Networking for High Performance

Building Network- a recipe for personal and organizational success.

A proposal for **Edelweiss** *Ideas create, values protect*   by Maynard Leigh Associates

Your Need As We Understand

Situation

The participants' profile consists of **60 professionals** at the **AVP, As.D and Chief Manager level**, hence a mixed group of individual contributors and team leaders. The average **professional experience range and age** of the target audience varies in nature due to the nature of this participant group**.** Education ranges from Graduates to Post graduates from Tier 1 & 2 B schools.

Opportunity

There is no problem with this group as such. They are all SME's and know their work. There is an opportunity to work on and improve their networking skills internally as well as externally which will benefit the organization at large.

Implication

Fortunately for Edelweiss there is no direct implication if networking skills are not improved upon by these participants. The whole idea of this intervention is to try and improve the skills of these people who are doing decently well for themselves any which way.

Need

Edelweiss wants Maynard Leigh to provide them with a solution to help build on the opportunity of networking. The learning intervention should focus on improving their networking skills with internal as well as external stakeholders. They need to be able to carry off the brand effectively externally and also be able to network within the organization so as to reduce time, effort and costs.

WAY FORWARD…

- **The "Networking Skills" workshop that we do is conducted with a group of a maximum of 15 participants**

- **For this group of participants(60 in total), we will have to break them up into 4 groups of 15 participants each.**

- **Each group would undertake the 1 day workshop separately**

- **Moving forward, this entire presentation is basis taking into consideration 1 group of 15 participants**

Our Approach – The 4D Model
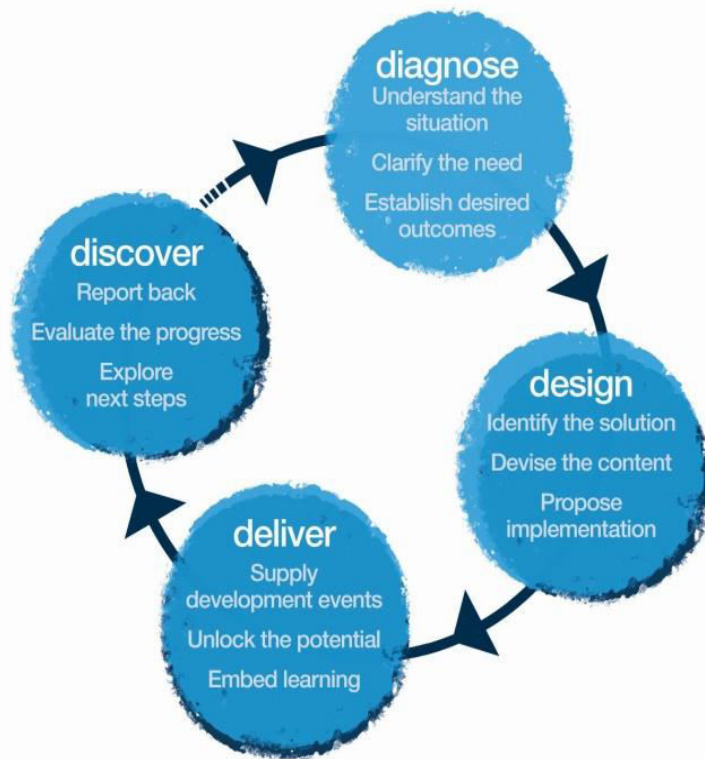
We would start with a further **diagnostic** conversation with different participants in your organization . We may also run an online profile to gauge the feedback for individuals to then **design** experiences delivered using theatre methodologies in the workshop along the lines indicated in this proposal.

The experience for the leaders would be **delivered** by an experienced MaynardLeigh facilitator. We pride in creating unique experiences which would help the team connect back to their behaviour's at work and otherwise.

We would recommend a **discovery meeting** with you after the workshop has been completed in order to get feedback on the themes and issues that were uncovered.

