



NETWORKING SKILLS

Course Outline

Course overview and duration

Possessing the skill to network effectively and with confidence is vital to business success. However, many people that are highly proficient within their area of expertise do not feel comfortable in networking situations. This course employs simple, practical models and exercises that will alert delegates to their established patterns of thought and behaviour, and help to identify any existing behaviour patterns that may actually impede their networking ability. The aim is to replace detrimental mindset and behaviour with knowledge, skills and attitude that will enable delegates to network effectively in a relaxed and competent manner. This training is delivered as either a half-day or one-day course, depending upon the level of detail that is required to meet the desired learning objectives.

Who will benefit from this course?

This course is designed for people from all kinds of professional background. It is most likely to benefit technically-minded people and specialists with particular areas of professional expertise, who need to develop the skill and motivation to network effectively. The course is also suitable for recently appointed or newly promoted colleagues that are new to a client-facing environment.

What you will learn:

- Introduction to networking and why it is important in business.
- How to confidently approach unknown people and demonstrate curiosity about them.
- Create and deliver concise, memorable, and consistent messages about yourself and your organisation.
- Accurately identify the people who will benefit your business.
- Undertake your personal networking activities efficiently and avoid getting stuck with certain individuals.
- Tips for remembering names, faces and roles.
- Identifying who is present, where they're from, and why they are here.
- Personal communication styles – what works and what offends.
- How to follow-up leads and develop them into effective relationships after the networking event.

All delegates will leave the training with a personalised action plan.