

GETTING RESULTS WITHOUT AUTHORITY

How do you influence people who don't work for you to get the results you need?

Seminar #2532

Overview

Whether you're dealing with bosses, colleagues, staff members or senior management, the ability to win respect, influence people and cultivate cooperation is absolutely essential to career success. What's more, in challenging economic times, the people with whom you interact in business can change on a moment's notice. The ability to adapt quickly and work with anyone to achieve desired results is crucial—especially when you don't have immediate authority to command their cooperation. At this seminar, you'll focus on the key elements of influencing others when there is lack of authority—personal power, persuasion and negotiation.

Learn how to influence people by building your power base using the Personal Power Model...understand exchange and reciprocity (the first steps in the influence process) ...adapt behavior patterns that build credibility...persuade with a framework of discovery, preparation and dialogue...master the key components of negotiation.

You'll practice influencing techniques right from day one through the final activity on day three of this information-packed program—and enhance your learning with videos, exercises, assessment tools and group discussions.

Schedule

- [3] days

- [3] days - \$2,345 Non Members
- [3] days - \$2,095 AMA Members
- [3] days - \$1,794 GSA

Credits

18PDU /1.8 CEU

Schedule

We have 62 scheduled sessions located nationwide starting between 5/30/2012 - 2/20/2013

Date	Location	Duration
May 30, 2012 - Jun 1, 2012	San Francisco, CA	3 Days
Jun 11, 2012 - Jun 13, 2012	Chicago, IL	3 Days
Jun 11, 2012 - Jun 13, 2012	New York, NY	3 Days
Jun 13, 2012 - Jun 15, 2012	Arlington/Washington DC, DC	3 Days
Jun 25, 2012 - Jun 27, 2012	Durham, NC	3 Days
Jul 9, 2012 - Jul 11, 2012	Arlington/Washington DC, DC	3 Days
Jul 9, 2012 - Jul 11, 2012	San Francisco, CA	3 Days
Jul 11, 2012 - Jul 13, 2012	Chicago, IL	3 Days
Jul 16, 2012 - Jul 18, 2012	Boston, MA	3 Days
Jul 16, 2012 - Jul 18, 2012	Houston, TX	3 Days
Jul 23, 2012 - Jul 25, 2012	Atlanta, GA	3 Days
Jul 23, 2012 - Jul 25, 2012	Princeton, NJ	3 Days
Jul 25, 2012 - Jul 27, 2012	New York, NY	3 Days
Aug 1, 2012 - Aug 3, 2012	Morristown, NJ	3 Days
Aug 6, 2012 - Aug 8, 2012	Chicago, IL	3 Days
Aug 6, 2012 - Aug 8, 2012	San Francisco, CA	3 Days
Aug 13, 2012 - Aug 15, 2012	Arlington/Washington DC, DC	3 Days
Aug 13, 2012 - Aug 15, 2012	Denver, CO	3 Days
Aug 20, 2012 - Aug 22, 2012	Overland Park, KS	3 Days
Aug 20, 2012 - Aug 22, 2012	Myrtle Beach, SC	3 Days
Aug 22, 2012 - Aug 24, 2012	Seattle, WA	3 Days
Aug 27, 2012 - Aug 29, 2012	New York, NY	3 Days
Sep 5, 2012 - Sep 7, 2012	Cincinnati, OH	3 Days
Sep 5, 2012 - Sep 7, 2012	San Francisco, CA	3 Days
Sep 10, 2012 - Sep 12, 2012	New York, NY	3 Days
Sep 12, 2012 - Sep 14, 2012	Arlington/Washington DC, DC	3 Days
Sep 12, 2012 - Sep 14, 2012	Atlanta, GA	3 Days
Sep 12, 2012 - Sep 14, 2012	San Diego, CA	3 Days
Sep 17, 2012 - Sep 19, 2012	Dallas, TX	3 Days
Sep 24, 2012 - Sep 26, 2012	Chicago, IL	3 Days
Oct 3, 2012 - Oct 5, 2012	Lake Buena Vista, FL	3 Days
Oct 8, 2012 - Oct 10, 2012	New York, NY	3 Days
Oct 17, 2012 - Oct 19, 2012	Chicago, IL	3 Days
Oct 24, 2012 - Oct 26, 2012	San Francisco, CA	3 Days
Oct 29, 2012 - Oct 31, 2012	Philadelphia, PA	3 Days
Oct 31, 2012 - Nov 2, 2012	Arlington/Washington DC, DC	3 Days
Nov 5, 2012 - Nov 7, 2012	New York, NY	3 Days
Nov 5, 2012 - Nov 7, 2012	San Francisco, CA	3 Days
Nov 7, 2012 - Nov 9, 2012	Chicago, IL	3 Days
Nov 12, 2012 - Nov 14, 2012	Atlanta, GA	3 Days
Nov 14, 2012 - Nov 16, 2012	Morristown, NJ	3 Days
Nov 26, 2012 - Nov 28, 2012	Boston, MA	3 Days
Dec 3, 2012 - Dec 5, 2012	Arlington/Washington DC, DC	3 Days
Dec 5, 2012 - Dec 7, 2012	Durham, NC	3 Days
Dec 5, 2012 - Dec 7, 2012	Denver, CO	3 Days
Dec 5, 2012 - Dec 7, 2012	Hartford, CT	3 Days
Dec 10, 2012 - Dec 12, 2012	Houston, TX	3 Days
Dec 12, 2012 - Dec 14, 2012	San Francisco, CA	3 Days
Dec 17, 2012 - Dec 19, 2012	Chicago, IL	3 Days
Dec 19, 2012 - Dec 21, 2012	New York, NY	3 Days
Jan 9, 2013 - Jan 11, 2013	New York, NY	3 Days