Diagnose

We would want to spend time to undertake some pre-work in conversing with the participants, which would enable us to customize the solution for your exact needs:

Requirements:

- Face-to-face conversation with a sample of 8 participants – half hour sessions each
- Within these 10 participants we would also like to talk to the sponsors of this intervention

Our Curiosity:

- Need for networking in the organization ; scenarios
- What are the networking forums that employees are part of?
- What are the existing platforms for networking internally and externally?
- What kind of support systems/network will best help the target audience?
- What is currently stopping the participants from networking?
- Benefits of networking ; Case lets where it worked
- What kind of problems/information/opportunities can be resolved through networking
- What are the knowledge sharing practices taken within the firm

Design

Post the diagnosis we shall get into designing a customized delivery solution for your participants and we shall aim to provide the following:

Design Customization: The consultant will design the final objectives and customize the content of the learning intervention. Modules of the workshops are designed, activities are mapped to the examples, new handouts are drafted based on the content.

At the end of the journey participants should…

Think:
- I am more confident to communicate and network with internal and external stakeholders
- I have my own personal influencing style
- I am able to build more rapport
- I am able to save more time and energy for the organisation because of proactive networking
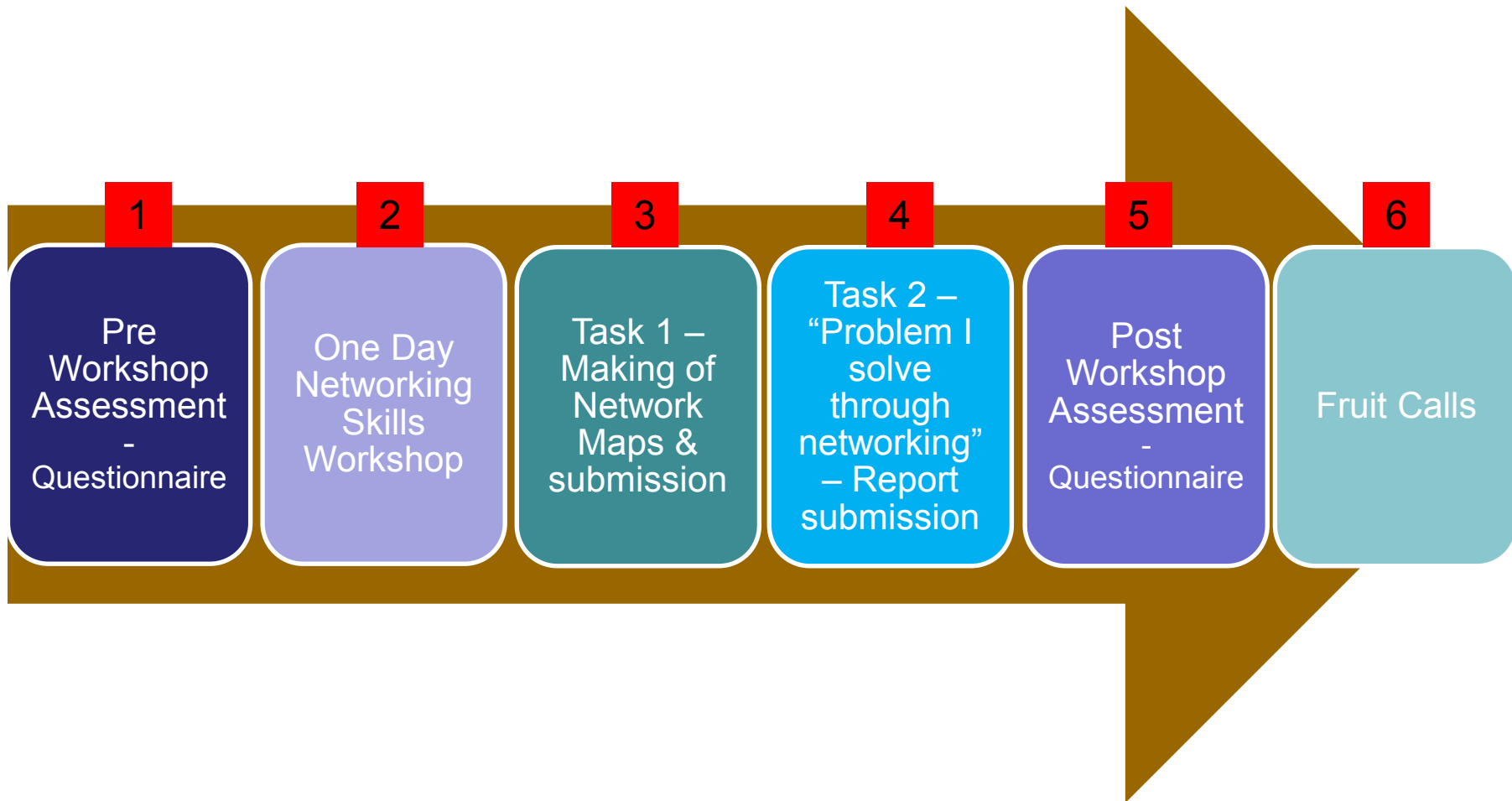
Feel:
- Confident and equipped to network with people
- More aware & assured about themselves
- Better placed to interact with stakeholders
- More comfortable around internal customers

