

Professional Networking Growth Hacks to Widen Career

(Total Duration: 90 Minutes)

Overview:

Do you sometimes feel like the lack of networking skills prevents you from living up to your true potential? The ability to connect with people can completely change your life. Your ability to connect with people whether it's in business or in your social life is a skill that you can learn and master.

This course will teach you how to be better at creating a personal network, through casting a wide, but purposeful net to build the relationships you will need to achieve your goals and how to take care of those relationships for mutual success.

In this course, you will learn:

- ✓ What a personal network is and how it benefits you, both professionally and personally.
- ✓ How to develop deeper, stronger, more mutually beneficial relationships.
- ✓ How you can create a strategy for maintaining these relationships.

Lesson Detail:

Lesson 01- Introduction, Definition and Significance

- Overview to Networking
- Adopt networking mindset
- Personal vs Professional Networking
- Significance of networking

Lesson 02- 5 Types of Professional Network and Use of Them

- Expansive Networks
- Nodal Networks
- Operational Network
- Strategic Network
- Personal Network

Lesson 03- Who should be in your Professional Network

- Friends and Classmates
- Teachers
- Market Experts and HR's people
- Shepherds, the Guide of your Life
- Change Agents
- Truth Teller
- Connector
- Members of Associations and Clubs/ Powers

Lesson 04- The Stages of Networking (Have to follow sequentially)

- Research
- The Approach
- The Follow up
- The Request

Lesson 05- Virtual Networking, the crucial one

- Build an effective LinkedIn Presence
- Attend online course
- Build a blog based on your passion
- Create your online profile and market that
- Separate your personal and professional social network
- Find an Online Mentor
- Use spare time for freelance works

Lesson 06- Communication Skills Development

- Verbal Communication
- Written Communication
- Developing and Exiting a conversation
- Keeping contact after a negotiation

Lesson 07- Networking to be Back on Track after break

- Ways to use Networking as a tool to come back to job after a long break
- Tips for women on Networking for proper work life balance

Lesson 08- Miscellaneous Tips on Networking

- Networking events for professional relationship
- Emotional Intelligence for keeping the network
- Networking management during pandemic

Lesson 09- Professional Networking Guideline for Women

- Set goals and Reach out
- Keep in touch and come out of the glass ceiling
- Dress appropriately
- Be punctual and disciplined
- Create your first appearance in a proper way
- Listen, share and concentrate
- Carry business card, stay relevant and keep notes
- Mind the body language, please...
- Follow up ... Follow up... poke...