

Influencing Skills

Overview

Duration: One Day

Influencing other people is a crucial business skill. So, learning how to influence is an essential development skill for any employee, regardless of what their role in the organisation.

Description

The purpose of this course is to help attendees focus on understanding, developing and adapting influencing styles to best suit individual situations. The course focuses on looking at participant behaviours and influencing style, how to adapt this to different situations and how they can approach situations where people have different styles and different levels of commitment.

The skills and models discussed in these influencing skills training materials will help attendees with managing workload and performance, developing those around them, influencing people other than their team and influencing people more senior than them.

Topics covered:

- **What is Influencing?** – Looking at the methods and principles we use to get others to do things. How we sometimes think we are influencing when we are not why influencing is an important skill to develop
- **Effective Influencing Behaviours** – Understanding the behaviours behind effective influencing skills and their impact on influence
- **Different Influencing Styles** – Being able to explain the influencing styles we use, when is the best time to use them and why they are effective
- **Trust** – Why trust is a cornerstone to influencing others. What trust means in an influencing relationship and how to develop it.
- **Rapport and First Impressions** – How to build rapport, develop good relationships and set a good first impression
- **Influencing Skills Practice Activity** – A fun activity that examines the skills learnt so far and judges personal approaches to influencing
- **Your Influencing Style** – A chance to examine the participants own influencing style through a questionnaire followed by a set action plan to develop weaker skills further
- **Power and Influence** – Identifying power bases and how they affect influencing. Why it's important to be aware of them and where and when they might not be effective

- **The TUPAC Model: Influencing Stages** – A set model for the five stages of influencing, which gives participants a clear process to follow and helps them understand where influencing mistakes occur
- **Influencing in Groups** – Spotting the difference with influencing groups and recognising the difficulties they may encounter when trying to influence large numbers
- **Influencing Practice Activity 2** – A final chance to pull all of their skills together through a fun activity. This is supported with a full group review and clear actions.

Who Should Attend?

This course is suitable for any individuals who need to regularly influence the action of others, such as management and senior leadership teams.