Be more able to:
- Interact more with external and internal stakeholders
- Use their network to get the job done
- Leverage solutions from within the organisation rather than outsourcing it
- Learn various networking skills

The "Networking Skills" Journey

1 Pre Workshop Assessment - Questionnaire

2 One Day Networking Skills Workshop

3 Task 1 – Making of Network Maps & submission

4 Task 2 – "Problem I solve through networking" – Report submission

5 Post Workshop Assessment - Questionnaire

6 Fruit Calls

Pre workshop Assessment - Questionnaire

First name	
Last name	
Email address	
Do you take an active role in at least one professional or philanthropic organization?	
answer	~~es~~ No
Do you burn bridges when you leave jobs or assignments	
	Usually Never
Do you attend functions where you know you will meet people that you need to know?	
answer	Yes No
How many people do you typically meet at networking functions?	
answer	a few lots

- We will have the participants fill up a questionnaire on networking before commencement of the workshop
- This will give us a proper idea as to where they see themselves when it comes to their networking skills
- The resultant survey will allow us to pick up on certain key areas during the course of the workshop

Networking Skills Workshop Design – 1Day – Max 15 participants

| Session Title	Activity	Methodology
INTRODUCTION	Introduce Personnel and housekeeping. Story: Why did Bill Gates get so lucky? Why did his obscure, start-up computer company receive a totally unexpected call from Big Blue, the largest computer company on the planet? It all started with his mom. As a tireless networker, she was friends with the man who ran IBM. She told him about her son's new computer venture and that led to a crucial once-in-a-lifetime phone call. Research shows that people who contribute most to an organization tend to be those with a cultivated network of contacts involved in professional and community activities. Reject the idea that networking is blatant self-promotion or "looks bad".	Story, Personal sharing
CURRENT STATE	Discussion in pairs or small groups • Why network? • What is stopping me from being a star networker? • The willingness to network	Syndicate Excercise
WHO DO YOU KNOW? (NETWORK MAP)	• Exercise: Visually map your circles of contacts • Discuss findings from the exercise	Demonstrate on the flipchart eg family, friends, hobby, colleagues, external company, virtual, charity etc - size of blob reflect numbers
HOW DO YOU MAKE BEST USE OF THE NETWORK?	• Discussion (plenary, pairs or groups) on how to use a network - share good-practice. Using Social Media (face-book, Linkdin, Twitter etc.) • The value of being a connector • Link to - how to deal with social events..........	Plenary Discussions
DEALING WITH NETWORKING EVENTS	"Working the Room" - How to handle conferences, receptions, cocktail parties etc. • Focusing attention - focus exercise: sound, red, shiny, something new (antennae) - eye-contact • Building rapport – Mirrors exercise • Questioning – devise some opener questions • Listening – full-attention and with a purpose	Theatre Based Experiential Games and Excercises

