Tips for Developing a Good Reputation in Your Community

- Be professional.
  - Dress in neat, clean clothing that is just a little more formal than the audience’s.
  - Be punctual.
  - Be polite.
  - Be courteous.
  - Be honest; know your limitations. If someone asks a question you cannot answer, just say that you do not have the information but you will look for it. You could refer to Susan G. Komen® website komen.org, have them call the Breast Care Helpline at 1-877-GO KOMEN (1-877-465-6636) or mail the information.

- Provide a comfortable environment.

- Be aware of your communication style and body language.

- Be responsible and dependable. Always follow through when you make an offer or promise.

- Be a good listener.

- Be organized.

- Respect your audience.

- Take time to get to know your community.

- Do not focus only on your agenda. Work with other organizations in the community to fulfill the community’s needs.