

Cardio Quick Tips

Overview:

- Small talk
 - What is it
 - How to initiate
 - How to respond to it
 - How to survive it confidently

Small Talk:

- Integral part of daily communication
- Important in social and professional environment
- Expected in many contexts
 - Passing by someone
 - With boss in elevator
 - At a networking event
- Establishes and connection
- Breaks awkward silences

How to initiate:

- Short greeting of 'Hi how are you'
 - A greeting of acknowledgment of someone's presence
- "Fluffy light communication topics"
 - The weather
 - A sports game
 - New music
- Have a good approach
 - Smile
 - Catch their eye
 - Speak clearly

How to respond:

- Listen effectively
 - Respond to others before inputting own story
 - Don't finish their sentences
 - Show understanding
- Read environmental cues-different in different cases
 - Interviewers-highlight your ability to work with others
 - Employer& Professor- show interest in them as a person to create connection
 - Co-worker- create sense of community
 - Group small talk- Pay attention to all participants
- Nonverbally
 - Make appropriate eye contact
 - Keep focus

How to survive it:

- Take a deep breath

- Avoid uncomfortable topics
 - Politics
 - Religion
- Don't mirror rude responses
- Know it will not last long
- Keep a friendly demeanor