Continued on next slide…

Workshop Design Continued…

Introduction Pitch	• 3 Minutes Personal Introduction • AIM - What is your AIM/ Purpose? (To realize the importance of being clear about our AIM. The clearer and more specific we are, the more likely we are to achieve it.)	Exercise Leader & participants offer Insight
THE 'DANCE'	• Spatial awareness • Joining Groups (Observe first, then find a way in) • Leaving groups (find a phrase and be firm.) Exercise: group discussing topic (e.g this session and what they've got out of it or something topical.) One person designated to leave. Others try and stop them. De-brief with feedback and tips.	Participant Centered Exercises/ Experiences
MAKING CONNECTIONS	▪ We will need to open that part of our brain that can make connections so we'll start with a few exercises to explore what we have in common and what we share ▪ Into groups according to ……. ▪ What connects you at your table?	Excercise
PROBLEM SOLVING - Six Degrees of Separation	▪ At each table individuals produce problems and the table uses its collective brain-power to solve them. Choose a problem of something you want to achieve where you are stuck in some way ▪ At the table people describe their problems by doing it as a tabloid headline and first paragraph. Maximum one-minute description. ▪ (Beware attachment to their insolubility.) ▪ Who do you need to get to or influence in order to get what you need? Use everyone's contacts to get it. ▪ Open it out to the whole group	Group Problem Solving Pitch Rehearsal
COMPLETION	• Take-aways	Action Plannig

What is a network map?

- A network map is a document which has the details of all known clients(external stakeholders) and internal stakeholders whom the participants share rapport with.
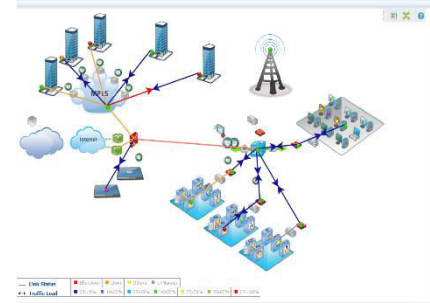
- Each participant will have to make a network map for themselves with all existing contacts from different fields within and outside the organization
- This will give them an idea as to which areas/fields they need to work on to build contacts
- Once they submit this report to us we will be able to review it and suggest the way forward for them in order to increase their networking skills in that particular area of work
- The report submitted by our consultants can also be used to track their progress from time to time
- This needs to be submitted to us within 20 days of completion of the workshop

TASK 2 – "Problems I solve through networking"
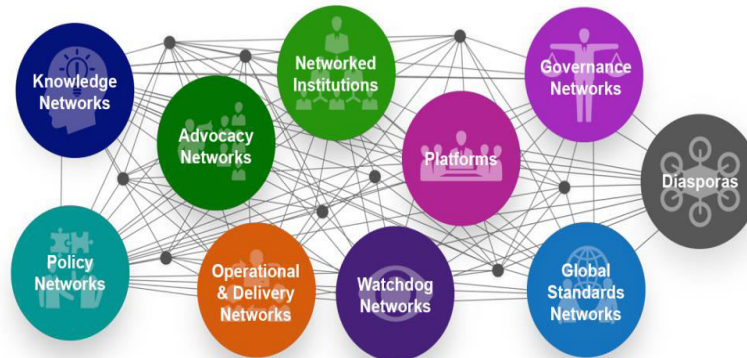
- Participants will have to list out problems they think they will be able to solve if they network better
- They can take the help of their previous network map report to help them rationalize things better
- This will need to be an elaborate report with the participants thoroughly analyzing the problems that they will be able to solve while networking
- This will give us an overall idea as to how much embed learning happened in the workshop and we will be able to customize the fruit call sessions as per the responses got from this task
- A thorough report will need to be submitted by the participants to us and our consultants will study them and respond as well with the best way forward
- This report will need to be submitted within 45 days of the completion of the workshop

Post workshop & Post task Assessment - Questionnaire

First name	
Last name	
Email address	
Do you take an active role in at least one professional or philanthropic organization?	
answer	Yes No
Do you burn bridges when you leave jobs or assignments at work	
	Usually Never
Do you attend functions where you know you will meet people that you need to know?	
answer	Yes No
How many people do you typically meet at networking functions?	
answer	a few lots

Sample

- Post completion of the workshop we will have the participants fill up the another questionnaire to see how much progress was made
- This will ensure that they themselves see what has changed for them when it comes to networking and it will also reinstate the fact that there are certain areas that they need to concentrate on more
- This will also give us a better understanding of which areas we need to instill in each participant when we conduct the fruit calls for them

Fruit Calls

- A call between the Maynard Leigh facilitator, line manager of the participant and participant to assess the learning outcomes of the workshop. This will help us see the effectiveness of the workshop

