



#6 - Member who does High Quality One-to-Ones: One-to-One Etiquette

There are many steps to the referral process and the very first of those steps is trust. It takes time to build trust and new members may become frustrated if they do not understand this fact. The quickest way to build trust with members is to do quality One-to-Ones. Following are the steps to doing One-to-One meetings with other members. Be sure to have your GAINS Profile and other valuable One-to-One documents prepared to share with the new member. Lead by example!

The BNI® content should only take 10-15 minutes to complete. The balance of the hour should be used to get to know one another and build a referral relationship.

1. Ask – Don't be shy! Every member was new at one time and they understand that One-to-Ones are important to learn about each other.
2. Set a time, day and location that work for both of you. One-to-Ones usually last about an hour but some go longer or shorter depending on your schedules. Be sure to honor each other's time.
3. Show up on time and be prepared. This is not the time to do a sales pitch about your business; this is the time to learn more about your fellow members.
4. Download the One-to-One Meeting Planner and use the GAINS Exchange® to learn about the person with whom you are meeting. The acronym GAINS stands for Goals, Accomplishments, Interest, Networks and Skills. You will not complete the entire GAINS Exchange® in one meeting, so find out as much as you can about the other member.
5. Understand that you will need to do a GAINS Exchange® multiple times before you can complete. And, be sure to update your GAINS Exchange® document regularly.
6. Relax and enjoy getting to know one another. You will learn more about One-to-Ones and GAINS Exchange® by completing the Member Success Program.

Sign the Passport once this section is completed.

