

Influencing & Negotiating

- Critical skills for success in your organisation -

Quaestus Consulting

TRAINING CLUB



Quaestus Training Club

This course is one of a suite of 1 and 2-day workshops offered by Quaestus Training Club.

Join Training Club and become part of a local community of leading organisations, where you know the trainers, get involved in the design of high quality workshops and immerse your employees in a stimulating training environment.

For more details visit our website www.quaestus.co.uk or call Linda Wilkinson on 01752 300192 now.

Successful completion of this 2-day workshop will give you 12 hours of CPD points accredited by the Solicitors Regulation Authority.

Overall Objective(s)

To improve participants' ability to be more influential and be able to negotiate effectively with colleagues and business partners.

Who Should Attend?

This course will help delegates who have to achieve greater influence across their organisation to get things done; also for people who have to influence external bodies, with whom the relationship is not a financial/contractual one. This workshop is appropriate for delegates at both an introductory level and for those who want to sharpen up existing skills (intermediate level).

Learning Outcomes

At the end of the two days participants will be able to:

- Bring a more structured and skilled approach to their dealings with colleagues across their organisation
- Better understand techniques for improving their influence
- Build better long-term relationships with colleagues
- Understand how to assess and use various Power bases

Course Dates

19 & 20 October 2010 – Plymouth Novotel

Timings

0900 – 1630 with mid morning and mid afternoon breaks and an hour for lunch.

How to Book

Either on-line at www.quaestus.co.uk or Telephone: Linda Wilkinson on 01752 300192

Two Day Content

Course content will include:

- A negotiating/influencing model
- Key Stages and Skills in Influencing
- Blockers to effective cross-functional working and responsibilities
- Personal Style preferences in relation to Pushing and Pulling Strategies
- Longer-term strategy and tactics
- Application planning including cross functional responsibility

Course Design and Methodology

The two days will be a combination of:

- CCTV work
- Lecturer input
- Group discussion and exercises
- Reflection of personal effectiveness

Pre-Work

In preparation for this workshop, participants will need to spend some time reflecting on any professional difficulties they might be experiencing at work, in relation to the content of the programme. This is important, as real issues will be used as part of the discussions during the workshop.

Cost

Members will use their membership entitlement accordingly.

For Non Members, the Pay As You Go cost for individual 2-day workshops is £495 (+ VAT)

(Cost includes refreshments, lunch and delegate materials).

The Trainer – Diane Whelan

Diane has a wealth of experience gained from roles both in management and training and development across a broad range of industries.

A graduate of the Universities of Hertfordshire, Thames Valley and Lancaster, Diane gained postgraduate qualifications in business and training management, and a Masters Degree in Management Learning. She is also a licensed practitioner of Myers Briggs and Belbin Interplace.

Diane is astutely business focused and has an ability to seek creative and flexible solutions to organisational and individual learning needs alike. She believes that delegates need to be involved, challenged but also have fun for training and development to be effective and is passionate about ensuring the transfer of learning to the workplace.

Diane lives in Wiltshire with her husband and two young daughters.

Other courses offered by Quaestus Training Club:

2-day events

Effectiveness at Work
Interviewing Skills
Leadership Skills
Presentation Skills
Problem Solving & Decision Making
Project Management
Report Writing Skills

1-day events

Time Management Skills
Assertiveness Skills
Managing Positive Meetings
and look out for our other 'Specials'....

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