



OPEN-ENROLMENT BROCHURE

2023

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CHARTWELL
Learning & Development

SEPTEMBER 2022

WWW.POSITIVEPOWERANDINFLUENCE.CO.UK



**CHANGE THE WAY YOU BEHAVE
TRANSFORM THE WAY YOU WORK**



INFLUENCE IS EVERYTHING

Positive Power and Influence is a behavioural skills development programme that delivers lasting change for individuals and organisations.

Available as either an open-enrolment programme or within your organisation, participants experience a profound shift in their understanding of influence, their personal presence and impact, and their confidence in approaching new and challenging situations.

“ *Incredibly useful and well-structured training programme. Delivery was spot-on, the safe group dynamic was established quickly, ability to practise then get constructive and actionable feedback was brilliant. By far the best training course I have ever been on and one I feel will help me in my personal life as well as professional career.* **”**

How do you ensure your message is conveyed with presence and impact?

How do you build rapport with stakeholders?

How do you galvanise and lead your team with clarity and creativity?

The programme offers opportunities for you to stretch and refine your behavioural repertoire so that you can be credible, connected, and influential, whatever the context.

“ I was having problems getting people on side, and didn't know why. I do now.

”

GET THINGS DONE AND BUILD STRONG RELATIONSHIPS

- We don't need to sacrifice our relationships at work to get things done. Nor do we need to give up our goals for fear of damaging an important alliance.
- When we're intentional and flexible in our use of influence behaviours we can meet objectives and develop strong and trusting relationships at the same time.

FACE YOUR CHALLENGES WITH CONFIDENCE

- With a toolkit of influence behaviours and strategies to hand, we can face into challenges and capitalise on opportunities; get ideas heard, tackle difficult conversations, galvanise teams, overcome roadblocks.

OVERCOME YOUR PERSONAL BLOCKS

- Knowing what influence behaviours to use and using them authentically allows us to overcome our fears and negative beliefs.
- We can adapt to the situation, make objective choices, and maintain our presence and impact. Our personal blocks no longer diminish our performance.

“ I was slightly cynical going in... but this programme smashed that cynicism out of the park.

It's made me start to think about myself and my actions in a completely different way.

”

OUTCOMES OF THE POSITIVE POWER AND INFLUENCE PROGRAMME

- You'll leave with clarity about your strengths as an influencer and know exactly what you can do to develop your impact.
- You'll understand how personal values and beliefs can get in the way of your ability to influence, and how to overcome these so that you can be effective and authentic.
- A simple toolkit will help you assess situations, including the needs and motivations of others, so that you can plan how to approach any situation and be agile and resilient, whatever you're facing.
- You'll join a community of influencers who will inspire you to stay connected to your learning and support your continued growth.

THE VIRTUAL OR BLENDED LEARNING PROGRAMME

- Grounded in over 40 years of practice the programme has evolved for the world we live in today.
- A stimulating journey of online work, facilitated group sessions, 1:1 coaching, and peer feedback, enables participants to identify their learning edge.
- A safe learning climate encourages learners to experiment and integrate new skills and behaviours, so they leave ready to apply their learning straight away.

THE OPEN ENROLMENT PROGRAMME

- Learning alongside people who don't know you leaves you free to be open, to experiment, and to get things wrong.
- A wealth of experiences and contexts creates a rich learning environment and opportunities to understand how you impact a diverse mix of people.
- An intensive week of self-development means you can step away from the day-to-day, slow down, and be reflective. There's space for new insights and ideas, and time to think creatively.

