

Beyond Handshakes: Smart Networking for Knowledge Transfer

Teaching Toolkit

Beyond Handshakes: Smart Networking for Knowledge Transfer Syllabus	2
Intended Learning Outcomes (ILOs)	2
Methods & Materials	3
Lesson Plan	4

Additional Print Out Materials (Not in this document)

- Slides - Beyond Handshakes Smart Networking for Knowledge Transfer

KTSoftSkills - Soft Skills for Knowledge Transfer - Project n. 2022-1-IT02-KA220-HED-000089663



This document reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



© 2025, Soft Skills for Knowledge Transfer Project. This work is licensed under the Creative Commons Attribution 4.0 International License (CC BY-SA 4.0) (<https://creativecommons.org/licenses/by-sa/4.0/>), which enables reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial use. If you remix, adapt, or build upon the material, you must license the modified material under identical terms. CC BY-SA includes the following elements: BY: credit must be given to the creator; SA: Adaptations must be shared under the same terms.

Beyond Handshakes: Smart Networking for Knowledge Transfer Syllabus

Duration: Approx. 4 hours

The ability to build meaningful professional relationships is a critical soft skill that every knowledge transfer professional should master. This course is designed specifically for KT professionals who want to strengthen their networking capabilities and use them as a tool for impactful collaboration. Through proven active listening techniques like silence, mirroring, and labeling, you'll learn how to engage more deeply, read the room effectively, and foster trust in every interaction.

Whether you're preparing for a major innovation event, looking to craft a compelling "handshake pitch," or seeking to expand your online presence, this course offers practical, actionable guidance. You'll walk away with a clear strategy for networking before, during, and after events, and you'll gain tools to grow and manage your network long-term. Join us to connect with purpose — and transfer knowledge that sticks.

Intended Learning Outcomes (ILOs)

General objective

Enhancing strategic networking skills and active communication techniques to build meaningful connections that support collaboration and knowledge exchange.

Specific ILOs

- ILO-1: Apply key active listening techniques — such as silence, mirroring, and labeling — and use them to build trust and rapport.
- ILO-2: Analyze how strategic networking supports effective knowledge transfer within innovation ecosystems and cross-sector collaboration.

- ILO-3: Apply a structured approach to event preparation, including pre-event planning, in-event engagement, and post-event follow-up, to maximize networking outcomes.
- ILO-4: Develop and deliver a clear, concise “handshake pitch” tailored to diverse professional contexts and audiences.

Methods & Materials

Teaching Method(s)

- Group exercises & peer feedback
- Role-playing simulations
- Frontal Lecture

Required Learning Materials (during-course)

- Course slides
- Confidential Briefs for the Role-play exercise

Additional Learning Materials

- “Quiet: The Power of Introverts in a World That Can't Stop Talking” Book by Susan Cain
- TED Talk by Susan Cain:
https://www.ted.com/talks/susan_cain_the_power_of_introverts

Lesson Plan

30 min	<p>Introduction & Icebreaker - Trainer introduces the session objectives and participants play an icebreaker game.</p> <p>Each participant develops a “hand-shake pitch” for themselves. Then pairs introduce each other to the main group.</p>	Group discussion
75 min	<p>Active Listening Techniques: Silence, Mirroring, Labeling - for each component, instructor introduces what it is and gives instructions to participants for trying the techniques.</p> <p>3 min Introduction 10 min Activity 7 min Debriefing</p>	Group activity
15 min	Break	-
75 min	<p>Understand the process of networking in knowledge transfer processes (definition, examples, benefits)</p> <p>Group work: Prepare a short pitch Group work: Search for business partners</p>	Mini lecture & Group work
30 min	Events & Pitch decks: Slides about how to create an effective pitch deck, how to get the best out of networking events.	Mini Lecture & Peer Feedback
15 min	Action Planning & Closing - Participants create action plans to apply networking skills in real-life situations.	Personal reflection