



# *Influence and Negotiation* *Two-Day Open Course* *Overview*

# Influence and Negotiation open course

*Expand your capacity to influence and deal with tricky negotiations*

Our influence and negotiation skills training course will improve your ability to influence and negotiate.

We will give you the opportunity to work with a variety of tools and techniques to see what works for you and what best suits your personal style.

Two days allow plenty of time to cover all the material and then have lots of time to practice.

The content of each workshop will be shaped around the needs of the delegates, making the work relevant and practical.\*

*Ahead of the course, we'll provide pre-course preparation to get juices flowing and the mind focused...*

*This course will help you with:*

- *Defining Influencing*
- *Expanding Your 'Spheres of Influence'*
- *Compensating, Not Compromising*
- *Developing Influencing Techniques*
- *Creating a Negotiation Strategy*
- *Making Impactful Briefings*
- *Pressure, Not Coercion*
- *Seeing Other Points of View*
- *Understanding Group Dynamics*
- *Working with Tricky Scenarios*

# Influence and Negotiation two-day open course

## *\*Course Content*

### **Setting the Scene**

- Who do you have to influence?
- Where and with whom do you have to negotiate?
- What currently happens?

### **Types of Influencing and Negotiation**

- Different influencing arenas
- Types of negotiation

### **The View from the Other Side**

- See a situation from someone else's vantage point
- Learn to work from the other perspective

### **Influence by Numbers**

- Situational status rather than hierarchical status
- How to raise and lower your status to stay in charge of and/or influence a situation

### **I Noticed That...**

- How to pre-empt difficulties
- Bring a tricky situation to someone's attention in a neutral, non-judgemental way

### **Attitude**

- Change your attitude to change the outcome

### **Negotiation Rules**

- What are your rules?
- Which work best?
- Which could actually get in the way?
- What are your negotiating vulnerabilities?

### **Tricky Scenarios**

- Putting it all together
- Getting better outcomes

### **Influencing**

- Defining influencing
- How people are influenced
- Expanding your spheres of influence

### **Influencing Dynamics**

- Skills and qualities of a good influencer
- Good communication = better choices
- Covert vs. overt influencing and negotiation

### **Bridge Building**

- Use of agreement, not compromise to diffuse conflict

### **30-Second Influencer**

- Delivering clear and concise messages
- Learn to control words during moments of discomfort

### **Blame vs. Effect**

- Knee-jerk reactions caused by blame
- How to move situations forward

### **The Art of Effective Messages**

- Take charge of the influencing arena
- Communicate clear surface and underlying messages

### **Social Styles**

- Personality or social styles that are difficult to influence or negotiate with

# Influencing & Negotiating one-to-one remote training

## *Benefits of One-to-One Skills Training*

This Influencing & Negotiating course is available as a 4-hour, one-to-one remote session.

Choose your time. Have a briefing call from your trainer and off you go.

The content of each session will be shaped around your needs, making the work relevant and practical.

- A completely personal, in-depth, and confidential look at your specific issues
- Dynamic, empathetic, and highly experienced coaches
- Get to the heart of your issues with speed and effectiveness
- Delivered online
- Four hours of personal one-to-one attention
- Pre-assessment of the issues you want to cover

# Contact details



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