

Introducing a Colleague to People You Know

Prof. J. S. O'Rourke, IV / University of Notre Dame USA





Introducing a Colleague

- Management is a profession that requires that you meet, get to know, and cooperate with others.
- You'll need their help because you cannot accomplish much of anything on your own.
- Team-building and team-based activities are central to every organization, so let's get started.

Step One: Do your homework

- Without being intrusively personal, find out as much as you can about your colleague.
- This conversation should focus primarily on information that would prove valuable or useful to others in your organization.
- Details such as occupation, specialties or skills, and education may be helpful.
- *Some* personal details, including hometown, prior employment, or interests in common may help to personalize your colleague to others.

Step Two: Ask your colleague for a directional heading

- Ask your colleague, classmate or friend what they would like others to know about him or her.
- Enquire about what they consider to be most important: work experience, education, personal accomplishments.
- Get permission to share anything personal about your colleague. Professional details are fair game.

Step Three: Explain Ahead Who You're About to Meet

- If possible, explain to your colleague who she is about to meet. A little advance warning can reduce anxiety about the meeting.
- Make eye contact with your colleague, then with your audience.
- Begin with a clear sentence about who is being introduced and whom she is meeting.

Step Four: Address the More Senior Individual First

- “Dr. McKendree, I’d like to introduce a classmate of mine from Notre Dame, Todd Gallagher.”
- Senior name, relationship or professional title, then the junior name.

Step Five:
Explain Briefly
Why You're
Introducing
This Person

- “Todd and I were case-writing teammates in the Corporate Communication course at Notre Dame.”
- “With his help, we were able to research, write and publish a business case about the data breach at Capital One.”
- “I was able to assemble the PowerPoint deck and teaching note, while Todd accomplished the case research and analysis of outcomes for the company.”

Step Six: Finish the Introduction

- If you have more to share, go ahead and do so. Keep the needs and interests of your known associate in mind as you do.
- If you've shared all that's relevant about your colleague, provide a very brief description of the person she's just met. Name and job title are usually sufficient.
- "Dr. McKendree is a professor of management and director of the Fanning Center in the Mendoza College of Business."

Let's Get Started

- Turn to the person next to you and begin a conversation about yourselves.
- Gather as much useful information as you can in just five minutes.
- Share with each other those details you think the class as a whole might want to know.
- Ask questions, take notes if you like. You cannot use notes during your introduction, but they may be helpful as you learn.

When It's Your Turn to Speak

- The two of you will step to the center of the room and one will introduce the other to the class.
- Then, the other person will take a few moments to introduce you.
- Your classmates will provide written feedback you'll receive when you're finished.

If You're Not Speaking

- Check the name on the Peer Feedback Form and make sure you know who is speaking.
- Provide candid, actionable, professional help to your classmate. She will appreciate that and will do the same for you.



Thinking About What We've Just Done

- I'd like to hear from a few of you. What was this experience like for you, personally?
- Which part of this exercise did you find most difficult?
- Was any of it fun or interesting?
- What will you remember or take away with you?