#### Distance Learning overview

# **Course** introduction



# **Pre-course Preparation**



# **Introduction** to Materials



#### **Case Study**

- Joining Instructions
- Course introduction
- Course objectives
- PM Definitions
- Details of syndicate groups

- Consider personal objectives
- Agree with line manager
- Review current and previous projects to identify current issues
- Email personal learning objectives to Learning Dimensions

- · Introduction to core model
- Introduction to tools and techniques
- Electronic access to documents
- On line learning
- Ongoing email access with queries to Learning Dimensions

- Introduction to case study
- Working in groups write a terms of reference for the case study project

#### Day one overview

# **Introductions**



What is personal power and influence?



#### Influencing **Styles**



**Case Study** Part 1

- Background to the course
- Overview
- Objectives
- Introductions
- Course style
- Feedback and support

- Review of pre-course distance learning
- Review of personal learning goals
- Introduction to different influencing styles
- Practical exercise
- Feedback

- Introduction to case study
- Influencing exercise

**Case Study** Feedback



**Evening Work** 

Feedback and learning review

· Non-rational forms of personal power - movement and posture

#### Day two overview

Day 1 review



Selfawareness and **Assertiveness** 



**Negotiation** and Conflict **Management** 



**Case Study** Part 2

- Day 1 recap
- Key points learned/refreshed

- Completion of psychometric indicators
- Review and feedback
- Definitions and types of assertiveness
- The language of assertive people
- Assertiveness versus aggression

- Core principles of negotiation
- Surfacing conflict
- Managing conflict constructively
- Discussion of practical issues in negotiation and managing conflict
- Negotiation and conflict management role play
- Feedback and learning review

Individual



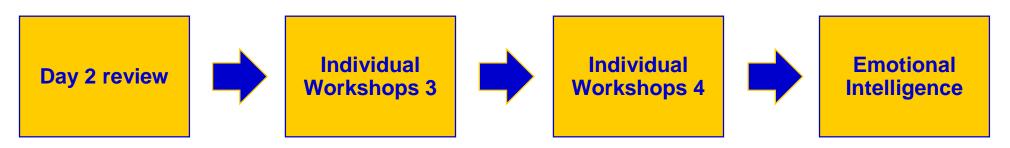


**Evening Work** 

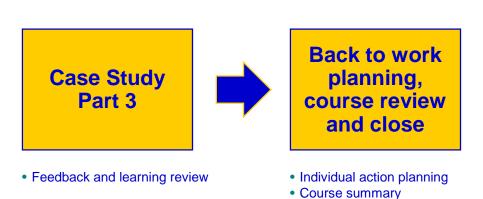
 Non-rational forms of personal power - meditation and visualisation



#### Day three overview



- Day 2 recap
- Key points learned/refreshed



Learning reviewCourse closedown

• Review and group discussion