

## Networking within the Company

Networking is one of the most basic and essential skills employees should develop. Having great networking skills within an organization is sometimes overlooked. Having a viable networking and communication skill set will benefit any organization and will lead to increased productivity and performance.

Networking within the Company is about creating and maintaining better relationships. Your participants will develop skills to avoid obstacles, increase communication, and build relationships that last over time.

Employees who understand and embrace the aspects of networking in the workplace will grow your business and create a more engaging environment.



### Course Outline:

#### Module One: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

#### Module Two: The Benefits of Networking at Work

- Gain Connections
- Share Knowledge
- Increase Opportunity
- Improve Image
- Case Study
- Module Two: Review Questions

#### Module Three: Networking Obstacles

- Confusion about the Definition of Networking
- Personality Traits
- Cultural Barriers
- Personal Pride
- Case Study
- Module Three: Review Questions

#### **Module Four: Networking Principles**

- Relationships
- Listen
- Offer Value
- Build Trust
- Case Study
- Module Four: Review Questions

#### **Module Five: How to Build Networks**

- Meet New People
- Be Polite
- Follow up
- Allow Relationships to Develop Naturally
- Case Study
- Module Five: Review Questions

#### **Module Six: Recognize Networking Opportunities**

- Formal Networking
- Informal Networking
- Workday Opportunities
- Always Be Ready to Network
- Case Study
- Module Six: Review Questions

#### **Module Seven: Common Networking Mistakes**

- Not Meeting New People
- Not Following Through
- High Expectations
- Being Unprofessional
- Case Study
- Module Seven: Review Questions

#### **Module Eight: Develop Interpersonal Relationships**

- Be Genuine
- Dialogue
- Maintain Boundaries
- Invest Time
- Case Study
- Module Eight: Review Questions

#### **Module Nine: Online Networking Tools**

- Social Networks (LinkedIn, Twitter, Facebook)
- Blogs
- Chat Rooms
- Email
- Case Study
- Module Nine: Review Questions

#### **Module Ten: Time Management**

- Prioritize Contacts
- Create Group Activities
- Connect Online
- Schedule Your Network Activities
- Case Study
- Module Ten: Review Questions

#### **Module Eleven: Maintaining Relationships over Time**

- Contact Networks Regularly
- Be Honest
- Give Personal Attention
- Limit Networks to a Manageable Size
- Case Study
- Module Eleven: Review Questions

#### **Module Twelve: Wrapping Up**

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Recommended Reading
- Completion of Action Plans and Evaluations