



### Why is networking important, particularly to your younger, or more inexperienced, colleagues?

- They have to be out there to meet prospective clients
- Word of mouth recommendations are priceless; the more your colleagues meet people, the more you will get
- They need to find out who is doing what, where, why and how
- Talking to different people helps generate ideas
- They will meet possible contacts and mentors who can help them develop their careers
- They will have opportunities to help others

### What are the main concerns of new networkers?

- "I don't know how to join a group"
- "I can't remember names"
- "I get stuck and don't know how to move on"
- "I feel awkward and look foolish"
- "I don't know what to say and don't think I sound intelligent"
- "I don't know if I should give people my card"
- "How do I hold everything if there's food?"
- "Why am I there? Other work is more important!"

### Our solution

We have been doing networking training for many years. To develop it we asked lots of questions, went deep into the psychology of networking and face-to-face communication. Using our theatrical base we already had the experience to decode the actions, body language, voice and rapport-building required to make networking effective and actually pleasurable.

We developed this 4-hour training for an international law firm, Pinsent Masons, and it has proved immensely successful. It hands participants a toolkit, gives them confidence and even prompts them to start seeing networking opportunities that they never even realised were networking opportunities.

**Every moment of it is interactive, relevant and immediately useful.**





## What this 4-hour session includes:

- What is networking for? What happens in networking situations? What are the Rules, Roles, Behaviours and Goals?
- Work on the skills needed: listening, observing, body language, building rapport, remembering names
- How to enter a room with confidence rather than dread
- How to join a group seamlessly
- How to explain what you do without jargon
- How to start and keep conversations going, putting others at ease
- Understanding that everyone you meet can be a potential client or might refer you to your next client
- How to move on without feeling you are causing any offence
- How to fluently circulate around groups in the room
- How to follow up with the same light touch

We can take this course literally anywhere.

We have run it in locations including: Belfast, Birmingham, Edinburgh, Glasgow, London, Manchester and Munich.

*This course works at its optimum with 8-16 participants and one trainer*

Course fee: £1095 + VAT & expenses. (Travel time may be charged.)

For more information contact:

**Cordelia Ditton**, Director

**Stephanie Marron**, Office Manager

Tel: 0141 333 9331

[cordelia@voicebusinesstraining.co.uk](mailto:cordelia@voicebusinesstraining.co.uk)

[stephanie@voicebusinesstraining.co.uk](mailto:stephanie@voicebusinesstraining.co.uk)

### What participants of this course from Pinsent Masons LLP think:

*"The trainer was excellent and really got everyone involved."*

*"Very knowledgeable and confident trainer."*

*"Brilliant."*

*"I thought this was the right level. It focussed on things that people at more junior end of the scale would be concerned about and want to learn how to handle."*

*"The course was excellent. It was very interactive and the trainer used good techniques to build confidence and the chance to practice networking techniques. The course met my objectives fully."*

*"Very relevant."*

*"Very effective and well thought through."*

*"Easily digestible in the time period."*

*"This was a really good course – it was fun, interactive and really boosted my confidence."*



350 Sauchiehall Street, Glasgow G2 3JD

Tel: 0141-333 9331

[info@voicebusinesstraining.co.uk](mailto:info@voicebusinesstraining.co.uk)

Fax: 0141-333 9332

[www.voicebusinesstraining.co.uk](http://www.voicebusinesstraining.co.uk)

We can also run networking training from a 1-hour conference to an all-day course.

**We don't teach you your business - we teach you ours**