



A Better Way To Work



## *Priority* Influencing

Unlock your personal communication style and achieve influential leadership success

**Who Should Attend:**

All staff members who work in teams, participate in projects, or communicate with customers; executives and supervisors who are responsible for motivating and communicating effectively.

**Format:**

- 1-day session includes self-score assessment, actual influencing sessions, and development of an individual action plan

**Tools provided:**

- A Comprehensive Learning Guide, Skills Profile, and Influencing Action Planners

**Related Training:**

- Priority Planning

Master the skills to positively affect the outcome of all communications. Acquire leadership skills by learning to clearly read each situation, ask the right questions, listen well, understand the issues at a deeper level, and communicate with confidence. Achieve your business and personal goals by honing your human interaction and leadership skills.

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at: **1300 139 126** or [www.prioritymanagement.com.au](http://www.prioritymanagement.com.au)



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## This course will help you:

- Build better relationships
- Communicate with confidence
- Expand information you need to make better decisions
- Use effective communications to build a stronger team
- Know how to cultivate “buy-in”
- Learn the behavior of a team player
- Present yourself as a leader

## Detailed Synopsis: **Priority Influencing**

The Priority Influencing Workshop is an essential skills program designed to help you improve and develop your knowledge and skills as an influencer. It will help you improve your productivity and effectiveness by enhancing your influencing skills and show you how to maintain a keen awareness of others' interests, moods and concerns. You will gain proficiency in any interdependent situation.

### Unit 1 The Invisible Assembly Line:

Introduces participants to the processes of work in the New Economy. Attendees work to discover the various ways that the influencing process impacts their effectiveness.

### Unit 2 The Influencing Questionnaire:

Participants complete a two-part questionnaire which probes both their beliefs and current skill level as influencers.

### Unit 3 Influencing in the New Economy:

Emphasizes the importance of influencing in flatter, more responsive organizations (that is their big deliverable). Participants learn the reasons why these skills are becoming increasingly important and can explain the definition of influencing.

### Unit 4 Essential Influencing Skills:

Examines the five key skill sets of influencing. Attendees develop Influence Maps showing the relationships and opportunities that exist for impacting performance with colleagues and customers alike.

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#### Unit 5 How To get On the Same Wavelength:

Shows by practice and observation the importance of wavelength skills in the influencing process. Participants learn how to recognize and look at body language and the importance of questioning and understanding in influencing.

#### Unit 6 Handling Conflict and Coming to Agreement:

Through workshop exercises, attendees fine tune conflict handling and agreement skills and practice them in influencing sessions using real workplace issues.

#### Unit 7 Learning:

Focuses attention on the key role of learning and how to influence learning in organizations. Participants are taught the Learning Cycle and use it to dissect a successful influencing experience.

#### Unit 8 Getting Better - Your Influencing Profile:

Participants discover their own influencing beliefs and skills inventory. An interpretation booklet allows each attendee to work on their own specific areas and customize the learning process.

#### Unit 9 Creating Influencing Action Plans:

Provides a six-step process and the tools for implementing and improving influencing skills in the organization.

#### Unit 10 Learning Transfer – Back On The Job:

Summarizes the key issues and workshop learning and shows how to implement continuous improvement in the influencing process. Graduates of the program become members of the LearningLink™.