

Personal Effectiveness	
Session Code	PE02
Session Title	Influence
Topics Covered	Influence the perceptions, thoughts, feelings and behaviour of others
Delivery	Half Day (4 Hours) - tutor led f2f or online sessions
Minimum - Maximum Number of Delegates	1-10
Who will benefit?	Employees at all levels

<p>Content</p> <ul style="list-style-type: none"> ▪ Influence others to say “yes” or “no” and not “maybe” ▪ Influence style, natural preferences, how and when to adapt to realise your objective(s) ▪ Expand your circle of influence and effectiveness ▪ Managing your own views and intent versus perception(s) of others ▪ Influence upwards ▪ Power bases - position, personal and knowledge 	<p>Benefits</p> <ul style="list-style-type: none"> ▪ Understand the different influencing styles ▪ Learn how to adapt your style to get closer to that of the person you want to influence ▪ Awareness of a range of tactical approaches for different influencing situations ▪ Understand how people develop trust and confidence in others
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