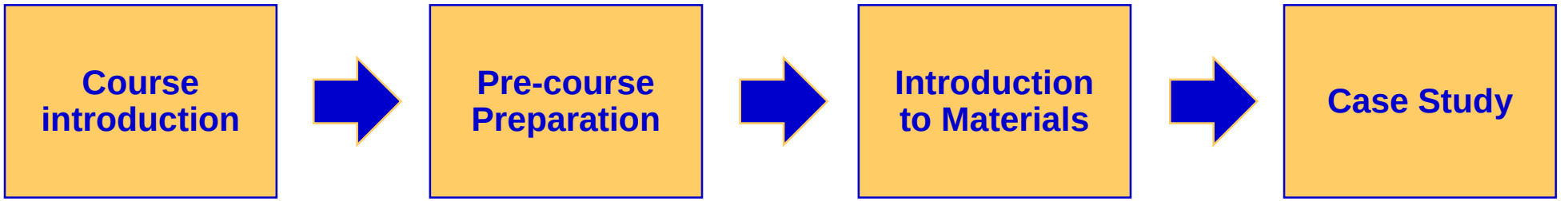
Personal Power and Influence Programme

Distance Learning overview



- 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

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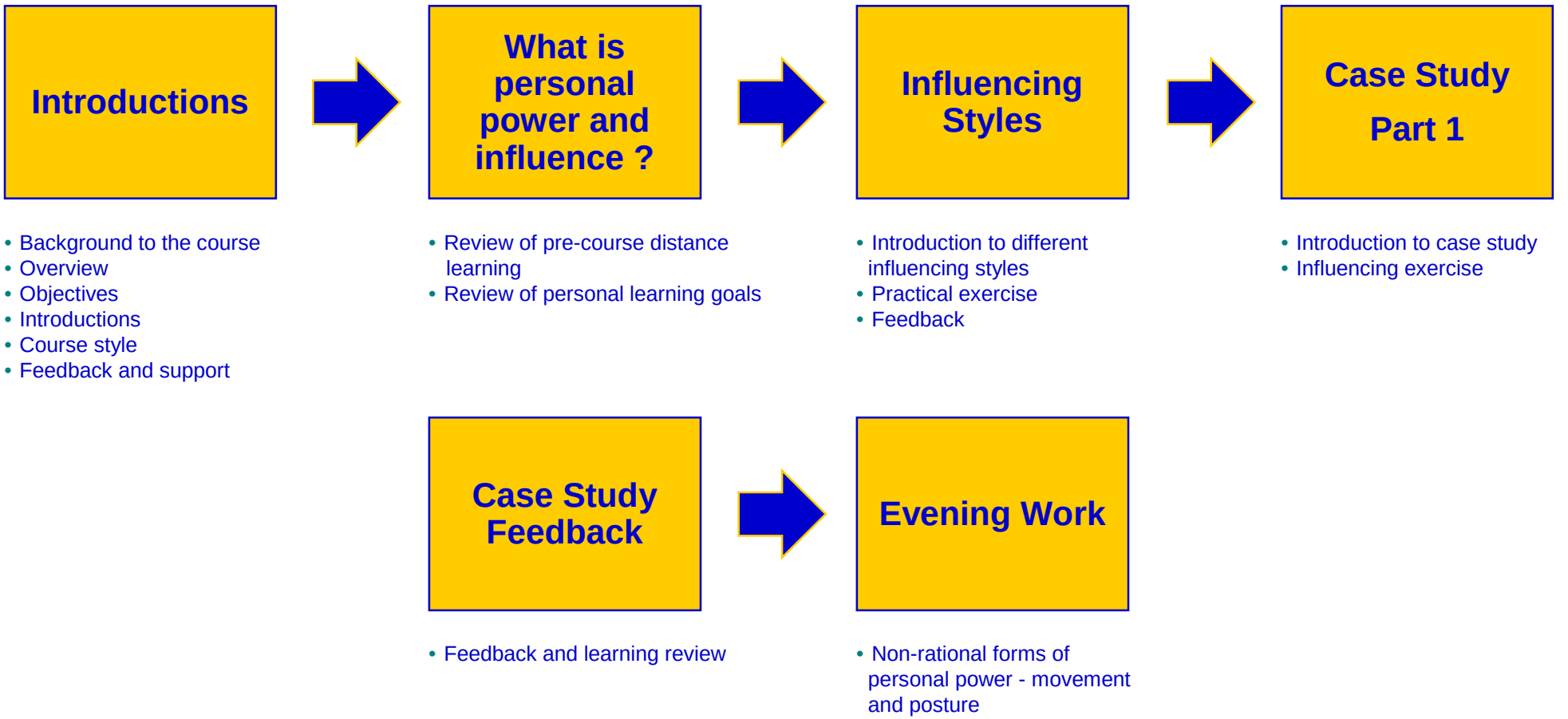
Day one overview



