

We all know them... those people who effortlessly talk to strangers, creating a memorable and professional first impression. They remember names and connections - and they get the best opportunities too. Welcome to the world of networking!

Building a personal network is probably the single most effective way to create opportunities and market yourself. It's not hard... it's not time consuming... and it's certainly not something to ignore. Look at the most successful people and they will certainly have a network of contacts that they actively maintain and develop - and it's no coincidence that time and again they will be on 'the inside track' when opportunities come up.

This program is designed to equip business people at all levels with the skills and techniques required to build, develop, grow and maintain an effective and productive network.

**Objectives:** On completion of this program participants will be able to:

- Appreciate the importance of continued networking
- Understand how and why certain types of people are connected
- Target specific roles, industries and individuals to network with
- Professionally and succinctly introduce themselves
- Open, join and close conversations professionally
- Know how to add value to others
- Maintain contact over time and distance
- Create opportunities to speak to people
- Structure a network in a useful way

### What is covered?

- How and why networking works
  - Six Degrees of Separation
- Kick-starting your personal network
- Formal and informal Networking opportunities – picking the ones that will work
- Networking tools and techniques
  - Templates and Conversation tips
  - Techniques to connect to others
  - How NOT to talk to people!
- Tactics to reach the highest profile contacts
- How to tap into the potential of your network



Duration: 1 Day

