



# *Leadership & Influence Without Authority*

## *Personal & Interpersonal Skills for Leading & Influencing Others Without Direct Authority*

### **Upcoming Workshop**

**August 10, 2017**

**October 19, 2017**

### **Location**

**Ann Arbor, Michigan**

### **Registration**

**734-995-5222**

### **Tuition**

**\$250**

### **Includes:**

**Instructional Material  
Style Assessments,  
Post Session Coaching,  
Breakfasts,  
Lunch, Snacks  
& Coffee Breaks**

### **Contact — Kate**

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### **Overview**

This Leadership & Influence workshop is a dynamic, hands-on learning experience providing participants the opportunity to enhance their leadership presence, influence skills and techniques to effectively:

- ◇ Influence when you do not have direct authority.
- ◇ Build rapport, engage others with effective inquiry and gain commitment.
- ◇ Have the courage to confront reality and deal with difficult situations and people.
- ◇ Project a sense of confidence and presence.

The Leadership & Influence Without Authority workshop is based on the premise that you do not have to be a manager with formal authority to be a leader.

### **Leadership & Influence Take Aways**

- ◇ Lead with a sense of presence, confidence, urgency and decisiveness.
- ◇ Learn to read the styles of others and how to flex/adapt your behavior to connect, work compatibly with and compliment the approach of others.
- ◇ Communicate with authority, purpose and clarity.
- ◇ Expand their personal power bases of influence.
- ◇ Learn to handle difficult conversations in a straight-forward manner.
- ◇ Gain control over non-verbal behavior and mannerisms to enhance the impact of communication and influence.
- ◇ Learn the essence of effective “assertive” interaction and avoid the traps of Aggressive, Passive and Passive Aggressive behavior.
- ◇ Display confidence in their ability to handle challenging situations.
- ◇ Assess preferred influence styles and practice using a variety of influence strategies.
- ◇ Learn active listening skills to build rapport —tuning in and not tuning out
- ◇ Develop positive proactive responses to unreasonable requests.
- ◇ Practice using a variety of conflict management styles to overcome resistance and roadblocks.

**Note: Class size  
for this workshop  
is limited to 18  
participants.  
Register early.**

### **Who Should Attend**

Project managers, supervisory staff, key engineering staff, and technical staff at all levels who are tasked with getting the results expected without having or using direct authority. This is a workshop for individuals who must move from being passive to being assertive, be authoritative without steam rolling people, communicate powerfully without coming across as pushy, gain cooperation and commitment without being heavy-handed and resolve conflicts without losing their composure.