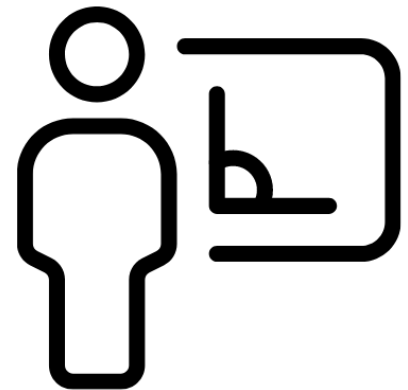


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



Pulling a good network together takes effort, sincerity, and time.

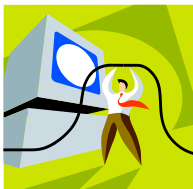
Alan Collins

Module Two: The Benefits of Networking at Work



It is easy to overlook the need to make connections within your own organization. The benefits of networking at work, however, are valuable to any career. These benefits include the shared knowledge and increased opportunities. Networking within the organization will also improve your professional image.

Gain Connections



Never underestimate the importance of making connections at work. The personal relationships that you create at work will grow your network in more ways than one. You are directly connected with your coworker, but you are also indirectly connected with the members of your coworker's network. Every connection that you make increases your chances of being referred for new opportunities and greater

responsibility.

Estimated Time	8 minutes
Topic Objective	Introduce gaining connections.
Topic Summary	Gain Connections Discuss the benefits of connection.
Materials Required	Flipchart/board and marker
Planning Checklist	None

Recommended Activity	<p>As a group, play the game six degrees of separation to demonstrate the importance of connections. You may choose the traditional celebrity game or create your own version. As a group, share opportunities that came from making connections.</p> <p>Example: A simple six degrees game involves asking participants to create a chain based on their similarities. One participant stands up and begins sharing details about themselves, such as their birth month, favorite color, last movie seen or college major. Whenever they say something that another member has in common with them, that member stands up and links arms with them until all group members have linked arms. If time permits, play several times allowing as many members as possible the opportunity to start the chain</p>
Stories to Share	Share any personal or relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What should not be underestimated?

Shared Knowledge



Networking at work provides the ideal opportunity for shared knowledge. Knowledge sharing is a two-way street. When your connections share knowledge, you will learn how to avoid the mistakes they made and benefit from their experience. Additionally, the information that your connections provide will help inspire new ideas.

Sharing your own knowledge provides its own benefits. When you are able to share valuable information with contacts, you can develop your reputation and expertise. In turn, you can create opportunities for yourself.

Estimated Time	8 minutes
Topic Objective	Introduce shared knowledge.
Topic Summary	<p>Shared Knowledge</p> <p>Explore creative problem solving.</p>
Materials Required	Worksheet 1: Knowledge

Planning Checklist	None
Recommended Activity	Complete the worksheet individually. Share your answers with the rest of the class.
Stories to Share	Share any personal relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What is knowledge sharing?

Increase Opportunity



Networking in the workplace helps increase opportunity. By having many people in your network, your reputation will quickly spread beyond your immediate peers. As your network develops, word of your skills and expertise will reach superiors and other departments. You will be viewed for your entire skill set rather than by your job description alone. Opportunities that may develop because of your connections include training, mentoring, lateral moves, and promotion.

Estimated Time	8 minutes
Topic Objective	Introduce ways to increase opportunity.
Topic Summary	Increase Opportunity Consider how to increase opportunity with networking.
Materials Required	Flipchart/board and marker
Planning Checklist	None
Recommended Activity	As a group, discuss ways that networking in the workplace creates opportunity. List these on the flipchart/board. Ask the class to share relevant stories of opportunity from networking.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What does networking create?

Improve Image



Creating a network allows you to fine tune your professional image as you connect with others. You can share your successes with your network and conduct yourself in a way that people admire. This provides you with the perfect opportunity to improve your professional image among your peers and superiors. If you take advantage of all the opportunities that networking provides, your professional image will be everything that you want it to be. There are a few tips to improving your image:

- Be helpful
- Be professional
- Share knowledge

Estimated Time	7 minutes
Topic Objective	Introduce improving image.
Topic Summary	Improve Image Discuss improving image.
Materials Required	Flipchart/board and marker
Planning Checklist	None
Recommended Activity	As a group, discuss steps to take that will improve image in the workplace and among your network. List these on the flipchart/board.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What opportunity does networking provide?

