

# *Networking (Outside the Company)*

Everyone knows that networking is important to long-term business success. The networking process itself, however, can be confusing. Learning effective networking techniques will help you develop relationships that will benefit you both personally and professionally.

At the end of this workshop, participants should be able to:

- Identify and avoid obstacles
- Implement networking principles
- Use online tools
- Prioritize contacts
- Manage networks effectively

## **Course Outline**

- The Benefits of Networking Outside of Work
- Networking Obstacles
- Networking Principles
- Why Network
- How to Build Networks
- Online Networking Tools
- Develop Interpersonal Relationships
- Common Networking Mistakes
- Time Management
- Manage Personal and Professional Networks

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## **2 Day Workshop**

### **Getting Started**

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### **Wrapping up**

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