

Networking Within the Company Course Details

Department: Workplace Essentials

Presented by Magna Skills Development Institute

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Training Coordinator: Denis Wunganayi



CORPORATE TRAINING
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The advertisement features a blue background with a large white arrow pointing right. On the left, the text 'CORPORATE TRAINING' is in large white capital letters, with 'Agency' in a yellow script font below it. Underneath is the heading 'OUR SERVICES :' followed by a list of four services, each preceded by a yellow hexagon icon. At the bottom left is a globe icon and the text 'Our Website www.magnaskills.com'. On the right side, there is a photograph of three people (two women and one man) in a meeting, looking at a laptop. The Magna Skills logo and website are in the top right corner. Decorative dotted lines are in the top left and bottom right corners.

Course Summary

Networking 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 truly 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 Objectives

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

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
- 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

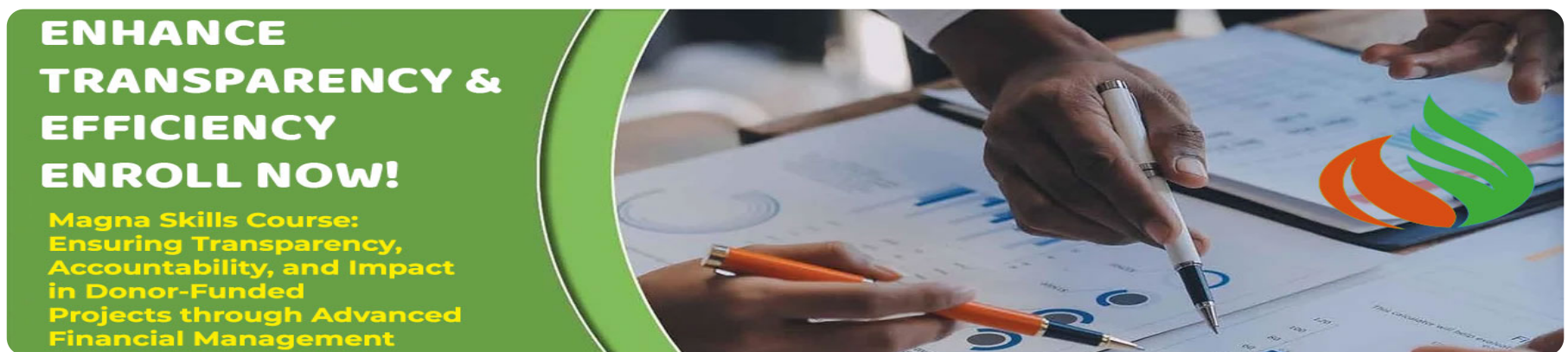
Module Ten: Review Questions

- Contact Networks Regularly

- 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



Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.