

EFFECTIVE NETWORKING

Course Aim

Networking is an increasingly common method of developing your client base. This course will help you to maximise your personal impact and ensure you are able to build rapport and develop new relationships with people in a networking situation. The training is designed to give a greater understanding of personal impact and become familiar with the fundamental skills for effective networking.

Introduction

- Discussion on the relevance of networking and people's experience of it
- Brainstorming obstacles to effective networking
- Setting clear and achievable objectives for networking,
 - achieving your desired outcome and/or delivering your message
 - planning for a meeting or an event

Personal Impact

- Introduction to enhancing personal impact
 - Breathing & voice
 - Posture & body language
 - Eye contact
- Being your authentic self

Fundamentals of Networking

- The art of manoeuvre - moving in & out of groups and around the room
- The art of body language - reading when you can/can't enter a group of people and knowing when it's time to move on
- Perfecting the handshake
- Introductions - understanding the art of what to say when, introducing yourself / colleagues when joining an existing conversation
- Finding the balance between social and business chat, moving between topics
- Questioning & listening skills, including practical exercises
- Finding the right tone/approach when entering a group and networking
- Business card etiquette - giving and receiving cards

Networking Skills Practice

- Role Play practice
 - participants have opportunity to practice, embedding skills and techniques
- Reflection, discussion and evaluation of the networking process

Effective Networking is available as a one-day or a half-day course. Please telephone Andrew on 020 7908 4823 to discuss your requirements.

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