



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Networking for Success First Edition

Course Number: AXO84-137IG

Days: One Day

Description: This training program is designed to help you acquaint others with the basics of networking. In this course, participants will learn what networking is and why it's important to career and personal growth, create a plan for networking, explore three fundamentals of successful networking, and discover networking tools and strategies.

Topic-Level Outline

MODULE 1: UNDERSTANDING AND BUILDING NETWORKING RELATIONSHIPS

- What Is Networking?
- Forming a Networking Strategy
- Building Your Network
- Being Prepared for Networking
- Preparing for Networking Events
- Setting Yourself Up for Success
- Finding a Mentor

MODULE 2: YOUR PROFESSIONAL PRESENCE

- Big Small Talk
- The Art of Listening
- Business Card Dos and Don'ts
- Telephone Networking
- Activity: You Make the Call Networking Faux-Pas

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MODULE 3: NETWORKING VIA E-MAIL AND THE INTERNET

- Writing Effective E-Mail
- Using the Internet for Networking
- Surfing for Leads
- Netiquette Guidelines
- Activity: High-Tech Brainstorm

MODULE 4: SELF-PROMOTION AND CREATING A PLAN

- Tooting Your Own Horn
- Press Releases
- Articles and Speaking Engagements
- Making a Plan
- CONCLUSION
- Learning Objectives Review
- Course Evaluation

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
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