Successful Office Networking

Executive Development Seminar Outline

Third Edition

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Introduction

In every organization, there's a formal and an informal organizational chart. The formal chart is visible to all. It shows the hierarchy of employees based on titles and positions. The informal chart is invisible. It reflects the relative strength of each employee's network within the organization. On the informal chart, one employee may be out of power and out of favor, while another with the same job title may harness key contacts and opportunities to stand out and move up.

This executive development seminar is about working smart, and moving up both the formal and informal organizational charts through successful office networking.

The Critical Importance of Office Networking

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

- Coach Vince Lombardi

Why network at the office?

- The formal organizational chart – titles and positions.
- The "invisible" organizational chart – strength of network within the organization.
- In the long run, with productive work as a corequisite, those who network successfully are more likely to move up. Those who don't tend to stagnate or move down.
- Networking is best practiced with 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, there are real benefits to networking, and real costs to not networking.

Benefits of successful office networking

- Allows you to be more in tune with your work environment.
- Empowers you to be better at your job.
- Enables you to solve problems more effectively.
- Enhances your professional reputation.
- Helps you navigate through workplace landmines.

- Establishes a more secure and enjoyable work environment.
- Generates opportunities to accelerate your career.

Costs of poor office networking

- Professional isolation – exclusion from important information, contacts, support, resources, and opportunities.
- Overwork and under appreciation.
- Marginalized reputation.
- "Last to know. First to go."

Strategies to Stand Out & Move Up

Turn your job description into a *brand* description

- Your job description is what your company says you should do. Your brand is how you develop your position to make yourself highly unique, valuable, and indispensible to your employer. Instead of being identified as your job title, be identified as a successful brand.
- Remember the lesson from Steve Jobs: What you don't do is just as important as what you do.
- Take on long term, strategic projects that make you indispensable.
- Develop cross-occupational niche that makes you irreplaceable.
- Acquire high level specialization that makes you more valuable.
- Don't be afraid to take on new projects with promising potential. See it as a professional challenge that could accelerate your career. Utilize your network to advise and support you.
- Increase cross-cultural competency to be more promotable.
- Seek high profile successes.

There's more to this excerpt!
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