

# Negotiating & Influencing



## Workshop Content:

This one day Negotiating & Influencing skills workshop will review the following:

- **What is influencing?**
- **The different levels of influencing**
- **Influencing people subconsciously**
- **Influencing as a source of power**
- **Body language, building rapport and persuading**
- **Assertiveness and the '4 Behaviours Model'**
- **Resisting manipulation**
- **Positive and negative influencing styles**
- **Influencing strategy and 'Plan Do Review' process**
- **Putting influencing into practice**
- **Negotiating and the 'Cost Value Matrix'**
- **Negotiating in action!**

The workshop is designed for active participation with breakout exercises and practice sessions. All attendees are encouraged to fully participate and contribute to the activities undertaken.

**Duration: One Day**

## Introduction:

*In a work environment, your job requires you to influence people a lot of the time. It may take the form of gaining support, inspiring others, persuading other people to become your champions, engaging someone's imagination, or creating relationships. This workshop will enable participants to adopt skills and techniques in order to be able to effectively negotiate and influence others. You will learn what to consider when preparing to negotiate and influence others, how to influence other people positively and with confidence, and how to negotiate and bargain with others effectively. Being an effective influencer will make your job easier.*

## Course Aim:

By the end of the workshop you will understand the different levels that people can be influenced, and how people can be influenced subconsciously. You will find out how body language, building rapport, being assertive and persuading can help to influence others. You will identify various methods and tactics to counteract being manipulated. You will be able to identify positive and negative influencing styles, identify influencing strategies and understand when to use them. You will practice both influencing and negotiating in group practice sessions to increase your skills, knowledge and understanding.

## Training Suitable For:

This one day course is suitable for **anyone** who has to influence others on a day-to-day basis and/or negotiate to achieve desired outcomes e.g. Team Members / Supervisors / Team Leaders / Managers / Senior Managers.

## Learning Objectives:

- To define influencing and the different levels of influencing
- To understand how people can be influenced subconsciously
- To learn how body language, building rapport and persuading can help influence others
- To learn methods and tactics to resist being manipulated
- To identify positive and negative influencing styles and their characteristics
- To identify influencing strategies and when to use them
- To practice influencing and negotiating

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