



THE INFLUENCE BUSINESS

Raise your level of influence

COMMUNICATING AND INFLUENCING - FOR JUNIOR EXECUTIVES

Overview

This practical programme, comprising **three progressive two hour sessions** for **up to ten** newly qualified executives is designed to help you hit the ground running. You will address the factors that enable you to create a positive impact from the start, being assertive yet avoiding the pitfalls both of arrogance and of appearing overly reserved.

You will consider how to create a good first impression with your colleagues, retain it when interacting with all levels within your organisation and be seen as someone who has a positive individual contribution to make. The three sessions are a mixture of tutorial, discussion and practical, at the end of which you will not only know the skills that work for you but crucially have the confidence to put them into practice in your working environment.

Whenever you are in a meeting, networking or discussing an issue with someone, you are presenting yourself and your ideas. This programme is hugely relevant to all forms of communication and in helping you raise your level of influence.

Aim

To introduce you to and practice you in the key communication and influencing skills so that you can create and retain a positive first impression.

Outcomes

At the end of the programme you will:

- Understand how to present yourself in a confident and meaningful way
- Be confident in your dealings with all levels of colleague within the organisation
- Know what you have to offer and be able to communicate it succinctly
- Be confident in your ability to contribute to internal meetings
- Know how to feel your way constructively when working with a new team
- Understand the power of your own body language on both yourself and other people



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Programme Components

We will address the following broad areas:

- Gravitas
- Introducing yourself
- Your brand – what you have to offer
- Contributing at meetings
- Communicating at different levels
- Internal networking and networks

Methodology

Great use is made of facilitator led discussion with your active participation being essential. Where beneficial, our two coaches will use forum theatre to elicit ideas from you the participants and work these ideas through in a realistic setting. You will provide the 'script'. The coaches will put them into practice and you will then evaluate the results. Elements of the programme also require your active participation.



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