



Influencing Skills & Personal Effectiveness

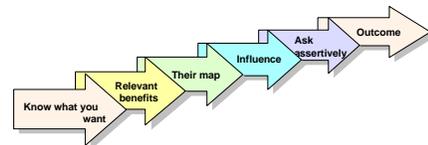
Open One-Day Training Workshop

Influencing Skills & Personal Effectiveness



Influencing others without necessarily having authority over them is a vital skill both at home and at work. Persuading others to appreciate your point of view and ideally to take appropriate action leads to success. Indeed success in anything you undertake depends on effective communication. This workshop helps you to influence others more effectively through focusing your attention more on their needs than your own. You learn how to appreciate the views of others and how different your perspectives on a situation may be. The workshop introduces you to a very effective six step process which helps you to achieve your desired outcome whilst enabling the other person(s) to benefit too. After taking part in this workshop, you will be able to:

- Define influence and describe influencing skills
- Clearly define exactly what you want to achieve within an influencing situation
- Explain the six step influencing process
- Demonstrate powerful and empowering non-verbal and verbal communication
- Utilise appropriate questioning techniques to identify needs and opportunities
- Understand the different ways in which people represent and process information internally
- Develop rapport with a wide variety of types of people
- Flex your behaviour to achieve the outcome you desire



We begin with a review of the process of influencing others and the importance of clearly identifying your outcome. We then review a six stage process and you use an example of your own to build and practice your strategy. Along the way we introduce some powerful techniques and tools to enhance your personal power and by the end of the workshop you have a greater range of choices in your influencing of others. The workshop is highly participative, extremely illuminating and great fun.

I look forward to meeting you very soon. Kind regards,

Phil Yates