

## Networking within company

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.

### Course Outline

- The Benefits of Networking at Work
- Networking Obstacles
- Networking Principles
- How to Build Networks
- Recognize Networking Opportunities
- Common Networking Mistakes
- Develop Interpersonal Relationships
- Online Networking Tools
- Time Management
- Maintaining Relationships Over Time

### Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

### Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions and case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

### Learning outcomes

Upon the completion of this Course, the learner will be able to:

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

### Course Duration

The standard duration of this course is 12 contact hours.

### Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

### Who Should Attend

Middle to high level staff such as:

- Managers and supervisors that would want to acquire knowledge regarding establishing networking channels within their organization
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For more information please feel free to contact:

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