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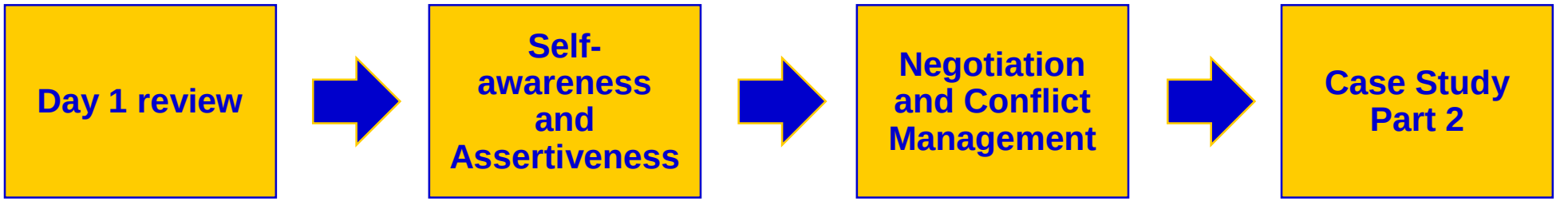
Day two overview

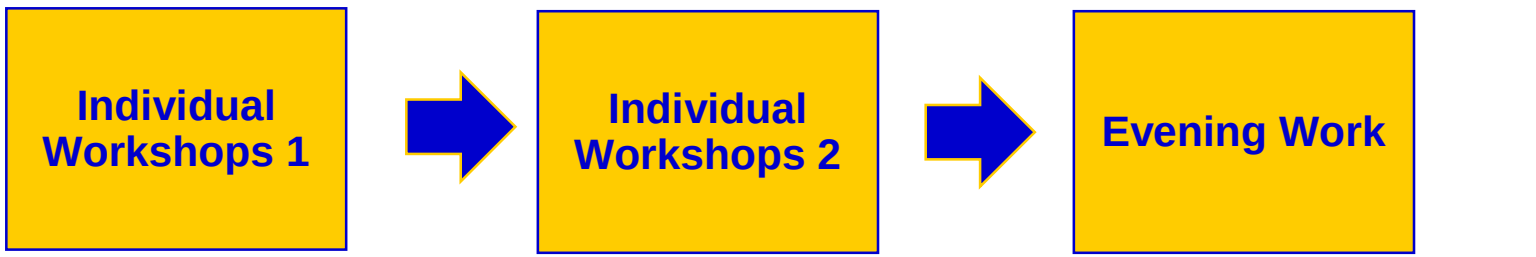


- Day 1 recap
- Key points learned/refreshed

- 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



- Non-rational forms of personal power – meditation and visualisation

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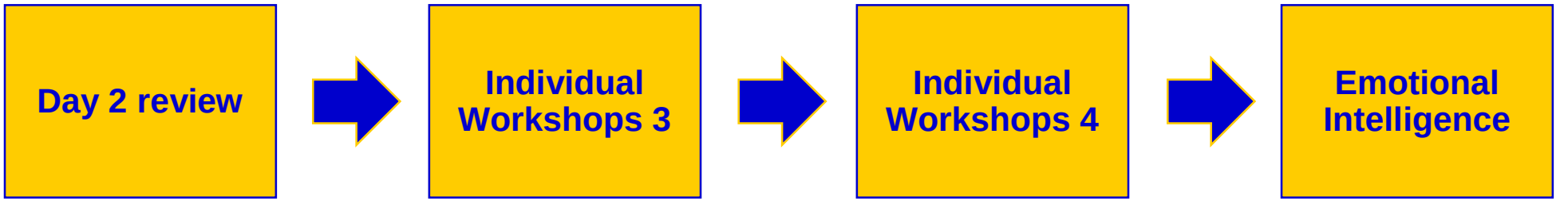
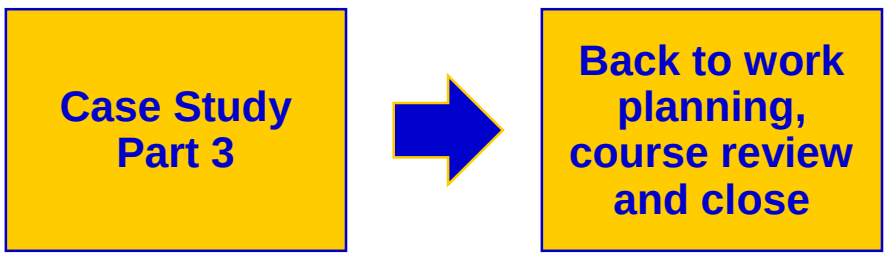
Day three overview



- Day 2 recap
- Key points learned/refreshed

- Review and group discussion



- Feedback and learning review

- Individual action planning
- Course summary
- Learning review
- Course closedown

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