



The AMT Professional Greeting

How to professionally greet others as an AMT

1. **Always present a professional posture!**

Stand up straight. Hold your hands behind you, together in front of you, or at your side.
Do not put cross your arms, hold one with the other, put your hands in your pockets, etc.

2. **Greet another person with a good voice.**

Use a full voice. Speak directly to the person.
Don't whisper or talk to quietly.

3. **Greet the person this way:**

a. Extend your hand and give a firm handshake.

Do not give a limp handshake, with a loose hand. It conveys a very negative impression with most people. Do not squeeze hard and hurt the other person. Use a firm but not hard clasp.

At the same time ...

b. Introduce yourself to the person and:

- Tell them your name
- Give Personal Safety Commitment
- Welcome them
- Be sure to catch their name
- Ask the person how you can help, express that you would like them to have a good visit to the campus, etc. (some good/positive wish) and REPEAT THEIR NAME back to them.

c. Say something similar to this:

"Hello, I am Dana Johnson."/ Handshake

[Person says, "Hello, my name is Kim Brown."]

"I am so pleased to meet you, Kim! I hope that you enjoy your visit to our campus. We really like it here. If I can help please let me know."

4. **Group Introduction**

If you are introducing yourself to a group, first state your introduction, "Hello, I am ..."

AND THEN STATE YOUR SAFETY COMMITMENT!!

And then carry on with the rest of the introduction.

Shake each person's hand.

5. **It's that simple!**

Learn to do this consistently.

If the other person doesn't initially give you their name, just politely ask, "I am so pleased to meet you. And you are ...?"

Then carry on with the conversation or turn back to your activity, appropriate to each situation.