Practical Illustration



Joe and Audri are both eligible for a promotion, and the announcement will be made in three months. Audri has a visible presence in the office. Joe, on the other hand, is so busy trying to prove that he is the best candidate for the job that he has no time to socialize. Audri makes a point of helping her coworkers and spending time with them. Joe is certain that she is doing so to the detriment of her job. He continues to focus on improving his results, but he is not sharing his success with anyone. When the three months are over, Joe is surprised to learn that Audri is given the promotion that he worked so hard to get.

Module Two: Review Questions

1.) What do connections increase?

- a) Stress
- b) Opportunity
- c) Change
- d) Promotion

Connections increase referrals, which improve opportunity. It also increases the possibility of gaining more responsibility, which may or may not lead to promotion.

2.) The network of another individual is a(n) _____.

- a) Contact
- b) Circle
- c) Client
- d) Indirect contact

Networking creates direct contacts with individual. You are indirectly connected to your contact's network.

3.) What is the benefit of sharing knowledge?

- a) Develop reputation
- b) Learning
- c) Promotion
- d) All of the above

Sharing knowledge showcases expertise and helps you develop a reputation for your expertise.

4.) What benefit occurs when people share their knowledge with you?

- a) Develop a reputation
- b) Promotion
- c) Avoid mistakes
- d) None

When people share knowledge, you are able to learn from and avoid their mistakes. They will also inspire new ideas.

5.) Which of the following is Not an opportunity that can develop from networking?

- a) Promotion
- b) Social skills
- c) Lateral move
- d) Mentoring

Networking may help develop social skills, but that is not an opportunity. The other answer choices are potential opportunities.

6.) How are you viewed when you network?

- a) It depends
- b) Favorably
- c) Job description
- d) Entire skill set

Networking shows your strengths so that your entire skill set is seen, not just your job description.

7.) Which of the following will Not help your personal image?

- a) Be distant
- b) Be helpful
- c) Shared knowledge
- d) Being professional

Being distant will not improve personal image. The other answer choices will.

8.) What should be shared with networks to improve image?

- a) Failures
- b) Personal information
- c) Successes
- d) All of the above

Improving a professional image comes by sharing successes and acting in a way that people admire.

9.) Why might you not even consider networking at work?

- a) You just never thought of it
- b) You were told it was not appropriate
- c) You had not received training in it
- d) None of the above

It is easy to overlook the need to make connections within your own organization.

10.) Which of the following are benefits to networking inside the company?

- a) Knowledge
- b) Opportunity
- c) Professional image
- d) All of the above

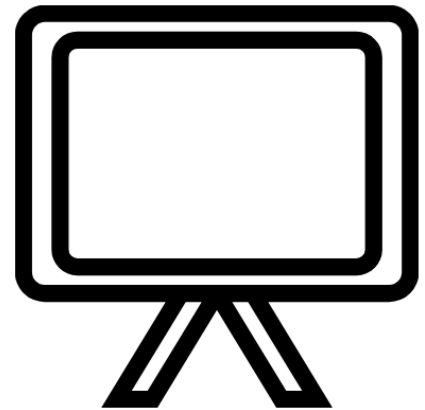
The benefits of networking at work, however, are valuable to any career. These benefits include the shared knowledge and increased opportunities. Networking within the organization will also improve your professional image.

PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.

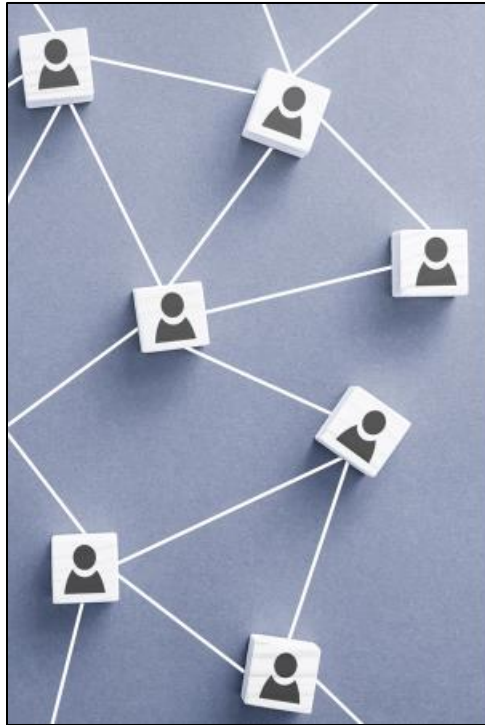




MODULE TWO

The Benefits of Networking at Work

It is easy to overlook the need to make connections within your own organization. The benefits of networking at work, however, are valuable to any career.



