

Networking Skills for today's corporate environment

Learn how to network effectively with confidence and style

An interactive workshop with **Karen Leong**
Expert networker, Communication and Influence Trainer

Upcoming Dates:

3rd September 2009 (Thurs)
22nd October 2009 (Thurs)

1-Day Programme: 9am to 6pm

Email: training@leadership.sg
Call: (65) 6238 5860

Myth: Networking skills are only essential for executives in sales and marketing.

Fact: In today's competitive corporate environment, your success is determined by your network, regardless of your job function.

The corporate environment today has become more complex and sophisticated. It is no longer enough to be competent in your job scope. Your ability to achieve results at work, attract clients, advance your career, depends on your profile within and outside your organization.

How visible are you? Do you have mentors? Are you involved in profit-oriented projects that impact the results of the company?

Networking is about connecting with people to share information and build mutually beneficial relationships. Successful corporate executives ensure that they develop strong personal and professional networks. A strong network helps you navigate rapid change by giving you access to opportunities, information and support.

This practical workshop, Karen will equip you with tools and techniques to network more naturally, systematically and effectively!



Who should attend?

Managers and executives, sales and marketing professionals, administrative staff, anyone who wants to extend their influence and achieve greater success at work.

Workshop Objectives

1. Identify your strengths and natural communication style
2. Make first impressions work for you
3. Discover the 7 habits of highly effective networkers
4. Explore internal and external networking opportunities
5. Overcome shyness and the fear of networking
6. Master networking etiquette for today's business functions
7. Become more confident in working the room
8. Improve your influencing skills
9. Learn how to increase your profile at work and beyond
10. Create a personalised plan to cultivate rewarding personal and work relationships

Methodology

This workshop is interactive and fun, packed with activities, group work, discussion and self-reflection, designed to help you unleash your strengths as a communicator and networker.

Workshop Highlights

Discover where you are now

- Assessing your personal brand
- What is your network quotient?
- Understanding your natural communication style

Mastering the Success Tools for Networking

- Present yourself and your company professionally
- Start and Lead Memorable Conversations
- Networking Etiquette

Developing Your Power of Attraction

- How to attract the very people you want to meet
- Connecting with connectors
- Networking with the Top (Senior Management, High Net Worth Individuals, Opinion Leaders)

Action! Working the room fearlessly

- Removing the roadblocks of connecting
- Mastering the corporate function and networking events
- How to network wherever you are

Keep your network alive and growing

- Ways to follow-up and keep in touch in style
- How to become a resource for others
- Developing a Quality network. It's not just about Quantity.

“ I enjoyed your sharing on the art of networking. You have the ability to relate personal stories and experiences in a vivid and interesting manner. Your smile and positive body language adds to the energy in the room.

Great job! Thanks once again for the valuable insights. I will be sharing your key points with my colleagues. It always excites me to find ways to sharpen the leadership quality in my company. ”

**Tan Swee Heng
Director – Human Resource
Reed Exhibitions Asia Pacific**

“ Thank you for facilitating the workshop. It was fun and I could see that the participants were really engaged! ”

**Shirley Ho
HR Manager
Singapore Refining Company
Pte Ltd**

About Karen Leong

Karen Leong is a versatile coach and facilitator in the areas of influence and networking for success. She has over 10 years of experience in audit, consulting and corporate education. Karen honed her art of cross cultural communication having lived in 5 major cities around the world and trained hundreds of executives in Asia. She is passionate about helping people embark on a natural discovery of their strengths, and unleash their potential as connectors and influencers. Her workshops are a networking experience in itself, with lots of fun and interaction! Karen has been interviewed on Mediacorp radio 938FM on the fine art of networking and contributes articles to Shanghai Networking News.