- There will be one fruit call per participant (60 Fruit Calls in this case)

- Each call will be for a duration of 45 minutes

- This will take place 60 days post completion of workshop

- The timeline of this we can decide mutually

Commercials for the Intervention

STEPS	ACTIVITY	BREAK-UP	TOTAL INVESTMENT
A	**Diagnostics & Design** - 1 day worth of Investment (**One time Cost**)	70000	
	TOTAL		**INR 70,000**
B	**Delivery**		
	• Professional fee for delivery - 1 day worth of investment - (70000 X 1 Day X 1 group of 15 participants)	70000	
	• Task 1 – **Network Maps** - Evaluation & Report submission (500 X 15)	7500	
	• Task 2 – **Problem I solve through networking** - Evaluation & Report submission (500 X 15)	7500	
	• Fruit Calls (6000 X 15 = 90,000) **(OPTIONAL)**	0	
	Total for 1 Group (15 participants)		**INR 85,000**
	TOTAL INVESTMENT(For the first batch of 15 participants)		**INR 1,55,000**
	Cost Per Participant (155000/15)		INR 10,333.33

Terms & Conditions

- Client is responsible for providing venue, conference facilities, AV equipment.
- Travel outside Delhi NCR - Air, stay & airport/ venue cab transfers to be taken care by the client.
- Travel inside Delhi NCR - at Rs. 12.00 Per Km.
- Not inclusive of applicable taxes (service tax @ 15.00%).
- A commercial contract will be signed before the execution of the project.
- 50% of cancellation fee will be charged on any cancellation or postponements that occur within 3 to 20 working days of the confirmed date of delivery.
- 100% of cancellation fee will be charged on any cancellation or postponements that occur within 0 to 2 working days of the confirmed date of delivery.
- The above commercials are valid till the 31st March 2018
- Contracts, legal & accounting paperwork (including billing & payments) will be in the name of "Life Strategies Humancare Pvt. Ltd."

Room Layout Required
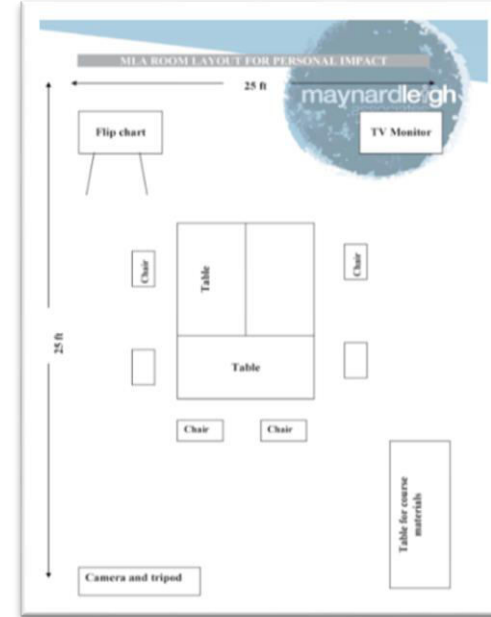
We love alternative ways of setting up a workshop! Creating an atmosphere where the participants feel absolutely comfortable, yet challenged. In this workshop, the use of theatre, team games and experiential methodologies are essential ingredients, hence we'd require ample place to move around and make noise.

Please book a space with ample natural light (Yes, we want sunlight streaming in) and no fixed furniture for the participants to work with Maynard Leigh consultant.

Things Required at the Venue

For the workshop, we will need the below mentioned:

- LCD projector and projection screen
- UPS Power Back-up for Laptop, LCD projector & Laptop speakers
- TV with Remote for Video playback (Day 1)
- External speakers (for laptop connectivity). The external speakers should be loud enough for music playback
- White board & White board markers (2 blue, 2 black, 2 green)
- Flip chart and Flip chart stand with suitable clips
- Color pens (Normal sketch pens - about 30)
- Notepads and pens (for participants)
- Blu-Tac (This substance is used to stick things, posters or paper on the wall)
- 20 A4 Size normal and drawing sheets
- 2 tables for the consultant(one will be used for the projector and the other for keeping the handouts)

Thank You

For further details, please contact:
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We look forward to working with you.