Gain Connections

The personal relationships that you create at work will grow your network in more ways than one.

Shared Knowledge

When your connections share knowledge, you will learn how to avoid the mistakes they made and benefit from their experience.





Increase Opportunity

By having many people in your network, your reputation will quickly spread beyond your immediate peers.

Improve Image

- Be helpful
- Be professional
- Share knowledge



Practical Illustration



- Gain Connections
- Shared Knowledge
- Increase Opportunity
- Improve Image

Module Two: Review Questions

1. What do connections increase?

A. Stress

B. Opportunity

C. Change

D. Promotion

Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



Networking Within the Company

Quick Reference Sheet



Shared Knowledge

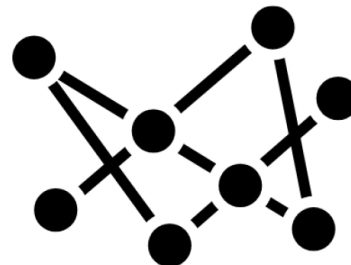
Networking at work provides the ideal opportunity for shared knowledge. Knowledge sharing is a two-way street. When your connections share knowledge, you will learn how to avoid the mistakes they made and benefit from their experience. Additionally, the information that your connections provide will help inspire new ideas.

Sharing your own knowledge provides its own benefits. When you are able to share valuable information with contacts, you can develop your reputation and expertise. In turn, you can create opportunities for yourself.



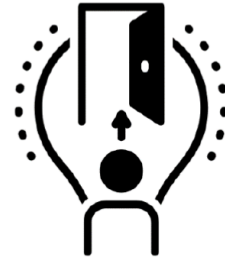
Gain Connections

Never underestimate the importance of making connections at work. The personal relationships that you create at work will grow your network in more ways than one. You are directly connected with your co-workers, but you are also indirectly connected with the members of your co-worker's network. Every connection that you make increases your chances of being referred for new opportunities and greater responsibility.



Increase Opportunity

Networking in the workplace helps increase opportunity. By having many people in your network, your reputation will quickly spread beyond your immediate peers. As your network develops, word of your skills and expertise will reach superiors and other departments. You will be viewed for your entire skill set rather than by your job description alone. Opportunities that may develop because of your connections include training, mentoring, lateral moves, and promotion.



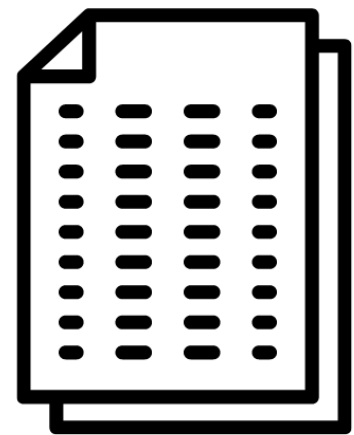
Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



Icebreaker: Friends Indeed

PURPOSE

To get participants moving around and introduced to each other.

MATERIALS REQUIRED

- Name card for each person
- Markers

PREPARATION

Have participants fill out their name card. Then, ask participants to stand in a circle, shoulder to shoulder. They should place their name card at their feet. Then they can take a step back. You as the facilitator should take the place in the center of the circle.

ACTIVITY

Explain that there is one less place than people in the group, as you are in the middle and will be participating. You will call out a statement that applies to you, and anyone to whom that statement applies must find another place in the circle.

Examples:

- Friends who have cats at home
- Friends who are wearing blue
- Friends who don't like ice cream

The odd person out must stand in the center and make a statement.

The rules:

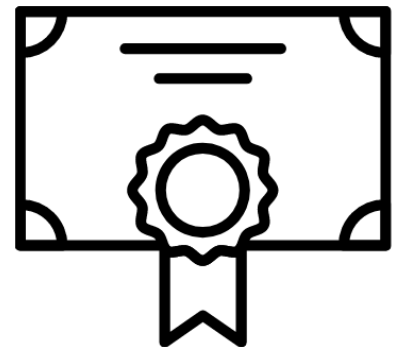
- You cannot move immediately to your left or right, or back to your place.
- Let's be adults: no kicking, punching, body-checking, etc.

Play a few rounds until everyone has had a chance to move around.

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

[Name]

*Has mastered the course
Networking Within the Company*

Awarded this _____ day of _____, 20____

Presenter Name and Title