OPEN-ENROLMENT

POSITIVE POWER AND INFLUENCE PROGRAMME

VIRTUAL LEARNING PROGRAMME

- 12 x 2-hour sessions

£2695 + VAT

BLENDED LEARNING PROGRAMME

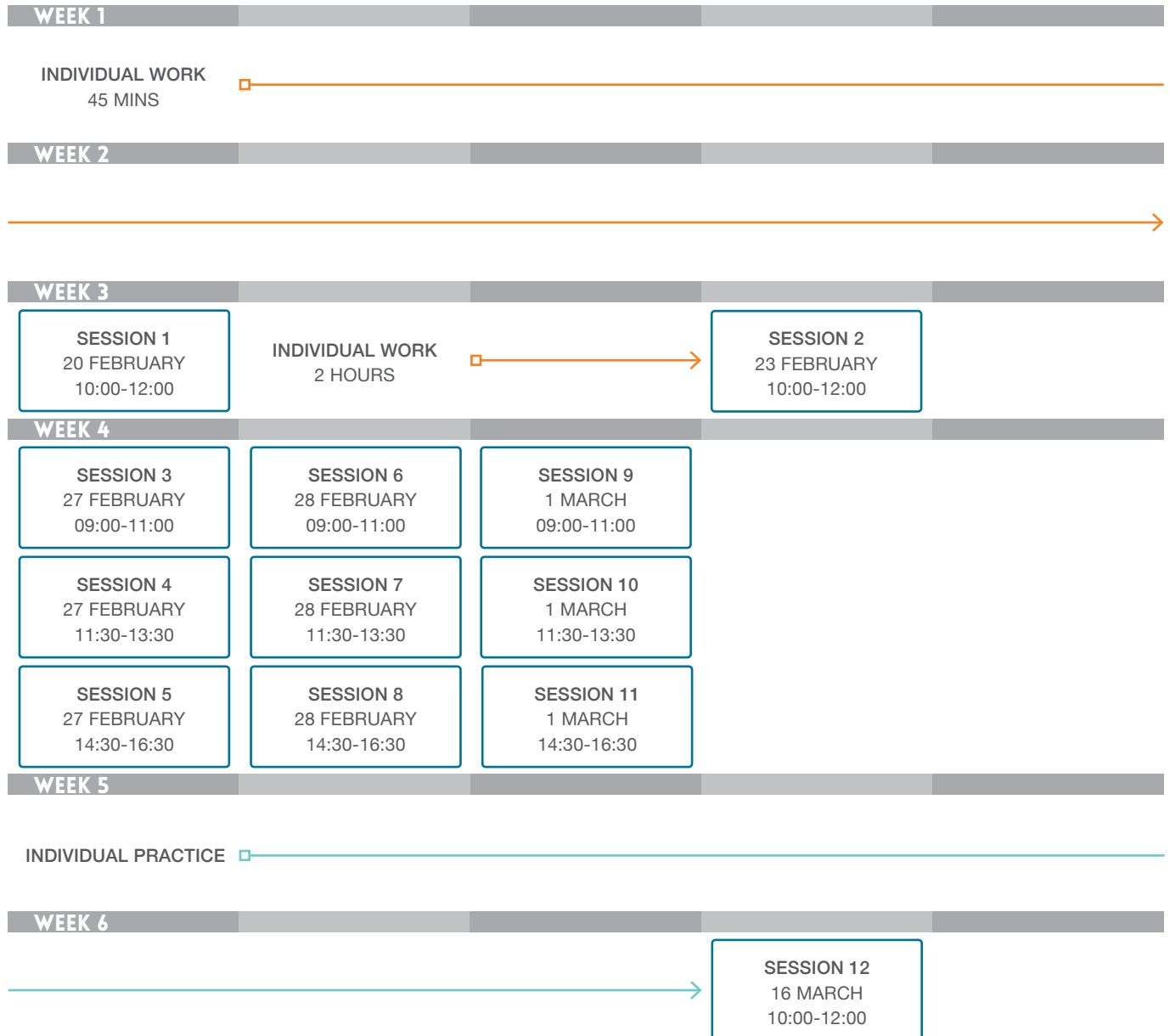
- 3-day face-to-face workshop
- plus 2 x 2-hour virtual sessions

£3245 + VAT

- Up to 12 participants with two facilitators.
- Price includes registration to the online Influence Hub, 360 Influence Questionnaire and all programme resources.
- Access to Alumni support, network and activities.

FEBRUARY 2023: VIRTUAL LEARNING

TOTAL FACILITATED SESSIONS - 12 (24 HOURS)



