

3 Easy Ways to Register!

*Fax: 410-381-1558
* E-mail: registration@mdworks.com
*Mail to: Maryland Works, Inc.
10270 Old Columbia Rd, Suite 100
Columbia, MD 21046-1854



Maryland Works, Inc.

10270 Old Columbia Rd., Suite 100,
Columbia, MD 21046
410-381-8660 * FAX 410-381-1558
www.mdworks.com

Learn the 8 Competencies of Networking for Job Development

Thursday, February 16, 2012

9:00 a.m. – 3:00 pm

Registration begins at 8:30 am

Have you ever been told, “Just go out there and network,” but then wonder, “How can I be most effective?” Or, perhaps you are trying to find employment for your clients and need to make connections, yet networking is uncomfortable and less productive than you’d like.

To serve your clients effectively, first it is important that you feel comfortable while networking. There are strategies you can learn and follow to do just that – in fact, there are 8 networking competencies.

In this interactive and entertaining **in-depth** session, you will learn the “how to’s” of networking to help you create, cultivate, and capitalize on business relationships. Using the Contacts Count 8 Networking Competencies ©, you will practice simple strategies you can use immediately to:

- Clarify your attitudes toward networking, defining what it is and is not;
- Learn why you network and what your goals are;
- Determine who is in your network;
- Understand the 6 stages of relationships; learn how to develop each stage and follow through;
- Increase your social acumen including remembering names, joining groups of people already talking, and exiting tactfully;
- Answer “What do you do?” in a way that makes your expertise visible & memorable;
- Decide if membership in specific organizations meet your needs, and find out where to network;
- Ask questions designed to learn about others & develop relationships;

Networking is the professional competency that can move your career forward. Please join us to learn how the **8 Competencies** can help you do your job more effectively and assist your clients to find employment.

Training Facilitator: **Marcia Hall** is the principal of Reputation **COUNTS**, a business networking and job readiness skills training firm founded in 2003. She is a Certified Contacts Count Trainer, using the 8 Networking Competencies © to show participants how to network effectively and comfortably while demonstrating character and competence to others. Marcia is an adjunct faculty member at Anne Arundel Community College where she teaches a networking course. She is an award-winning author and monthly business columnist for the *Capital/Gazette Newspapers* in Annapolis, Maryland, whose column is called “Soft Skills at Work.” Her clients include governmental agencies and nonprofits, business organizations and educational institutions. Marcia is a graduate of the University of Washington.

Registration form →

Name _____ Title _____

Organization: _____ Email _____

Address: _____ City _____ State _____ Zip _____

Phone ____/____/____ Fax: ____/____/____

____ **Member @ \$65.00** (\$60.00 for each additional attendee
from the same agency)
____ **Non-Member @ 80.00**

Method of payment: ____ **Visa** ____ **Mastercard** ____ **Check** enclosed (payable to Maryland Works, Inc)

Card number _____ Exp _____ CSC Code _____ (3 digit code on back of CC)

Name as it appears on the card _____

Signature _____ E-Mail: _____

Billing Address Associated with Credit Card

ADA Accommodations (please specify) _____ **Deadline for special needs is two weeks prior to program date**

48 Hour Noticed Required for Refund