

# 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](http://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

Please refer to latest schedule.

### 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](http://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

This will include:

- Reflection on current practices and skill level
- Pre-reading on Influencing Skills
- Delegates will be asked to think about a situation where they have to be more influential and negotiate with others in the workplace. This will be used for one of the exercises on the workshop.

All available via our new on line training platform.

### 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).

### Quaestus On Line Training Centre

With our **brand new on line training centre**, delegates can gain access to a wealth of features and information to support them on their training course:

- Course Pre-work and Assignments
- Downloadable Articles
- Useful Links and Book Lists
- Diagnostic Questionnaires
- Discussion Forums
- Contact the Course Tutor
- Submit Feedback
- Course Completion Certificates
- Exclusive fortnightly "Action Point" Emails

They'll still get **first class face to face training** with one of our team, but our new on line centre will support them every step of the way as they transfer their new skills to the workplace.



### Other courses offered by Quaestus Training Club:

#### 2-day events

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'....