

Content

Understand yourself

- everyone has the ability to have influence and impact
- identifying your preferred influencing style
- what influencing is all about

Understanding their position

- seeing the world from their perspective
- assessing the start position
- setting realistic objectives
 - personality types
 - what do you want
 - measuring success

Achieving results

- assessing why you need to influence and who is the audience
- how to go about it; influencing strategies
 - win-win bargaining
 - understanding power and its link to influencing
- handling difficult situations and resolving conflict to gain agreement

Communication

- communication skills; verbal and non-verbal
 - being in rapport
- questioning, listening, checking and summarising
 - body language
 - tone of voice
- values, drivers and hot buttons.

Influencing and Persuading

Personal Impact

You are an experienced supervisor, manager or leader who has to achieve results through other people. You need to influence or persuade them in order to get things done and achieve your goals.

This practical one day programme will help you harness powerful tools and techniques to increase your ability to influence and persuade. From a personal perspective, these insights will enable you to improve your skills, get yourself noticed and be more successful in your career.

Benefits

By the end of the programme you will be able to:

- understand your current capabilities and approach to influencing others
- understand the importance of planning your approach
- apply influencing skills and behaviours in everyday situations
- obtain consent through co-operation rather than confrontation
- understand others' motivations to gain buy-in
- use a wider range of influencing strategies that enable you to respond to different situations
- handle potentially difficult situations with ease and confidence
- get other people on your side and grow in stature within your organisation.

Approach

The programme is led by an experienced facilitator who, whilst not compromising the content, is able to craft the day around participants' own challenges and issues. Exercises are used to explore how to influence and persuade in a range of situations.

Who should attend?

Managers or professionals who want to improve their ability to influence, persuade, inspire and communicate effectively in both business and personal situations.

Programme information

Duration: One day

Price: £425 (excluding VAT)

Dates and locations:


19th June 2008 • London

27th November 2008 • Surrey

3rd March 2009 • Midlands

For further details please call John Baldwin on 01306 621600.

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"The overall value of the day was excellent! Well worth the time invested out of the office."

Tony Murfitt,
BOC Edwards