

publishing portfolio

Networking Skills

We all have a professional network made up of the people we deal with in our working lives. However, we don't always get the best out of our networks and they don't always meet our needs.

"Networking" is the process of using our existing contacts and expanding our network to meet our career or business aims. At the heart of networking is the activity of building and maintaining relationships. It need not be a cynical activity, but one of mutual advantage.

Networking Skills takes the learner through the steps necessary to master this activity and ensure that your relationships are fruitful.

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



An annual license to **Networking Skills** provides an entire team with year round access to this unique learning resource.

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 staff in all functions at all levels.

Less experienced staff 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.

Additional services

Blended learning: ½ day workshops available.

Tailoring: include your examples and issues.

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