

Successful networking takes real skill. Networking focuses on managing interactions with others using 'communication' to achieve mutual business benefits. We are constantly communicating, but are we always communicating the messages that we intend to? This course will increase your awareness of behaviours and build your confidence and ability in managing networking communications. You will learn skills for communicating powerfully, sending clear messages, and conducting challenging conversations, without damaging potential relationships. The focus is on how to:

- Understand the barriers to effective networking
- Accurately listen to, assess, and react to what you hear
- Accurately identify the 'right' prospects to network
- Response styles to achieve your communication goals
- Manage entrances and exits from groups
- Understand the impact of non-verbal communication
- Build behaviours and attitudes to improve your networking

## Who Will Benefit?

Anyone who is networking with others

## Course Outline

- The dynamics of networking
- The barriers
- Networking etiquette
- Identify individual networking styles
- Networking with people who have different 'status'
- Rapport and how to build it
- Creating interest in yourself and your business
- Finding common ground
- Pace, tone, pitch and loudness
- Listening to understand and not just to respond
- Asking quality questions
- The skill of persuasion
- Managing nonverbal messages
- Following up

## Duration

1 Day

01623 627264

[www.xceedtraining.co.uk](http://www.xceedtraining.co.uk)