

professional development portfolio

Networking Skills

All professionals have a network, whether they focus on it actively or not. For some it is a source of specialist advice or a resource that can help them to meet their clients' needs. For others it is the source of new clients.

This course explains the key skills needed to make the most of a network, expand it, and ensure that it meets career and business needs. Practical exercises and activities make it easy for any professional to put the sound advice into practice.

Networking Skills enables the learner to:

- Understand the purpose of networking and the skill sets involved
- Improve the core skills needed for building relationships
- Research and plan conversations effectively
- Make the most of conversations with existing or potential members of their network
- Manage and administer their network effectively
- Develop their network over time as their objectives change
- Understand how to keep their network under control



Learning outcomes

What is networking?

- Why should I network?
- What skills do I need to network effectively?

Developing your network

- Who should I include in my network?
- How do I find new contacts?
- How do I plan to network?

Having conversations

- How can I start or join a conversation?
- What can I do to make sure people remember me?
- What should I talk about?
- How do I move on from a conversation?
- How should I prepare for specific events?
- What do I do after the conversation is over?

Building relationships

- How often should I contact my contacts?
- How do I keep my contacts happy?
- How do I network within my organisation?

Managing and using your network

- How do I use my network?
- What technology can help me?
- How do I keep my network under control?
- What do I need to remember going forward?

Target audience

This course is designed to appeal to people in all functions at all levels.

Those who are less experienced may not have considered these topics before and will find significant improvements in the way they operate and in their overall effectiveness.

More experienced or senior people will value the opportunity to spend time on these critical issues discreetly.

Duration: 3 hours

Additional services

Tailoring: ensure this course is relevant and engaging by tailoring it to the needs of your professional community or company.

See also: *Effective Communication, Negotiation Skills, Managing Relationships, Managing Your Behaviour at Work, Problem Solving Project Management, Managing Workload.*