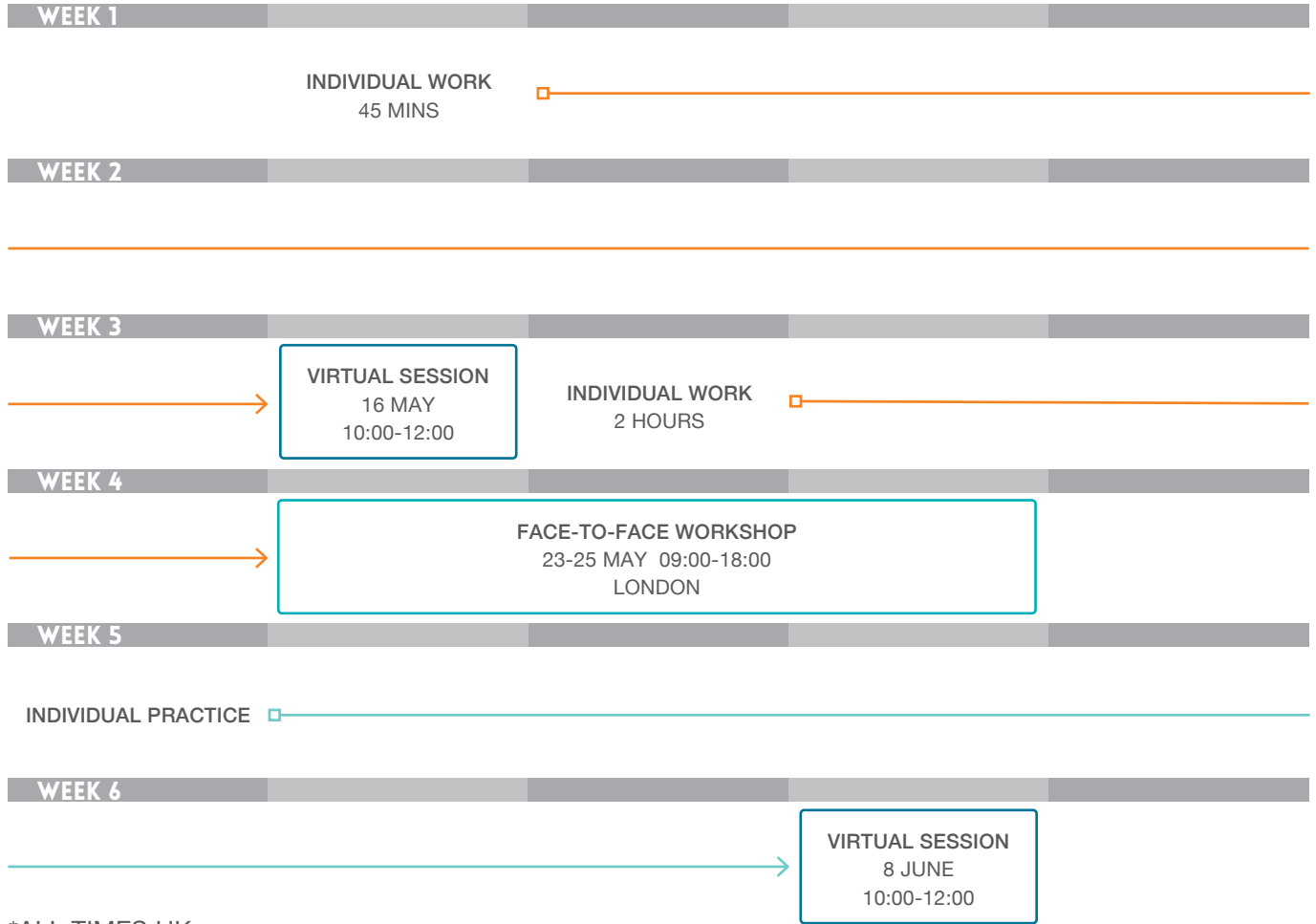
*ALL TIMES UK

KEY TO SESSIONS

- | | |
|--|---|
| Session 1 - Group Exercise | Session 7 - 1:1 and Learning Goals |
| Session 2 - Exercise review and Influence Model | Session 8 - Skills practice, single skill |
| Session 3 - Group Exercise | Session 9 - Skills practice, multi skill |
| Session 4 - Words, Music, and Dance and Persuading | Session 10 - Skills practice, style flexibility |
| Session 5 - Bridging and Asserting | Session 11 - Planning process |
| Session 6 - Attracting and Disengaging | Session 12 - Review, practice and close |

MAY 2023: BLENDED LEARNING

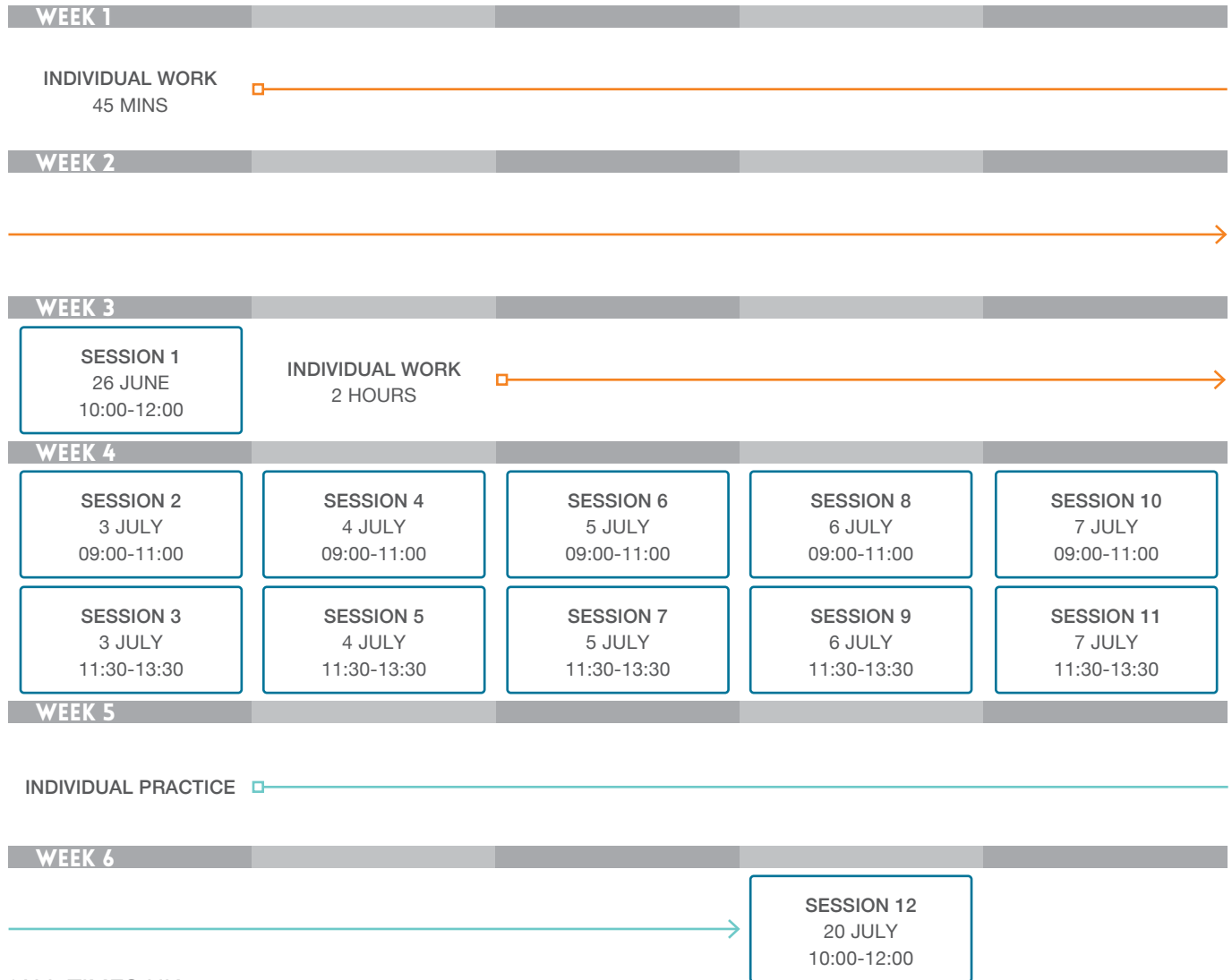
BLENDED LEARNING PROGRAMME: 3-DAY FACE-TO-FACE WORKSHOP



