

## Networking for Success

### Course Description

Networking has become one of the most powerful ways for organisations to develop profitable relationships, yet most individuals don't possess any formal training in the art of networking. This skills-based course will equip you with the tools and confidence to develop your network with integrity and success

### Learning Objectives

By the end of the course, participants will be able to:

- set reflect on the state of their current network: who is in it and are there enough high-profile connections?
- know the skills of the best networkers, understand how they do it
- understand networking behaviours, use body language, questioning and listening to build rapport
- deal with different behaviours, meet, greet and exit gracefully, follow-up with contacts
- learn the tools to network naturally and comfortably wherever they might be
- identify practical ways to overcome feelings of awkwardness or discomfort
- know the rules of networking etiquette; do's and don'ts

### Target Audience

Anyone who wants to know how to network will benefit greatly from this course, both in their business and social life. It is particularly suitable for those whose roles involve frequent client contact or who need good networking skills for dealing with internal customers.



## REGISTRATION FORM

Form to be completed by training department / line manager

### Networking for Success

6 February 2012

I, undersigned

Name	
First name	
Company	
Position	
Telephone	
Fax	
Email	
Billing address	

register the following person/people for the above-mentioned training course :

	Name	First name	Position
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			

I have read and accept the following terms and conditions

Date and signature

Where did you hear about this course?

- INFPC website
- Fast training website
- mailing from fast training ("save the date", ...)
- Open course calendar
- Other

If other, precise: .....

**Please return this form by fax to +352 22.55.99.99 or +352 22.06.39**

## Terms and conditions

### Fees

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

### Payment

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

### Cancellation policy

Courses that have been booked may be cancelled up to 10 business days before the scheduled date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due up to 5 business days before the scheduled date and 100% after that time.

**fast training** reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

### Contact

For further information, please contact your Coordination Manager:

Telephone: +352 22.55.99.50

Fax: +352 22.55.99.99

Email: [info@fasttraining.eu](mailto:info@fasttraining.eu)