you connect
<input type="checkbox"/>	Listen to understand and not to reply
<input type="checkbox"/>	Demonstrate empathy
<input type="checkbox"/>	Look for indicators of shared humanity
<input type="checkbox"/>	Inquire about family and other personal matters when the other person mentions it first
<input type="checkbox"/>	Do not overshare
<input type="checkbox"/>	Keep conversation to a few topics of joint interest
<input type="checkbox"/>	Thank the person for investing the time and effort to connect with you
<input type="checkbox"/>	Where appropriate, send a note or email of appreciation