



Networking Skills

Who should attend?

This course is suitable for anyone who has to attend conventions, business receptions, fundraisers, working lunches, professional dinners, hospitality functions, and traditional business networking events. It's about understanding what typically happens at an event where networking occurs and to build confidence and professionalism.

Course Aims & Objectives

The purpose of this course is to teach delegates the essential skills needed for making the most out of a networking event and helps to boost confidence.

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

- Build and maintain contacts and relationships with other people
- Approach people and deal with their lack of confidence
- Understand the importance of listening and providing adequate responses
- Devise a plan of work that can be implemented into their job role

Course Outline

- Course Introduction
- What is Networking?
- Developing a Strategy
- Essential Skills
 - Dealing with nerves
 - How to make an approach
 - Effective listening
 - Developing conversation
 - Body language
 - Goodbyes
- Data Recording
- Follow Up
- Action Plan

Certification

Certificates of attendance will be awarded to delegates upon completion of the course.

Duration

1 Day

Location

We can offer courses on company premises for a maximum of 12 delegates or upcoming open courses in your local area.