

Client Management, Advisory and Support > Client Prospecting

Title	Conduct networking activities to obtain business contacts
Code	106849L4
Range	Participating different kinds of networking activities in order to obtain more business contacts. This applies to all networking functions in general
Level	4
Credit	4 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Obtain and review information of potential clients / business partners <p>Be able to:</p> <ul style="list-style-type: none"> • Identify the characteristics, life styles, interests, hobbies, etc. of target clients / business partners to facilitate the communication with them • Enter information in a database to store customers details • Demonstrate professional interpersonal skills in order to cultivate networks of contacts for exploring information on potential business opportunities 2. Develop relationship with new acquaintance <p>Be able to:</p> <ul style="list-style-type: none"> • Set objective for each contact with customers • Update call report after each contact with customers • Demonstrate proficient communication skills (e.g. actively listening) during encounters with prospective customers and obtain information in order to identify opportunities • Develop trusting relationship and manage the expectations of the new acquaintance • Maintain a strong network of contacts in order to ensure continuous flow of new prospects into the pipeline 3. Demonstrate a professional image during social functions <p>Be able to:</p> <ul style="list-style-type: none"> • Demonstrate basic knowledge in social etiquette in order to project a pleasant impression in social functions • Display a professional image during social functions to promote yourself and branding of the bank
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Demonstration of proficient communication and interpersonal skills in order to establish a harmonious relationship with potential clients / business partners.
Remark	