Jan 14, 2013 - Jan 16, 2013	Arlington/Washington DC, DC	3 Days
Jan 14, 2013 - Jan 16, 2013	Las Vegas, NV	3 Days
Jan 14, 2013 - Jan 16, 2013	Chicago, IL	3 Days
Jan 16, 2013 - Jan 18, 2013	Princeton, NJ	3 Days
Jan 23, 2013 - Jan 25, 2013	Atlanta, GA	3 Days
Jan 28, 2013 - Jan 30, 2013	Richmond, VA	3 Days
Jan 30, 2013 - Feb 1, 2013	Arlington/Washington DC, VA	3 Days
Feb 4, 2013 - Feb 6, 2013	New York, NY	3 Days
Feb 6, 2013 - Feb 8, 2013	San Jose, CA	3 Days
Feb 11, 2013 - Feb 13, 2013	Dallas, TX	3 Days
Feb 20, 2013 - Feb 22, 2013	Honolulu, HI	3 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Establish or regain credibility so you can begin to influence people
- Effectively use your power base to persuade others
- Understand the person you're trying to influence—and persuade through give-and-take
- Develop and grow relationships within your organization and beyond
- Create a collaborative work environment for faster, better results
- Let work styles and communication differences work for, not against, you
- Successfully sell your ideas and implement change
- Achieve trust and give-and-take relationships up, down and across the organization
- Influence people while projecting self-confidence without being pushy
- Adapt your style to the person or situation you're dealing with
- Identify various negotiating techniques that promote win-win outcomes

What You Will Cover

Personal Power

- Understanding your personal power
- Personal power behaviors
- Attributes of effective/ineffective influencers
- Your power relative to the other person
- Influence strategies
- Commitment Model: why commitment from others doesn't happen by chance

Reciprocity and Relationships: The First Step in the Influence Process

- Mental model of influence
- Reciprocity assessment and case study
- Principles of reciprocity
- Building relationships
- Creating partnership

Personal Preference

- Linkages between personal styles and reciprocity, relationship, partnership
- Style indicator and interpretation tool
- Blind spots in your self-knowledge
- The negative attribution cycle

Persuasion

- Key components of persuasion: discovery, preparation, dialogue
- The need to adjust to different audiences
- Understanding the world of the other person
- The role of investment and risk in persuasion
- Achieving credibility
- Managing stakeholders
- Reaching a common goal
- Selling your position by providing evidence
- Connecting emotionally
- Best form of communication: listening, questioning
- Practicing persuasion techniques

When Conflict Comes Between You and Your Desired Results

- Approaches to conflict resolution
- Conflict activity
- Giving and receiving feedback
- Using a win-win mindset

Getting Better Results Through Negotiation

- Power, information, timing and approach
- Basic principles of negotiation
- Various steps in negotiation
- Final negotiation activity

Developing an Action Plan

Who Should Attend

Those who need to get work done through others—or who need to convince another person to buy into an idea or follow up on a request.

Special Feature

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)