MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 24-Nov-2026

Course Profile Document

Workplace Essentials

Networking Within the Company

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2970	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

etworking is unavoidable in modern society. Many people focus on external networking, but the networking process must be used with the company in order to be truely effective.

By following the information outlined in this publication, you will be able to network effectively and reap the rewards that come with making connections within the organization.

Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly.
At the end of this workshop, participants should be able to:

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

Course Outline / Curriculum

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 Two: Review Questions

Module Three: Networking Obstacles

- Confusion About The Definition Of Networking
- Personality Traits
- Cultural Barriers
- Personal Pride
- Case Study
- Module Three: Review Questions

Module Four: Networking Principles

- Relationships
- Listen
- Offer Value
- Build Trust
- Case Study
- Module Four: Review Questions

Module Five: How to Build Networks

- Meet New People
- Be Polite
- Follow up
- Allow Relationships to Develop Naturally
- Case Study
- Module Five: Review Questions

Module Six: Recognize Networking Opportunities

- Formal Networking
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Informal Networking

- Workday Opportunities
- Always Be Ready to Network
- Case Study
- Module Six: Review Questions

Module Seven: Common Networking Mistakes

- Not Meeting New People
- Not Following Through
- High Expectations
- Being Professional
- Case Study
- Module Seven: Review Questions

Module Eight: Develop Interpersonal Relationships

- Be Genuine
- Dialogue
- Maintain Boundaries
- Invest Time
- Case Study

Module Eight: Review Questions

- Module Nine: Online Networking Tools
- Social Networks
- Blogs
- Chat Rooms
- Email
- Case Study
- Module Nine: Review Questions

Module Ten: Time Management

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

Module Ten: Review Questions

- Contact Networks Regularly
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Be Honest

- Give Personal Attention
- Limit Networks to a Manageable Size
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

Words from the Wise

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Networking Within the Company
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____