

**Document Generated: 02/18/2026**

**Learning Style: Virtual Classroom**

**Technology:**

**Difficulty: Beginner**

**Course Duration: 2 Days**

## Extending Your Sphere of Influence



### About This Course:

The ability to influence those around you is crucial to your career. It empowers you to collaborate with others to achieve mutual outcomes and build consensus. Whether coaching others, developing and growing a client base, fostering support for change, negotiating, or simply working more effectively with peers and

supervisors, influencing others is an essential workplace competency.

This course has been approved for 14 PDUs | 14 CDUs

### **Course Objectives:**

- Describe the principles of workplace relationships based on mutual trust and respect
- Understand how to collaborate effectively through influence and persuasion
- Evaluate and apply appropriate sources of positional and personal power
- Learn how to work with resistance to gain commitment and buy-in
- Apply appropriate influence strategies

### **Audience:**

- Any professionals who need to work effectively with others without direct authority, as well as mid- and upper-level executives and managers who would benefit from understanding the motivations of others to achieve successful results for the business.

### **Prerequisites:**

- None

### **Course Outline:**

#### An Influence Baseline

- What is influence?
- Drivers of employee engagement
- Influence and connection
- Elements of Influence
- Influence or manipulation
- Five key elements of influence?
- Building an influence equation for buy-in
- Being outcome focused

## Power and Persuasion

- The effective use of power
- The art of persuasion
- Four Dimensions of trust
- Principles of influence

## A Network of Influence

- Networking for purpose
- Networks for power
- Reputation management

## Influence Strategies

- A range of strategies
- Recognizing blind spots
- Influence and thinking styles

## Working with Resistance

- Handling objections
- Three types of awareness
- Constructive dialogue