



**bristol business college**

YOUR BEST BUSINESS DECISION

## Effective Networking Skills

### Workshop objectives:

- To build on delegates' existing skills
- To bring delegates in line with best practice methods in networking
- To ensure quality contacts are made and are acted upon

### 9.30 a.m.

- Welcome and introduction to workshop objectives
- Networking challenges – ice breaker exercise
- The golden rule – selling to the room discussion

### 11.00 a.m. – 11.15 a.m.

### Break for Coffee/Tea

### The networking process:

- The networking process – mapping the networking process to identify areas for improvement
- Understanding the purpose of your networking and those all-important messages
- Taking the strategic route to networking and an integrated approach to networking and referral marketing
- Targeting quality contacts and identifying your ambassadors

### 1.00p.m. – 2.00 p.m.

### Lunch

### The networking skills set:

- Building instant rapport at introduction – one chance to make the right first impression
- Networking skills and Networking etiquette - do's and don'ts when meeting people
- Listening for that all important link (includes listening exercise)
- Discussion and evaluation
- Action plan for future development

### 4.30 p.m.

### Questions & Answers

**CLOSE**