

## Influencing Others without Formal Authority

MEDIUM : Cantonese / English    COURSE CODE : IFSW    DURATION : 1 Day  
 FEE : HK\$3,480    EARLY BIRD : HK\$3,180

12 October, 2017 (Thu)

Managers often need to work with people over whom they do not have formal authority. These people may be their peers, superiors, cross-functional colleagues, contractors, suppliers, even customers. Even with subordinates, it is always more efficient and productive to get their buy-in than their obligated compliance.

**The purpose of this course is to provide participants the skills and techniques to influence and lead others without formal authority. The skills learnt in this course are especially helpful for those involved in team work, projects, volunteer groups, or those building a small business for themselves.**

At the completion of this workshop, participants will be able to:

- Enhance one's own "influence assets"
- Influence their subordinates
- Influence peers
- Influence their superiors

### Course Outline

#### 1. Introduction

Through *discussions*, *case studies* and *exercises*, the following concepts will be introduced:

- Reasons and situations that call for influencing others
- The power of influence over authority
- Sources of informal power
- The importance of networking in today's business
- Basic principles and strategy in influencing

#### 2. Developing "Influence Assets"

Through *discussions*, *mini-lectures* and *role-plays*, participants will learn the following concepts and skills:

- Defining "influence assets"
- The need for networking
- The principle of reciprocity
- The currency of exchange
- Building rapport and trust
- Building up your "influence assets"

#### 3. Influencing your subordinates

Through *simulated exercises*, *feedbacks* and *discussions*, participants will learn the following concepts and skills:

- Why do your subordinates want to work?
- Motivation and de-motivation
- Communicating vision and requirements
- The WIIIFM factor
- The "Pygmalion Effect"
- Involvement, buy-in and ownership
- Overcoming limiting beliefs

#### 4. Influencing peers

Through *simulated exercises*, *feedbacks* and *discussions*, participants will learn the following concepts and skills:

- Networking within the organization
- Finding out what your peers want
- Stakeholders' analysis
- Turning friends into allies
- Getting the best from your opponents
- Getting others share your vision
- Making your project irresistible

#### 5. Influencing superiors

Through *simulated exercises*, *feedbacks* and *discussions*, participants will learn the following concepts and skills:

- Superiors as allies
- Understanding the world of your superiors
- Assessing your resources in the exchange
- Relating to your superior
- Developing a business case
- How to disagree without being insubordinate

The morning is devoted to the *discussion and practice* of some basic skills required to influence others within the workplace. The afternoon is a number of *simulated exercises* on influencing subordinates, along with *feedback, discussions and more skill practices*.

## COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
<b>September 2017</b>								
3	Sep-21	Influencing and Negotiation Skills Workshop	INSW	1	HK\$3,480	HK\$3,180 Aug 25, 2017	Aug 30, 2017	C/E
4	Sep-25	Coaching and Feedback Skills	NEW CFSW	1	HK\$3,480	HK\$3,180 Sep 1, 2017	Sep 6, 2017	C/E
	Sep-26	Managing your Time and Priorities	MYTP	1	HK\$3,480	HK\$3,180 Sep 1, 2017	Sep 6, 2017	C/E
	Sep-27	Problem Solving and Decision Making	PSDM	1	HK\$3,480	HK\$3,180 Sep 1, 2017	Sep 6, 2017	C/E
	Sep-29	Persuasive Presentation Skills Workshop	PPSW	1	HK\$3,480	HK\$3,180 Sep 1, 2017	Sep 6, 2017	C/E
<b>October 2017</b>								
2	Oct-11	Towards a High Performance Team	NEW THPT	1	HK\$3,480	HK\$3,180 Sep 15, 2017	Sep 20, 2017	C/E
	Oct-12	Influencing Others without Formal Authority	IFSW	1	HK\$3,480	HK\$3,180 Sep 15, 2017	Sep 20, 2017	C/E
3	Oct 17-18	Project Management Workshop	PMW	2	HK\$6,480	HK\$5,980 Sep 22, 2017	Sep 27, 2017	C/E
	Oct-19	Business Etiquette Workshop	NEW BEW	1	HK\$3,480	HK\$3,180 Sep 22, 2017	Sep 27, 2017	C
4	Oct-24	Effective Business and Email Writing	NEW EBEW	1	HK\$3,480	HK\$3,180 Sep 29, 2017	Oct 4, 2017	C/E
	Oct-25	Managing Conflict and Disagreement	MCD	1	HK\$3,480	HK\$3,180 Sep 29, 2017	Oct 4, 2017	C/E
	Oct-26	21st Century Sun Tzu Leadership	Updated ST-L	1	HK\$3,480	HK\$3,180 Sep 29, 2017	Oct 4, 2017	C/E

C = Cantonese, E = English

**TIME:** 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

\* Fees include refreshments and buffet lunch

### PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

### CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

### ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

### CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at [www.celhk.com](http://www.celhk.com) or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

## ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

**Company Name :**

**Address :**

**Contact Person : (Mr / Ms)**  **Job Title :**

**Direct Line :**  **Email Address :**

**Mobile :**  **Fax :**

**Authorized Person : (Mr/Ms)**

**Job Title :**  **Direct Line :**

**Signature :**  **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



**BY PHONE:**  
Call Miss Mak at:  
**2838-1182**



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our FAX at number:  
**2838-7122**



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