



LIVE SEMINAR

Achieving Results without Authority



THIS SEMINAR AT A GLANCE:

- Learn strategies for achieving goals even if you don't have position power
- Identify ways to build rapport that nurtures strong office relationships
- Discover ways to get support and cooperation from managers and peers throughout the organization
- Project confidence and competence without coming across as a know-it-all
- Identify strengths and weaknesses in yourself and others
- Discover ways to fine-tune your verbal and non-verbal communication skills
- Eliminate behaviors that steal your personal power
- Use conflict-resolution tools to build consensus on work teams

Achieving Results without Authority

SEMINAR SUMMARY



Gain the support and cooperation of others to increase your personal effectiveness.

Do you have lots of responsibility but little real authority? Here's the truth: Like most people in today's workplace, you probably don't have the "position power" needed to accomplish what's expected of you. What you are able to accomplish is directly related to your ability to build strong relationships, win cooperation, and exert influence on others up and down the organization. Succeeding in this demanding environment requires skills you didn't learn in school. The good news is you can gain the abilities you need by attending this information-packed seminar.

Think about it — Every office has someone who can bring people together to achieve results, no matter what the task at hand. Up the ladder, among peers, or with subordinates — it doesn't matter. This person has earned the credibility and respect that make it possible to bring groups together, build consensus, and move projects ahead. Perhaps the single most important skill you can possess in business today is the ability to get things done.

Have you faced situations like these?

You have a great idea for improving the way work moves between departments, but nobody pays much attention when you bring it up. Your coworker brings up a similar idea and can push it through to save the company thousands of dollars. You wonder why she could accomplish what you couldn't.

It's part of your job to keep your technical staff on schedule, but whenever you try to discuss the time frame with the technical staff, they change the subject or tune you out. How can you gain commitment to a schedule when you can't even get their attention?

You're organizing a company-wide meeting, and you need the cooperation and participation of every manager in the company. How do you get credibility fast when a lot of managers don't even know you exist?

Benefits of this Program

In just one day, you'll gain essential skills in four key areas:

1. Project the Confidence and Credibility that Win Allies
2. Use Critical Communication Tools to Build Your Influence
3. Master the Art of Forging Collaborative Relationships
4. Employ Practical Political Skills in the Office

PROGRAM AGENDA

Project Confidence and Credibility

- Get insight into the personal strengths that you can build on to heighten your influence
- Are you sabotaging your own self-confidence? A simple test reveals the truth
- The five characteristics all great leaders share
- Seven proven ways to build your personal power and influence
- The secret to expressing your needs without whining
- Studies show these behaviors enhance or damage your credibility
- How displaying emotional intelligence helps you get ahead and get noticed

Build Your Influence with Proven Communication Tools

- What executives say is the most important communication skill of all — it will surprise you
- Three persuasion tools that gain commitment — no arm-twisting required
- Rediscovering a classic book on influence that holds important lessons for today
- The one time when you should encourage confrontation
- Why the facts aren't enough, even when you're right
- How to protect yourself and your ideas authoritatively without seeming pushy

Forge Valuable, Collaborative Relationships

- Actions and attitudes that build rapport with colleagues
- Conflict resolution skills that foster collaborative relationships
- Understanding the "trust busters" and why you must avoid them at all costs
- Learn proven strategies for getting results that also nurture relationships
- Get a handle on how your assumptions effect how you relate to others

Gain Practical Political Skills for the Office

- Powerful techniques that help you anticipate where resistance will come from — and sidestep it!
- Are you out of step with your organization? Here's how to tell
- The secret to building interdepartmental alliances
- Influencing key decision-makers and expand your sphere of influence without seeming manipulative
- Political skills no upwardly mobile employee can afford to be without
- "Games people play" — how to avoid the traps of territoriality and gamesmanship

The 5 Big "C's" You Get from This Seminar

1. **Connection** — Be able to connect with others in ways you didn't know were possible.
2. **Calm** — No more worrying about how others will accept what you do. You'll have a sense of peace about your role, even without position power.
3. **Communication Know-How** — You'll be able to break through the barriers that separate you from others, and you'll build solid rapport.
4. **Can-Do Competence** — You'll gain the self-confidence to take on any interpersonal challenge
5. **Clarity** — Because you understand the subtleties of office politics and interpersonal relationships, you'll successfully expand your influence, stay focused, and have tremendous clarity of purpose

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