



HOW TO WORK A ROOM 2017

Tuesday 21 March and Wednesday 11 October, 5.45pm - 8.30pm
etc.venues Fenchurch Street, Fenchurch Place, London EC3M 4PB

Learn how to network more effectively with
our Networking Training workshops

Book places at londonchamber.co.uk/events

HOW TO WORK A ROOM 2017

TIMINGS

- 5.45pm** Registration
- 6.00pm** Workshop commences
- 8.00pm** Workshop concludes; informal networking over supper
- 8.30pm** Event closes

Workshop led by: Heather White, Networking Architect, Smarter Networking

BACKGROUND

- Hate the thought of networking?**
- Does talking to new people fill you with dread?**
- Do you want to learn how to network on your own terms?**

For many people the fear of networking at events stops them attending or has them standing at the edge of the room not knowing what to do and counting the minutes until they can leave. If this is you, you are missing out on expanding your number of business contacts and raising your profile and the profile of your business.

Grow your business and personal profile with our 'How To Work A Room' workshop, a definitive guide on how to effectively network at events. The workshop will help break down the barriers individuals fear when in a room full of strangers, from conversation icebreakers to selling your key strengths to attract the right business. We aim to equip you with a variety of tips and tools to confidently attend events and get the results you need whilst building your network of contacts.

CONTENT COVERED

The workshop begins with an overview of networking at events, followed by an interactive and entertaining question and answer session built around Smarter's Seven Steps to Successful Events. Whilst participants' questions will largely shape the content, we aim to cover:

- Preparation for events
- When you arrive - getting comfortable
- Techniques for getting the most out of the event
- Networking on your own terms and working to your strengths
- Soft skills such as breaking in and out of groups, body language etc.
- Business card etiquette
- Influencing the conversation
- Moving the relationship forward

This workshop is a must if you are new to networking or if you are not getting the results you need from the events you are attending. Between 40 - 50 delegates attend this event from a wide variety of industry sectors.

OUR FACILITATOR



Heather White

Networking Architect,
Smarter Networking

Heather White is the Founder and Chief Executive Officer of Smarter Networking. Prior to starting Smarter Networking, she worked within sales, marketing and operations across five industries including insurance, leisure, medical, retail and transportation.

Her networking expertise is showing businesses how to break into new sectors, creating external collaborations and finding new business opportunities. Smarter Networking is living proof that any business can 'network' its way into the large corporations and win great contracts; all their trainers and speakers have had to prove that they can network in order to pass on these valuable skills and techniques.

For many businesses networking is a difficult marketing tool to fully utilise, but with Heather's breadth of experience and knowledge she can tailor the delivery of her interactive and practical workshops to the needs of any audience.

WHAT PREVIOUS ATTENDEES THOUGHT...

Brilliant! It has changed my perception and will influence my personal approach and that of my management of my Business Development Managers

Time went very quickly and I felt engaged

A great introduction to taking the fear out of networking

Good mix of practical and theory, puts networking in a new light

An informative and invaluable education in true networking

As a new networker looking to increase my confidence and skill set, I found the workshop to be a true education in the right way to work a room, how to overcome your fears and how to approach it in a way that gets a real return on investment. Great evening that I would highly recommend!

It has left me with the thought of relishing the next networking event rather than dreading it! Many thanks

HOW TO WORK A ROOM 2017

etc.venues Fenchurch Street, Fenchurch Place, London EC3M 4PB

To register: Please complete the booking form in BLOCK CAPITALS, photocopy and email/fax/post to:

London Chamber of Commerce and Industry, 33 Queen Street, London EC4R 1AP

T: +44 (0)20 7203 1700, F: +44 (0)20 7203 1893, E: events@londonchamber.co.uk

Book online at londonchamber.co.uk/events

PRICES AND PAYMENT DETAILS PER PERSON, PER EVENT (all prices are inclusive of VAT)

- Patron and Premier Plus member: £66.00
- Local member: £102.00
- Non-member: £150.00

If you are unsure about your membership status please contact the Member Relationship team on +44 (0)20 7203 1713 or email: membersupport@londonchamber.co.uk. Cheques should be made payable to: London Chamber of Commerce and Industry. Alternatively, please complete your credit card details below. All bookings must be made in writing using the application form together with full payment to secure your place. **Please note we do not invoice.** All cancellations must be made in writing. Cancellations received **six weeks prior** to the event date will be given a full refund. We are unable to transfer bookings to future events. All cancellations after that date will be subject to the loss of the full fee. Named substitutes are welcome at any time and must be made in writing.

WHICH EVENT Please tick the event(s) that you would like to book

- HOW TO WORK A ROOM Tuesday 21 March 2017, 5.45pm - 8.30pm E7030
- HOW TO WORK A ROOM Wednesday 11 October 2017, 5.45pm - 8.30pm E7031

<i>I have read and agree to the terms and conditions above: signature</i>			
<i>I attach payment for</i>	<i>Place(s) in the sum of £</i>	<i>Mastercard/Maestro/Visa/Visa Debit/Visa Electron/JCB/Amex</i>	
<i>Exp. date</i>	<i>Issue number (maestro only)</i>	<i>Postcode</i>	
<i>House number/name</i>			
<i>Name on card</i>			

Card no

Card security code

APPLICATION DETAILS

If attending with guests please photocopy and complete this form

<i>Title</i>	<i>First name</i>	<i>Surname</i>
<i>Job title</i>		<i>E-mail</i>
<i>Tel</i>		<i>Fax</i>
<i>Company name</i>		<i>Company address</i>
		<i>Postcode</i>
<i>Please indicate if you have any requirements e.g. access, dietary or information in an alternative format</i>		

PRIVACY AND DATA PROTECTION: We are committed to protecting your privacy and will only use the information we collect about you in accordance with the reasons stated when we collect the information. The information supplied by you will be held on the database by London Chamber of Commerce and Industry used to notify you of future events and services.

If you do NOT put a CROSS in the box(es) provided:

- your name, job title, company and business activity will be displayed on the printed guest list
- your full contact details may be shared with an external sponsor/supporter of the event who may contact you about their services
- you will be added to the London Chamber of Commerce and Industry's event Marketing list