

## Mastering the Art of Presence & Influence

### **DAY 1**

#### **The Link between Influence and Relationships**

- Defining the Characteristics of Required to Influence Others
- Where are you and those you wish to Influence on the Change Curve?
- What are the blockages we face when influencing others?
- The Importance of Accommodating Different Learning Styles
- The Fight, Freeze, or Flight: How the brain works?
- Unconscious Bias and How We Filter Information
- Understanding Different Behavioral Styles
- Emotional Intelligence and Influence

### **DAY 2**

#### **Building Your Personal Effectiveness Toolkit**

- The Influence Model
- The Critical Elements of the Influencing Model Explained and Demonstrated
- Listening with Intent
- Asking Better Questions to Understand Truly
- The Importance of Building in Flexibility to Any Idea or Proposal
- Influencing Decision Making at Work
- Influencing Others to Make More Informed Decisions
- How to Use Decision Making Tools in Practice

### **DAY 3**

#### **Negotiation in Practice**

- Explaining What Negotiation Is and Isn't
- An Introduction to Negotiations
- Negotiation Skills in Business and Life
- Understanding Negotiation Parameters
- Preparing for Your Negotiations
- Learning How to Identify Negotiable Variables – *What do I trade?*

- The Principles of the WAP (Walk Away Point) and Why It Is Important

## **DAY 4**

### **Delivering a Best in Class Presentation**

- What makes Memorable Speech?
- Presentation Top Tips
- Introduction and Use of the INTRO Formula
- Using Intonation for Effect
- Exploring the Role of Non-Verbal Communication When Presenting
- PowerPoint Do's and Don'ts
- Using Stories and Visualization to Enhance Your Message
- How to Control Nerves like a Professional
- Creating a Personal Vocal Checklist

## **DAY 5**

### **Building Your Sphere of Influence**

- Understanding the Sphere of Influence
- Creating a Personal Influence Map
- Consideration of Influencing Tactics
- Developing a Personal “*Plan of Action*” for Your Return to Work
- Building Your Personal Resource Library