



# Business Networking Skills

## Course Aims

This session looks at how to become a more effective business networker.

Many people today attend networking events either to increase their own profile or that of their business.

While at business networking events, you only get a few short minutes to make a big impression, and this workshop looks at the skills and approaches to make those few minutes count.

### **By the end of the session, attendees will:**

- Know the reasons why business networking is important and the different types of networking that can be done
- Understand a range of communication skills that are important in business networking
- Be able to influence, sell themselves and their business to build credibility and build effective relationships
- See the benefits of following up with people they met at networking events

## Course Content

- Networking – What is it and why should we do it?
- Preparing to network
- The pitch
- The skills needed to network effectively
- Networking – the rules
- Making connections and getting contacts
- Building on-going relationships

## Course Benefits

Being able to network effectively will help build more relationships with potential clients and customers. Done effectively, this can lead to an increase in business as well as an increase in confidence.

## Who Should Attend?

Anyone who attends business networking events and would like to gain new skills and confidence when networking.

## Price

This course is only available as an in-house programme. Please contact us to talk more about your needs and for a quote.

## Session Breakdown

### **Networking – What is it and why do it?**

- What is networking and how can a business use it?
- What are the benefits of business networking?
- What type of networking events might you attend?

### **Preparing to Network**

- What to consider before attending a business networking event
- How to prepare to succeed at business networking events
- Practicing what you will say at a networking event

### **Some Skills to Help**

- Verbal and non-verbal communication
- Influencing and selling yourself and your business
- Confidence building

### **The Rules**

- Common networking event etiquette
- How to ensure you are perceived as being professional
- What to say and what not to say

### **Making Connections and Getting Contacts**

- Asking for business cards and contact details
- How to ensure you are remembered after the event
- Setting up meetings

### **Building On-Going Relationships**

- How to stay in touch effectively

## Course Information

This is a **one day** training event that Revolution Learning and Development deliver as an in-house course anywhere in the UK

We can make this more bespoke to your needs.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

To discuss your individual needs, email [contact@revolutionlearning.net](mailto:contact@revolutionlearning.net) or call us on 03333 444 575.

Booking terms and conditions are available on our website.