NETWORKING COMPETENCIES

Description: the ability to use your initiative to make connections and build relationships, in order to help develop and improve your skills, stay on top of the latest industry trends, give you access to opportunities and advance your career.

Main task	Be able to	Understand
Develop and use professional networks	1. establish a connection with others quickly and effectively, and make a good first impression 2. identify existing contacts that can help you expand your own network 3. establish, follow-up and regularly maintain contacts within the industry 4. take part in relevant networks, regional or national screen organisations, specialist social media groups or social events to support your career 5. establish and maintain a professional online presence, if appropriate for your work 6. take the initiative to make the first approach when an opportunity to network arises 7. tell people clearly what you have to offer and how it can help their work 8. listen attentively, show interest and use active listening skills 9. recognise that all people have different approaches in how they deal with others and adapt your behaviour to accommodate this where possible and appropriate 10. follow through on commitments to make further contact or take action	1. how to develop connections quickly when meeting people and create a good first impression 2. how to maintain networking relationships 3. how to access available networking and learning opportunities, including following companies or people online 4. the benefits of a professional online presence and the options to achieve this including websites, blogs, and use of social media 5. the types of screen roles that are more likely to be advertised through networks 6. how to consider when networking where your and others' roles fit into the production pipeline or workflow 7. how to promote what you do in a way that will encourage other people to find out more
Build networks among colleagues, partners and clients	1. build relationships and maintain regular dialogue with the people in your own department, other departments or externally who you work with 2. build professional relationships with key decision makers 3. build a connection with colleagues and communicate in a professional, timely, patient and appropriate manner	1. relevant people in your own department, other departments, supplier organisations or partner organisations and their work roles, responsibilities, and the breadth of their skills
Use networking to increase your skills and gain experience	1. exchange knowledge and skills with others you work with and ask for help when you need it 2. develop relationships with experienced colleagues that allow you to learn from them 3. find out who can provide reliable support and advice to help develop your own understanding	1. how to show others that you understand the pressures and responsibilities of work and are eager to learn 2. the roles and skills of people in your network and what you can learn from them 3. how to identify people who are reliable and open sources of information

Also see: Communication; Negotiating; Team working