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Learning Style: Virtual Classroom

Technology:

Difficulty: Beginner

Course Duration: 1 Day

Next Course Date: **December 5, 2025**

Influencing Without Authority



About This Course:

Collaborative environments largely rely on influence, not authority. Whether you're a project manager, business analyst, team member, or executive, your ability to influence others—without formal authority—is essential to team success and

organizational growth. This highly interactive training session equips you with the tools, strategies, and confidence to influence cross-functional teams, build trust, and deliver results. Influencing without authority is not just a leadership technique—it's a critical skill for anyone working in fast-paced, matrixed organizations. With the right tools, you can guide your team, build trust, support your project goals, and foster successful relationships, regardless of your title.

This course has been approved for 7 PDUs | 7 CDUs

Course Objectives:

- By the end of this course, participants will be able to define key terms related to influence and leadership, understand the foundational principles of influencing others, and recognize the importance of building trust as a critical component of effective influence. Learners will explore a variety of influencing tactics and techniques, use stakeholder analysis tools to identify and engage key stakeholders, and examine the role of courage in influencing across organizational levels. This course provides practical tools and strategies to help participants influence others, lead cross-functional teams, and drive results—even without formal authority.

Audience:

- This workshop is designed to quickly provide essential influencing skills for business analysts, project managers, sponsors, business clients, team members, ScrumMasters, Product Owners, and anyone who needs to influence others.

Prerequisites:

- None

Course Outline:

Influencing Key Concepts

- Key influencing terms & concepts
- Key influencing concepts
- Influencing network diagram
- Influencing formula

Trust

- Trust defined

- Types of trust
- Covey's four cores of credibility
- Trust-building and "busting" activities
- Restoring trust

Preparation

- Analyzing stakeholders
- Currency preferences
- Influencing tactics and techniques

Courage

- Why courage is needed to influence
- Barriers to courage
- Finding the courage to influence