

CFAMBCD3

Develop your professional networks



Overview

This standard is about developing your professional networks to support both your current and future work. Your professional networks may include people in your own organisation, people you meet from other organisations and people you are in contact with over the phone or the Internet. Developing professional networks is based on the principles of reciprocity (exchanging information, contacts and resources with others for mutual benefit) and confidentiality. People only want to network if there are mutual benefits from exchanging information and other resources. There must also be clearly agreed boundaries of confidentiality – certain information and resources may not be exchanged because they are confidential.

It is for all consultants, whatever profession or sector they are working in and whether they work as external or internal consultants.

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Performance criteria

- You must be able to:*
- P1 develop and maintain professional networks of contacts, which are appropriate to meet your current and future needs for information and resources
 - P2 ensure that key members of your professional networks have an accurate idea of your knowledge, understanding, skills, abilities and experience and are aware of the benefits of networking with you
 - P3 establish boundaries of confidentiality between yourself and members of your professional networks and, where appropriate, develop guidelines for exchanging information and resources
 - P4 make active use of the information and resources gained through your professional networks
 - P5 introduce people and organisations with common interests to each other

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Knowledge and understanding

You need to know and understand:

Principles, methods, tools and techniques relating to

- K1 communication
- K2 establishing, developing and sustaining working relationships
- K3 information management and confidentiality
- K4 networking

Industry/sector specific knowledge and understanding

- K5 relevant industry/sector specific knowledge and information on trends and developments
- K6 relevant industry/sector specific legal, regulatory, professional and ethical requirements

Context specific knowledge and understanding

- K7 key political, economic, social, technological, legal and environmental factors
- K8 knowledge and information on trends and developments in your professional/specialist/technical area
- K9 knowledge and understanding of the type and stage of growth of the organisation you are working with
- K10 relevant policies, procedures and requirements of your organisation
- K11 your own knowledge, skills and competence and the limits of these

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Additional Information

Behaviours

1. Reflect regularly on own and others' experiences, and use these to inform future actions.
2. Acknowledge when own interests are in conflict with common goals.
3. State own position and views clearly in conflict situations.
4. Identify and work with people and organisations who can provide support for own work.
5. Encourage free and reciprocal exchange of information and resources.
6. Work to develop an atmosphere of professionalism, mutual support and respect.
7. Clarify own and others' expectations of relationships and develop shared understanding.
8. Model behaviour that shows respect, helpfulness and co-operation.
9. Keep promises and honour commitments.
10. Consider the impact of your own actions on others.

Links to other NOS

Developing professional networks is particularly important for consultants in order to develop new and follow-on business, draw on specialist expertise and continuously develop knowledge and skills. It therefore links closely with A1 Establish and Develop relationships with prospective clients, A3 Develop and sustain relationships with colleagues and stakeholders and D2 Continuously develop your practice. This standard is based on A3 Develop your personal networks from the Management and Leadership standards, and is designed to provide full credit transfer.

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Relevant occupations Business, Administration and Law; Arts, Media and Publishing; Professional Occupations; Managers and Senior Officials; Information and Communication Technology; Research Professionals; Engineering Professionals; Science Professionals; Science Professionals; Associate Professionals and Technical Occupations; Corporate Managers and Senior Officials; Social sciences; Education and training; Teaching and lecturing; Direct learning support; Preparation for life and work; Foundations for learning and life; Preparation for work; Accounting and finance; Administration; Business management; Marketing and sales; Law and legal services; Functional Managers; Financial Institution and Office Manager; Health Professionals; Teaching Professionals; Legal Professionals; Business and Statistical Professionals; Public Service Professionals; Administration and Secretarial Occupations; Government and Related Organisations; Finance; Records; Communications; General

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