*ALL TIMES UK

JULY 2023: VIRTUAL LEARNING

TOTAL FACILITATED SESSIONS - 12 (24 HOURS)



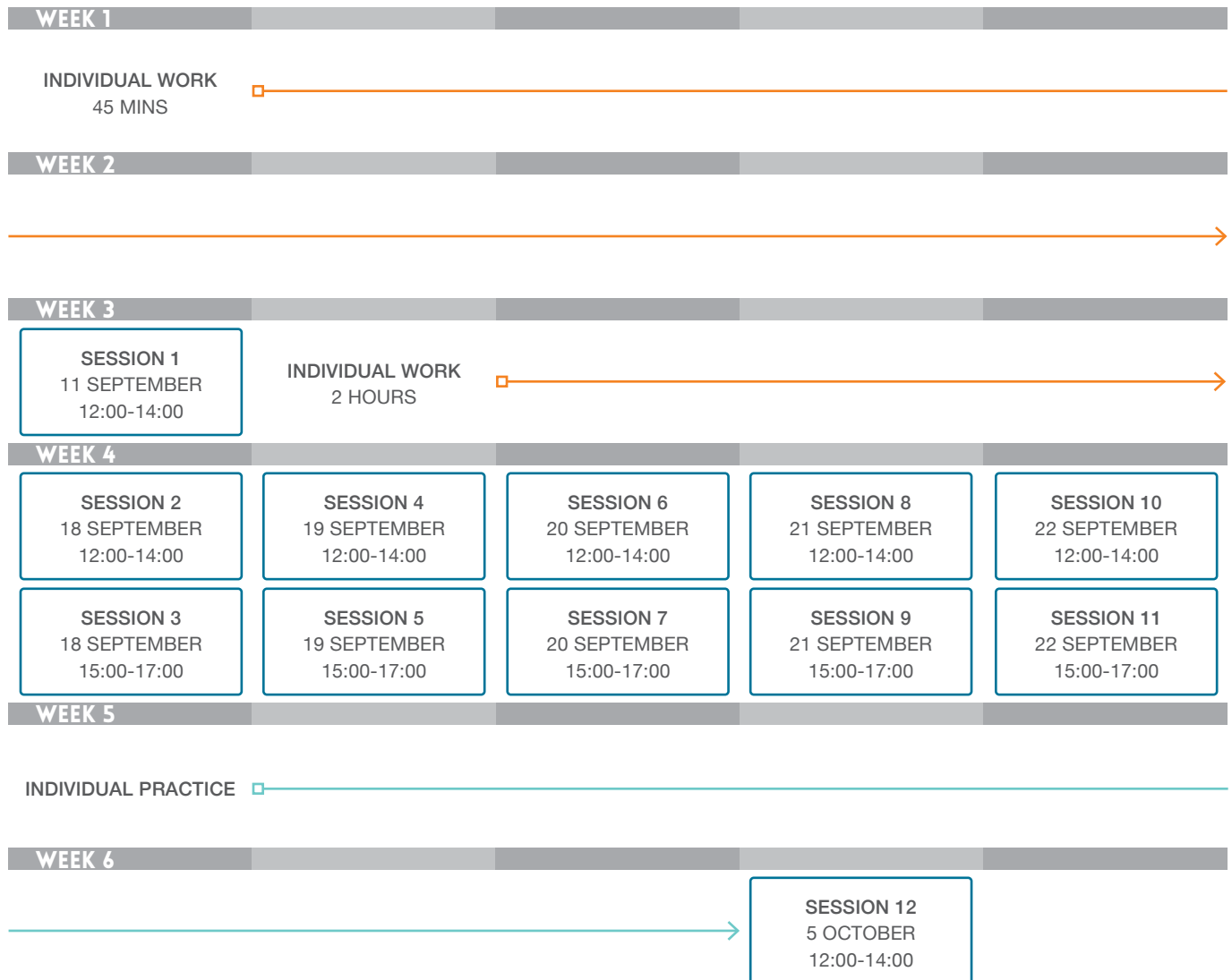
*ALL TIMES UK

KEY TO SESSIONS

- | | |
|--|---|
| Session 1 - Group Exercise | Session 7 - 1:1 and Learning Goals |
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| Session 3 - Group Exercise | Session 9 - Skills practice, multi skill |
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| Session 5 - Bridging and Asserting | Session 11 - Planning process |
| Session 6 - Attracting and Disengaging | Session 12 - Review, practice and close |

