

Networking in the Public Service

Course Summary

Description

Building partnerships and networks is one of the core principles in the Clerk of the Privy Council's *Blueprint 2020* vision document. Over the coming years, public servants will be connecting with Canadians more than ever, as well as with the private and not-for-profit sectors that serve the public interest.

Are you looking for an organized way to build your network? Do you want to make connections that will enhance the professional services you provide and will advance your career? Do you wonder if you have the "right" qualities to be effective at networking? When attending events, are you confident approaching others, joining conversations and talking about yourself? Would you like to build a professional and personal set of contacts, or launch a post-retirement business?

This workshop explains five principles of effective network-building and helps you to choose activities suited to your personality type. You'll practice self-introduction; learn to meet and talk business with others; draft your network-building plan; and see the opportunities, in-person and electronic, that surrounds you. Bring your business cards to exchange and your experiences to share. Take away new connections, new confidence, and a system for building and tracking your network.

Objectives

At the end of this course, students will be able to:

- Identify your personality type and select appropriate activities
- Write your network-building plan
- Discover a variety of networking opportunities
- Successfully attend events
- Represent your organization professionally
- Bring back value to your workplace
- Build connections for a post-retirement career

Topics

- How Networking Can Boost Your Career
- Personality Types: Yours and Others'
- Places to Network and People to Meet
- Networking at Events
- Distance Networking
- Develop Your Network-Building Plan

Audience

Recently hired public servants who will benefit from learning to network early in their careers; mid-career public servants who want to build their networks and improve their networking skills; near-retirement public servants who want to plan their transition into a well-connected life after leaving government work; and anyone who wants to learn the principles and techniques of network-building.

Prerequisites

There are no prerequisites for this course.

Duration

One day

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Course Outline

I. How Networking Can Boost Your Career

- A. Help you to collaborate with co-workers and external partners
- B. Enable you to lead by recognizing and facilitating employees' need for personal relationships in the workplace, which will increase their engagement
- C. Increase your problem-solving ability using insights from your connections
- D. Benefit your health through personal links in the workplace
- E. Keep you in touch when working remotely, or when on leave
- F. Build a succession plan and identify future opportunities

II. Personality Types: Yours and Others'

- A. Assess your personality type and apply your strengths
- B. Understand and interact comfortably with introverts and extroverts
- C. Choose networking activities that are effective for you
- D. Attend events with self-confidence

III. Places to Network and People to Meet

- A. Internal and external organizations and events
- B. Your learning plan: events with networking potential
- C. Opportunities outside your work environment
- D. "Connectors"—people who will connect you with others
- E. "Loose connections" in other milieus, who will bring you fresh insights and information

IV. Networking at Events

- A. Increase success by planning ahead
- B. Find the opportunities at meetings, conferences, workshops and dinners
- C. Be confident and make others comfortable by knowing the etiquette for every situation
- D. Approach people and know what to say
- E. Remember names and introduce people

V. Distance Networking

- A. Connect easily with people—anywhere—through social media, online courses and e-mail forums

VI. Develop Your Network-Building Plan

- A. Chart your goals and plan how to achieve them
- B. Record your connections and track your success
- C. Keep in touch