

# Management: Growing Your Influence

Hands-on course of 2 days - 14h

Ref.: FLU - Price 2024: CHF1 530 (excl. taxes)

If properly used, your power of influence is a critical tool to improve cooperation within your teams and strengthen your leadership. This course will allow you to work effectively on your communication techniques in order to develop your influence capabilities.

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Know your leadership style
- Evaluate your power and that of the people you're speaking to
- Recognize others to get them engaged
- Thwart attempts at manipulation
- Wield influence in difficult settings.

## TEACHING METHODS

Instruction based on feedback, combining theory, discovery, demonstration, and discussion among participants.

## EXERCISE

Application to actual cases.  
Personalized improvement plan.  
Problem-solving in teams. Role-playing.

## THE PROGRAMME

last updated: 01/2023

### 1) Being influential, promoting messages

- Power, authority, and influence.
- Gaining power and assessing what power you have.
- Evaluating your strategic position and level of influence within your organization.

*Exercise* : Application to actual cases encountered in a company.

### 2) Strategies and leadership

- The six strategies of influence and the power matrix.
- Spotting your leadership style and evaluating your influence.
- Developing your assertiveness and conviction.
- Imagining the future and possible scenarios.
- Taking a 360° view to optimize your skills and potential.

*Exercise* : Group discussion about the why and how of influence at work.

### 3) Applying essential techniques.

- Being plug-and-play-oriented, or how to stay around in constant action-reaction mode.
- Recognizing and getting into someone else's "bubble" in order to understand yourself better and save time.
- Showing what you can do different, what makes you unique, original, or exemplary.
- Valuing employees: Changing a hostile employee into a neutral one, and a neutral one into an ally.
- Promoting the group's values. Capitalizing on what cements, reinforces, and strengthens.
- Moving from a "persuade" strategy to an "increase understanding" one, and from a "one-shot" strategy to a "lasting" one.

*Exercise* : Creating a personalized improvement plan.

## PARTICIPANTS

Leaders, top and middle management, supervisors.

## PREREQUISITES

No particular knowledge.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

#### 4) Building a positive-energy action plan.

- Thwarting negative forces: Manipulation, hostility, perversity.
- Exiting the drama triangle and wielding influence in difficult, hostile, toxic settings.
- Capitalizing on the human factor: Moving from negative energy to positive and creative.
- Setting up effective rules for cooperation that are understood, accepted, and fit for purpose.
- Managing all types of situations. Deter demands.
- Being a recognized manager: Internal and external.
- Having a vision, a plan for the future.

*Role-playing : Problem-solving in teams. Role-playing and group debriefing.*

## DATES

---

REMOTE CLASS

2024 : 05 Sep, 12 Dec