SEPTEMBER 2023: VIRTUAL LEARNING

TOTAL FACILITATED SESSIONS - 12 (24 HOURS)

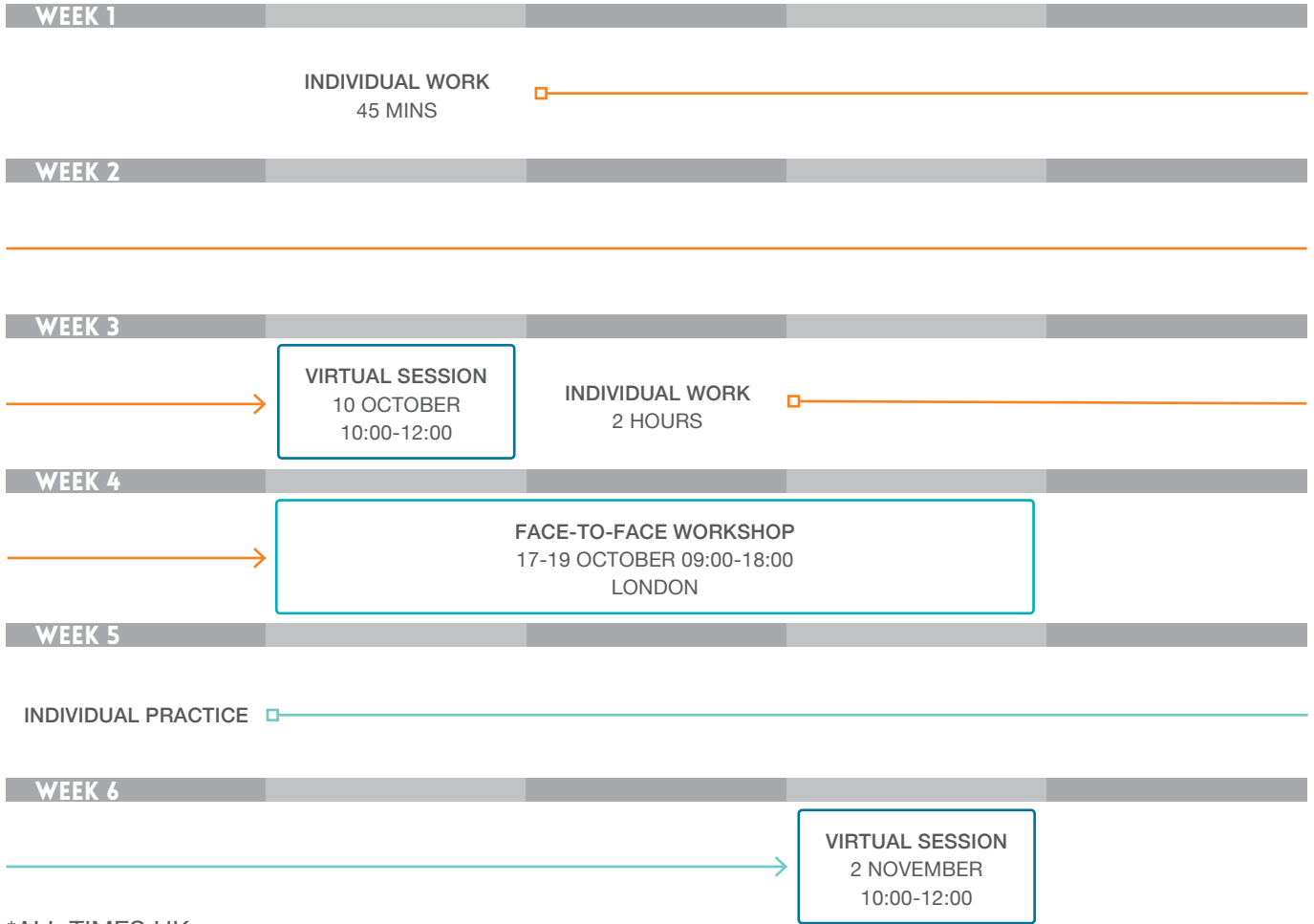


*ALL TIMES UK

KEY TO SESSIONS

- | | |
|--|---|
| Session 1 - Group Exercise | Session 7 - 1:1 and Learning Goals |
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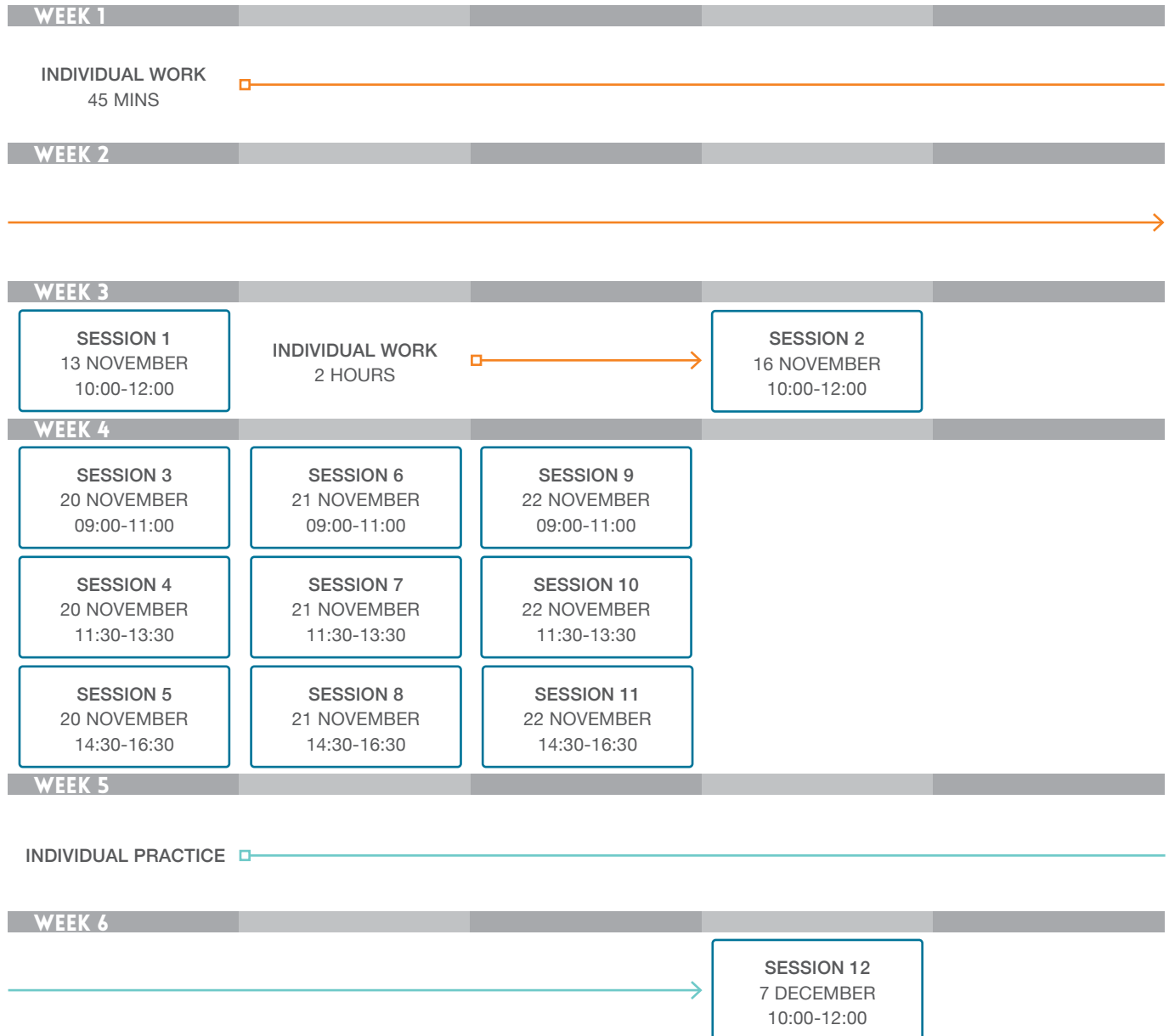
BLENDED LEARNING PROGRAMME: 3-DAY FACE-TO-FACE WORKSHOP



*ALL TIMES UK

NOVEMBER 2023: VIRTUAL LEARNING

TOTAL FACILITATED SESSIONS - 12 (24 HOURS)



KEY TO SESSIONS

- | | |
|--|---|
| Session 1 - Group Exercise | Session 7 - 1:1 and Learning Goals |
| Session 2 - Exercise review and Influence Model | Session 8 - Skills practice, single skill |
| Session 3 - Group Exercise | Session 9 - Skills practice, multi skill |
| Session 4 - Words, Music, and Dance and Persuading | Session 10 - Skills practice, style flexibility |
| Session 5 - Bridging and Asserting | Session 11 - Planning process |
| Session 6 - Attracting and Disengaging | Session 12 - Review, practice and close |

With over 40 years' experience of developing people, we know the right ingredients for a challenging and stimulating learning journey, one that will result in fresh insight, new skills, and real change.

CLIMATE

We work with the group to make sure everyone has what they need to feel safe and open to sharing experiences and trying out new behaviours.

THEORY

We share the principles of positive influence so that you build a common language and understanding.

DISCOVERY

We use a simple framework for constructive, behavioural feedback that allows you to develop awareness of your current use of influence behaviours.

EXPLORATION

You'll spend time immersed in each influence Style and explore how the behaviours feel and how they impact others.

