

## Networking within the Company Workshop

Networking has become a crucial part of the world today. Most people are aware of external networking and primarily focus on that. It is important to pay extra attention to internal networking, or networking within the company. To be truly effective, internal networking must be utilized throughout the company.

With The Power of Networking (Within the Company) workshop your participants will learn how internal networking is changing the workforce. Through this workshop, your participants will gain a new perspective networking, and what benefits can come from fully utilizing and making connections with internal networking.

### Workshop Objectives:

- Define networking
- Understand networking principles
- Use networking tools
- Avoid common mistakes
- Understand how to build relationships
- Manage time successfully



For more information or to reserve your spot in this workshop, please contact:

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## CLASS CONTENT

### **Module One: Getting Started**

Workshop Objectives

### **Module Two: The Benefits of Networking at Work**

Gain Connections  
Shared Knowledge  
Increase Opportunity  
Improve Image  
Case Study

### **Module Three: Networking Obstacles**

Confusion About The Definition Of Networking  
Personality Traits  
Cultural Barriers  
Personal Pride  
Case Study

### **Module Four: Networking Principles**

Relationships  
Listen  
Offer Value  
Build Trust  
Case Study

### **Module Five: How to Build Networks**

Meet New People  
Be Polite  
Follow up  
Allow Relationships to Develop Naturally  
Case Study

### **Module Six: Recognize Networking**

Opportunities  
Formal Networking  
Informal Networking  
Workday Opportunities  
Always Be Ready to Network  
Case Study

### **Module Seven: Common Networking Mistakes**

Not Meeting New People  
Not Following Through  
High Expectations  
Being Professional  
Case Study

### **Module Eight: Develop Interpersonal Relationships**

Be Genuine  
Dialogue  
Maintain Boundaries  
Invest Time  
Case Study

### **Module Nine: Online Networking Tools**

Social Networks  
Blogs  
Chat Rooms  
Email  
Case Study

### **Module Ten: Time Management**

Prioritize Contacts  
Create Group Activities  
Connect Online  
Schedule Your Networking Activities  
Case Study

### **Module Eleven: Maintaining Relationships Over Time**

Contact Networks Regularly  
Be Honest  
Give Personal Attention  
Limit Networks to a Manageable Size  
Case Study

### **Module Twelve: Wrapping Up**

Words from the Wise