

Successful Office Networking



Presentation Outline - 2nd Edition

Preston Ni, M.S.B.A.

Professor of Communication Studies

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Prof. Ni is available as a presenter, workshop instructor, course designer, and personal coach. For more information, write to commsuccess@nipreston.com, or visit www.nipreston.com/home

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Introduction

"There's no such thing as luck, only preparation meeting opportunity."

- Coach Vince Lombardi

In every organization, there's a formal and an informal organizational chart.

- The formal organizational chart is visible to all. It shows the hierarchy of employees based on titles and positions.
- The informal organization chart is invisible. It reflects the network of each employee within the organization.

Successful office networking can:

- Help enhance your professional image.
- Allow you to be more in tune with your work environment.
- Empower you to be better at your job.
- Enable you to solve problems more effectively.

In this presentation we'll discuss:

- How to create a winning impression.
- Ways to be at-ease in conversation.
- How to avoid networking pitfalls.
- Keys to practicing networking essentials.

Preface:

- Networking is best practiced with sincerity and genuineness, leading to long term benefits.
- Four reasons why some people don't network:
 1. Shyness
 2. Fear of Rejection
 3. Too busy
 4. Don't care
- Whatever the reasons, keep in mind there's a real benefit to networking and a real cost to not networking.

There's more to this excerpt!

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