PRACTICE

What's going to make the biggest difference? You'll set some personal learning goals and make choices about what you work on for the remainder of the programme.

APPLICATION

You'll learn how to apply your new skills to a real influence challenge using a tried and tested planning process.

POST-PROGRAMME

We offer lifelong access to resources, coaching, and support for all alumni, including free virtual practice sessions to help keep the learning fresh and relevant.

“ I felt totally at ease and confident to input, volunteer my thoughts and opinions and not regret not saying something! ”

“ The Situational Influence Model is simple but genius and the course does an excellent job of introducing and giving you experience using the model. ”

“ The material and facilitators were excellent. The opportunity to practise and to receive feedback in the moment was brilliant. The material gave me the opportunity to self reflect and adapt and adjust my natural styles accordingly. ”

WHY US?

WE'VE BEEN AROUND A WHILE

We were founded in 1977 and we've spent the last four decades delivering behaviour changing programmes for the individuals, teams, and organisations we work with.

WE'RE LOCAL AND WE'RE GLOBAL

Our clients are global, and so is Positive Power and Influence. Our learners come from all over the world and we enjoy exploring the nuances of cross-cultural influence with them.

WE'VE GOT A BRILLIANT TEAM

From learner enrolment and support through to programme materials, technical assistance, and alumni engagement we want every aspect of your experience to be of the highest quality.

WE LOVE LEARNING

Our learners are encouraged to listen to feedback and try something new, and we adopt the same approach to programme development.

FACILITATION

We really value the diversity of experience and approach that our community of facilitators bring to the programme. They are experienced coaches, consultants and psychologists who have worked across many industries and cultures. They have extensive first-hand experience of helping individuals and organisations navigate their challenges.

Passionate about the programme and our participants, their real skill lies in the ability to create safe environments, to exemplify positive influence, and to help every learner create meaningful change.

All facilitators go through a rigorous accreditation process to deliver the Positive Power and Influence programme, and all commit to continuous development.

“ *Honest, frank feedback with a smile. Passionate and able to provide examples in the moment. Brilliant.* ”

“ *Super trainers who provided challenge, insight and support and pushed all the participants including myself.* ”

WHAT DO WE MEAN BY POSITIVE?

**WHEN YOU GET THE JOB
DONE AND MAINTAIN OR
BUILD YOUR RELATIONSHIPS
YOU HAVE POSITIVE IMPACT**

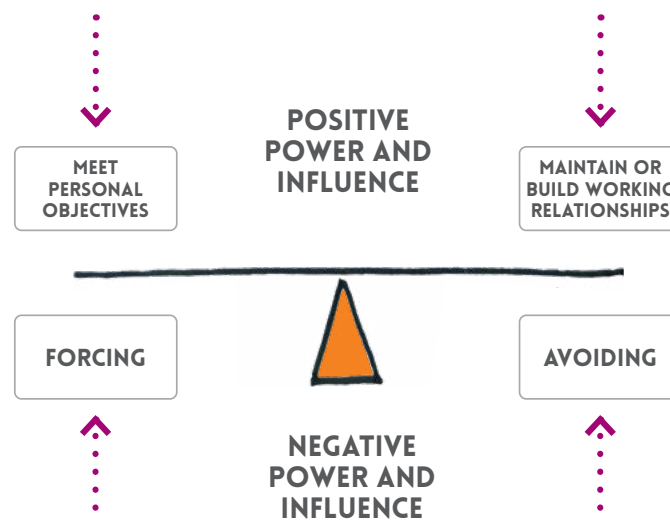
NEGATIVE INFLUENCE DAMAGES YOUR IMPACT

- If you focus too much on just getting the job done, over time people will feel steamrollered, or forced, because you're not paying attention to the relationship.
- However, if all you do is focus on the relationship, it's likely that you'll back off from meeting your objective. And then people will perceive you as avoiding.
- Negative influence is either where you're forcing by paying too much attention to the objective, or you're avoiding by paying too much attention to the relationship.

POSITIVE INFLUENCE IS ABOUT BALANCING TASK AND RELATIONSHIP

- That does not mean you always pay equal amounts of attention to the task and the relationship.
- If you're trying to achieve targets before the end of the year you might need to really focus on your objective.
- When you're working with a new project partner for the first time you will probably need to pay more attention to the relationship.
- The important thing is that you do it consciously, rather than just going with your gut.
- Positive influence is about taking an intentional view of how much energy you give to the task, and how much energy you give to the relationship.

THE INFLUENCE BALANCE BEAM



WHAT IS POWER?

$$\text{POSITIONAL POWER} + \text{PERSONAL POWER} = \text{TOTAL POWER}$$

THERE'S POSITIONAL POWER...

Your positional power might be made up of a combination of your status, your job title, your expertise and your access to resource.

AND THERE'S PERSONAL POWER.

Your personal power is an internal resource made up of the physical, mental and emotional energy that you have to complete a task, make a change, overcome a challenge.

