

## Self-presentation, small talk and networking

<b>Duration:</b>	2 days
<b>Course type:</b>	10% theory, 90% practical examples
<b>Trainers:</b>	Karin Bodewits and/ or Philipp Gramlich
<b>Number of participants:</b>	6-14

*This seminar can be tailored to a gender-specific audience if desired*



Do you find yourself drinking coffee alone or only with your own colleagues at conferences? Do you seem to miss every chance to network? Or do you have the feeling you can't keep the conversation going or can't even start it in the first place? No matter if you answer one of those questions with a clear "yes" or you simply have the feeling that you could perfect your self-presentation skills, then this seminar might be just right for you!

From the first impression you leave, the conversation that follows to a successful or friendly follow-up... we will cover it during this seminar.

<p><b>Networking</b></p> <ul style="list-style-type: none"> <li>- Tips &amp; tricks</li> <li>- Expanding your network</li> <li>- Keeping your network</li> <li>- Networking for introverts</li> <li>- Social media</li> </ul>	<p><b>Small talk</b></p> <ul style="list-style-type: none"> <li>- Starting conversations, keeping them going and finding your exit</li> <li>- Small talk at conferences &amp; meetings</li> </ul>
<p><b>Self-presentation</b></p> <ul style="list-style-type: none"> <li>- You are a brand! Self-marketing</li> <li>- Your own behaviour at work</li> <li>- The message you should (not) bring across for success</li> <li>- Dress for success</li> </ul>	<p><b>Your personal pitch for:</b></p> <ul style="list-style-type: none"> <li>- Job interview</li> <li>- Trade- and job fairs</li> <li>- Conferences and meetings</li> <li>- After work</li> </ul>
<p><b>Body language</b></p> <ul style="list-style-type: none"> <li>- Clear communication without words</li> <li>- The first impression</li> </ul>	

This is an interactive course with role-playing, exercises and real-life examples. There is a special emphasis on communication, networking and body language and how to make your colleagues and superiors aware of your qualities.