

## EFFECTIVE NETWORKING

### TRAINING AGENDA – 3 HOURS TRAINING

Networking is intelligent relationship management. Developing informal relationships help you to keep in touch and obtain lucrative business opportunities. Effective networking is vital for working in an international environment.

In this seminar participants learn how to make and retain contacts with other decision-makers and how to become an important contact for other people.

The trainer provides advice on marketing yourself optimally e.g. through small talk at after-business events or through the use of business networks on the Internet. Using role-plays, participants learn how to present themselves effectively in conversation. This enables them to make use of new contacts for their business ideas and to improve their business activities.

#### TOPICS COVERED:

- ✓ What is networking?
- ✓ What is small talk and why is it important?
- ✓ Establishing contact using small talk
- ✓ Building a rapport and body language
- ✓ Preparation for after-business events
- ✓ Marketing yourself successfully, first impressions and self-management
- ✓ Effective networking strategies and tips
- ✓ Best practice in international networking

#### THEORY:

- ✓ Body language, Active listening, Self-Marketing, Effective Networking
- ✓ The world is everywhere, every minute connected  
– how, why and for what?

#### PRACTICALITIES:

- ✓ **Getting to know someone quickly**
  - Who am I really (to other people)?
  - How can I become a “business speed dating” expert?
  - Role-plays in English
- ✓ **Marketing yourself optimally**
  - Do you know your USPs?
  - A tool kit for successful marketing
  - “Impression management” first impression counts
  - Practical guidelines

✓ **Effective networking strategies and tips**

- Finding, retaining and using key contacts
- Follow-up after successful networking events
- Using business networks on the internet

✓ **Best practice in international networking**

- New contacts - do's & don'ts
- Taking account of intercultural aspects
- Role-plays in English

**MORE ABOUT OUR TRAINER:**



Artur is passionate about networking. **His secret to an efficient networking** lies in **one very simple rule** – *“once you met a new person, think first about giving and after words about getting back”*-.

Speaking **six languages fluently**, being **involved in social and business life of Luxembourg** and beyond, **Artur experienced several times the positive impact of his passion - Networking**. Besides those undeniable networking skills, Luxembourg is an ideal platform: not only for using on daily basis several languages, but also for diving into dozens of different cultures, ways of thinking and customs. On a very small area, there are hundreds of nations living together, networking and doing business.

In this environment, **Artur's passion for networking was extremely helpful** in managing over 12 years profit centers in Germany and Luxembourg for a worldwide corporation – Berlitz – as well as for his own company established in 2015. He also managed to be a leader of several non-governmental business orientated organizations like Junior Chamber International, German-Luxemburgish Business Initiative or finally Luxembourg-Poland Business Club (LPBC). Being founder and president of LPBC Artur managed to grow this business entity to over 30 corporate and 60 private members, being one of the most visible and recognized business clubs in Luxembourg.

During **his training**, Artur not only gives plenty of **examples from his own life** but he emphasis on **learning and applying the basic rules to help you become an efficient networker**.

*Networking is as old as Humankind is. It is a daily and necessary tool helping us literary to survive.*

*The better we manage this mechanism, the easier our lives will be.*

**It is a simple but an essential message!**