

Effective Networking

Description: One study found that approximately 80 percent of job seekers found their jobs through a lead provided by a friend, relative or acquaintance. People you know can be an excellent source of job leads. You can learn how to build and maintain an effective network that leads to positive results in your job search.

What you will learn:

- ◆ The definition of networking
- ◆ Skills needed for networking
- ◆ How to create the initial contact list
- ◆ Tips for effective cold calling
- ◆ The value of the informational interview
- ◆ Much more!

Textbooks/materials: Handouts and a video "Building a Network for Work & Life"

Michigan Works Service Center
Locations/Times:

PH	1 st & 4 th Tuesday of each month	
	11:00 a.m. to noon	Code:PO65

R	1 st Thursday of each month	
	2:00 p.m. to 4:00 p.m.	Code: PO68