

**ON - THE - JOB TRAINING RECORD  
CONTINUATION SHEET**

Date of Training: \_\_\_\_\_

Lesson Category: Prospecting

Lesson Title: Networking (Recruiter Version)

Student Materials/Activities:

1. Students were instructed to listen to the audio "Networking."
2. Students were instructed to complete the Sales Success Worksheet.

Learning Objectives:

1. To identify and discuss some of the potential benefits of networking.
2. To identify and discuss the four steps to becoming a successful networker.
3. To have the participants answer a series of discussion questions about the concepts and value of networking, places to network and open-ended questions to use at a networking function.
4. To have the participants discuss their current networking methods and any benefits they may have received.
5. To have the participants identify and discuss actions they could try to enhance their networking abilities.

Lesson Outline:

1. Identify and discuss some of the potential benefits of networking.
  - a. Pick-up names of potential leads
  - b. Gain some referrals
  - c. Receive introductions to key-influencers and decision-makers in your recruiting zone.
  - d. Open doors that may have been closed in the past.
2. Identify and discuss the four steps to becoming a successful networker.
  - a. Developing a healthy self-image that says "Yes, I can."
    - Positioning yourself as someone with something important to say and offer
    - Seeing yourself as outgoing and likeable
    - Being able to shrug off occasional rejection
  - b. Demonstrating a strong interest in other people, not yourself
    - Asking open-ended questions
    - Being conversational, not interrogating
    - Listening with your body
  - c. Developing a good memory
    - Remembering little details about people
    - Taking notes
    - Exchanging business cards
  - d. Showing a relaxed personality
    - Don't try too hard to be liked
    - Be flexible – it's finesse, not power
3. Use the six questions on page 2 of the Manager's Meeting Guide to conduct a discussion on the concepts and value of networking, places to network and open-ended questions to use at a networking function.
4. Using the Sales Success Worksheet, participants were asked to identify how they currently network and to describe any benefits they may have seen from networking.
5. Using the Sales Success Worksheet, participants were asked to identify and discuss actions they could try to enhance their networking abilities.

LAST NAME - FIRST NAME - MIDDLE INITIAL