



Networking and partnerships

Duration	Topic	Activity	Social Setting	Used media
30 min	Networking Map	Participants get a preparation sheet in order to design their own “Networking Map” and bring it to the Seminar	Preparation Sheet; single work at home	Worksheet “Worksheet - Networking - Networking Map” See Appendix 1 and 2
30 min + 30 min	Evaluation of Status Quo	<ul style="list-style-type: none">• Please design a map of your network on a flip chart. Please depict certain information (for example regular meetings, occasional meetings, dependencies...) with different line forms or/and colours. Create a legend.• Organise in small groups of 3 to 4 persons and present your “maps” each other	<ul style="list-style-type: none">• Single Work with self-study• Small groups	1 Flip chart/p Markers in different colours Worksheet “Worksheet - Networking - Networking Map” Worksheet “Worksheet - Networking - Group work” See Appendix 1 and 2
60 min	Networking and partnership: theoretical basis	Theoretical input and practical tips on networking and partnership Time for questions	Plenary session	Laptop, beamer PPT slides “PPT - Networking and partnerships”
30 min	Self-reflection	Please go once more in your small groups and discuss the following questions: <ul style="list-style-type: none">• With what kind of networking are you mainly working?• What works well, where do you see	Small groups	Worksheet “Worksheet - Networking - Group work”



		<p>potential for improvement?</p> <ul style="list-style-type: none">• How much time can you spend (with regard to your other professional tasks) for networking and what would be the time necessary?• In what kind of interfaces or relationships you want to invest more time, energy, resources?• How do you assess networking with regard to income and benefit?		
10 min	Presentation of results	Final conversation presenting the most important results from the work in the groups	Plenary session	
10 min	Introspection	Take time answering the following question: What are the 3 next steps, you want to do, to improve your networking? Please document the steps	Single work	Worksheet “Worksheet - Networking - Individual Work” See Appendix 3
Extra time	Referral to or assistance by network partners	3 Case Studies depict guidance situations where the use of networks and partnerships can be helpful to solve clients’ problems	Group work	Worksheet “Worksheet - Networking - Case Studies”



Appendix

1. Map of my network – part 1

SOURCE: Verbund Regionaler Qualifizierungszentren (RQZ) „Bildungsberatung & Kompetenzentwicklung”; Modul 3

AIMS: self-reflection the personal networking

FORM: Single Work with self-study and conversation in small groups to exchange results

DURATION: 1 h

MATERIALS: 1 Flip chart/p, Markers in different colours

STAGES: The map of my network is a structural approach and an initial stock of relationships and cooperations. First the participants have time for self-reflection and visualise their network of relationships. Than they have time to explain the map to a partner. In a later stage (after the mentoring programme) the participants can develop and complete the map.

SUMMARY: Question the structure and the nature of your network

2. Map of my network – part 2

SOURCE: Verbund Regionaler Qualifizierungszentren (RQZ) „Bildungsberatung & Kompetenzentwicklung”; Modul 3

AIMS: self-reflection in dialogue with other participants and later in a plenary session

FORM: conversation in small groups with the help of leading questions

DURATION: 30 min and 10 min

MATERIALS: Leading questions

STAGES: First, the participants go again into the small groups from the beginning and discuss the leading questions:

- With what kind of networking are you mainly working?
- What works well, where do you see potential for improvement?
- How much time you can spend (with regard to your other professional tasks) for networking and what would be the time necessary?
- In what kind of interfaces or relationships you want to invest more time, energy, and resources?
- How do you assess networking with regard to income and benefit?

Afterwards the groups come together in a plenary session. Each group presents the most important results from their work.

3. Next steps



SOURCE: Verbund Regionaler Qualifizierungszentren (RQZ) „Bildungsberatung & Kompetenzentwicklung“; Modul 3

AIMS: first steps to develop the personal network

FORM: Single work

DURATION: 10 min

MATERIALS: paper, pencil

STAGES: In a last self-reflection, the participants describe 3 concrete steps to develop their own network.

SUMMARY: Preparing the next steps after the workshop