



# Course Outline

## Effective Networking Skills

Minimum and Maximum Learners: 6 to 16 Duration: One Day Timings: 10:00 – 16:30

### Suitable for

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Anyone wanting to get the most out of the connections they make through networking and meeting others through the course of their work.

### Aim

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To explore the benefits of being more effective at networking and meeting others at conferences and events - for you and your organisation. You will develop a networking plan and practice skills for maximising networking with those in your sector.

### Learning Outcomes

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By the end of the course, you will be able to:

- ✔ **Describe** what makes an effective networker.
- ✔ **Identify** the benefits of being an effective networker: for you and your organisation.
- ✔ **Explain** the 4 stages of the networking process and how to make the most of these.
- ✔ **Practice** skills required by the effective networker, such as listening and questioning skills .
- ✔ **Explain** the importance of nurturing and maintaining relationships with key contacts.
- ✔ **Develop** and deliver a short introductory “Elevator Pitch” to use at conferences and events.

## Benefits of Attending

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- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

## Training Style

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This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (\*email required)

## Other Courses to consider [\(Visit my website for details of these and other courses\)](#)

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- ➔ Assertiveness I: Assertiveness in the Workplace
- ➔ Assertiveness II: Assertiveness and Me: Putting it in Action (2 Days)
- ➔ Dealing with Difficult Behaviour and Situations in the Workplace
- ➔ Developing Resilience in an Ever-Changing World
- ➔ Interpersonal Communication Skills
- ➔ Influencing and Persuading Skills
- ➔ Simply the Best – Building Your Personal Image, Self-esteem and Confidence (2 Days)
- ➔ Time Management I: Mindset and Tools for Taking Back Control

