

OBJECTIVE:

Help participants learn critical skills for communicating and influencing others by learning to adapt to others' styles, to listen and understand, and to create win-win situations in the workplace.

STRATEGY:

This workshop incorporates lecture, self-assessments, group exercises, teamwork, role-plays, and coaching in a fun and relaxed atmosphere. Participants learn and practice skills they can apply to build rapport, find common ground, and negotiate effectively.

PRE-WORK

- Completion of the Everything DiSC Workplace Assessment
- Completion of the Influence Worksheet

PARTICIPANTS WILL LEARN:

- To understand what it means to “influence” others
- To identify influencing styles
- Skills to adjust and be flexible with different styles
- Techniques to build rapport and find common ground
- How to ask open questions and listen for understanding
- How to ask for what they want or need
- Understand what barriers exist that stand in the way from achieving results
- To say no without ruining a relationship
- How to negotiate and influence for win/win situations
- To develop a personalized action plan to improve influencing skills

Each participant will have hands-on opportunities to practice all skills and techniques.

POST WORK

- Implementation of a personal action plan
- Accountability summary for implementation of pre-work sheet



INFLUENCING OTHERS

PARTICIPANTS RECEIVE:

- Coaching throughout the session
- Evaluation of strengths/areas for improvement
- A workbook/reference manual

LENGTH:

One day workshop.

CLASS SIZE:

Maximum class size is 16 participants.

EXPENSES

The Training Edge, LLC will be reimbursed for all reasonable travel expenses for airline and ground transportation, hotel accommodations, meals, parking, tips and shipping of materials.