LONDON of CHAMBER
COMMERCE AND INDUSTRY

CONNECT. INFLUENCE. SUPPORT.

HOW TO WORK A ROOM 2018

Wednesday 7 March and Wednesday 17 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 2018

TIMINGS

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

Workshop led by: Heather White, Networking and Personal Brand Expert, 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 face 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 attend 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 and Personal Brand Expert, Smarter Networking

Heather White is a Boardroom Match-Maker, Networking and Personal Brand Expert. The hard truth about networking is that if your contacts don't 'get' you they can't help you. Networking is about building a strong network of contacts who understand you and are willing to recommend you when the moment arises. It is also about caring for those in your network and being of service if you are able.

As a professional networker Heather loves connecting people so using her networking expertise and connections, she matches senior executives from FTSE500 and other top ranking organisations with the boards of AIM listed, privately owned and SMEs companies. For the last 18 years, teaching a very down to earth and practical approach, Heather has helped thousands of people from across the world to communicate their roles, strengths and values more confidently to engage with their key connections both internally and externally. This helps them to build their profile and their network and enhances both their and their organisation's reputations. It also promotes better communications, encourages business relationships and improves career progression.

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

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

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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: £72.00
- ☐ Local member: £108.00
- ☐ Non-member: £156.00

If you are unsure about your membership status please contact the Member Relationship team on T: +44 (0)20 7203 1713 or E: 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	☐ Wednesday 7 March 2018, 5.45pm - 8.30pm	E8036
HOW TO WORK A ROOM	☐ Wednesday 17 October 2018, 5.45pm - 8.30pm	E8037

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

Card no ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ *Card security code* ☐☐☐☐

APPLICATION DETAILS

If attending with guests please photocopy and complete this form

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

PRIVACY AND DATA PROTECTION: We are committed to protecting and respecting your rights to privacy and data protection. We will use the information we collect about you in accordance with the reasons stated when we collect it and to inform you of our activities. The information supplied by you will be held on London Chamber of Commerce and Industry databases and we will take reasonable measures to safeguard its confidentiality, integrity and availability. Our Privacy Policy sets out how the Chamber collects, uses, shares and retains all personally identifiable information.

TICK the box(es) if you would like:

- ☐ Your name, job title, company and business activity displayed on the printed and electronic guest lists for this event
- ☐ Your full contact details shared with external sponsor(s), partner(s) and host(s) for this event who may contact you about their services (sponsors, partners and hosts are listed on the event marketing collateral, guest list and website)

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