

# Successful Networking

**DURATION:** A half day course

**SUITABLE FOR:** All assistants who wish to develop their ability to broaden their contact base and build relationships, thus enabling them to enhance their capabilities and the support they provide to their manager.

## COURSE OUTLINE:

### OBJECTIVES:

**By the end of the course delegates will be able to:**

- Understand networking and the benefits of having a network
- Know what constitutes an effective network
- Understand how to create a network
- Know how to network effectively in any situation
- Understand how to maintain a network
- Feel confident to go out and build their own network straight away

### PROGRAMME:

#### Introduction

- What are we going to cover today?

#### What is a Network?

- Why should you have one?
- What is a good network?

#### How to Build a Network

- Where do I start?
- Networking opportunities
- How extensive should my network be?

#### Practical Networking

- The skills needed to network effectively and with confidence
- Networking on a daily basis or at a specific event

#### Scenarios

- An opportunity to put some of the methods you will learn into practice

#### Network Maintenance

- The importance of follow up

#### Summary and Close

- Review the main learning points of the workshop
- Create an action plan for the future