DON'T ALWAYS RELY ON YOUR POSITIONAL POWER

Positional power can be extremely useful in getting things done. But over reliance on positional power will damage relationships and, when you need to influence somebody who has more of it than you do, you might find yourself out of your depth – literally powerless.

YOUR PERSONAL POWER IS UNLIMITED

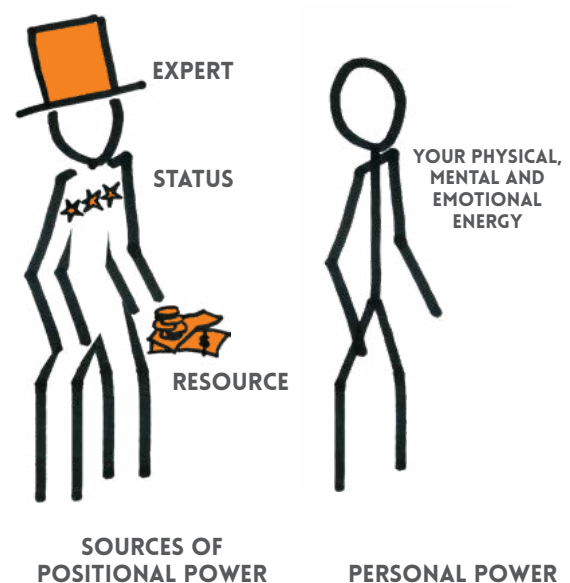
In contrast, your personal power is only constrained by the amount of energy that you can bring to bear on a situation. It can be developed and grown and used in any circumstance, irrespective of your position.

Personal power can be applied in any direction, as useful when you want to influence your manager as it is when you need to influence your team, your colleagues in another department, your supplier, your customer.

YOUR POSITIONAL POWER + YOUR PERSONAL POWER = YOUR TOTAL POWER

The total power that you can apply to a situation is a combination of your positional power and your personal power and, if you can learn to use them both positively, then you are giving yourself the best chance to be influential.

SOURCES OF POWER



WHAT IS INFLUENCE?

**INFLUENCE IS YOUR
POWER IN ACTION**

When you approach an influence situation you hold a wealth of potential energy, your power, that you can bring to bear.

When you apply that power to something that you want to achieve, it is visible in the way that you behave and can be felt by others: your power is converted to influence.

LOSING POWER... AND LOSING ENERGY

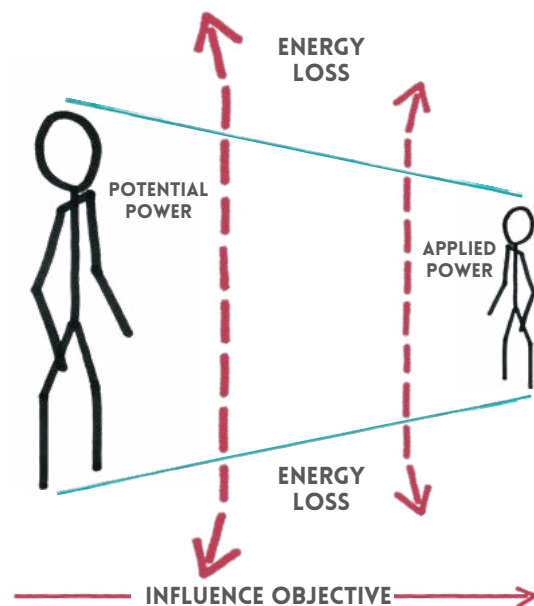
There are all sorts of factors that can diminish the amount of energy that others actually experience when you attempt to influence. Sometimes those factors are external - a last-minute agenda change or the fact that you're running late might derail some of your careful planning and cause you to lose energy.

YOU ARE GETTING IN THE WAY OF YOUR OWN ABILITY TO INFLUENCE

Internal factors - thoughts, beliefs, preconceptions, and prejudices - can have a shrinking effect on the energy that others feel from you.

Perhaps you believe that you can't be assertive with people who are senior to you, perhaps experience has led you to believe that the person you're influencing is likely to be difficult in some way, perhaps you struggle to find the patience to listen to a perspective that contradicts your own.

All of these 'inner voice' factors will have a negative impact on the energy that you can apply. You're likely to fall back on behaviours that you're comfortable with which may be inappropriate for the situation. You may fail in your objective, or damage a relationship, or both.



INFLUENCE STYLE FLEXIBILITY IS THE KEY

The answer is to master influence style flexibility. You learn a variety of different influence styles, you practise and get comfortable with the behaviours that make them effective, and you recognise which situations will be most positively impacted by which influence styles.

That way, neither external nor internal factors can derail your ability to influence.

TERMS AND CONDITIONS

Booking is accepted strictly upon our Terms and Conditions and in reliance upon your declaration.

By completing the booking you confirm that you have read, understood and agree to our Terms and Conditions below.

You understand that participation in the course is for educational purposes only.

You declare that you are attending the course voluntarily and it is your sole responsibility to inform us of any physical, medical, psychological or psychiatric condition which would affect participation on the course.

1. Bookings

- a. A confirmed booking is not made until a fully completed Booking Form and signed Terms and Conditions are received via our website.
- b. We reserve the right to refuse to allow attendance on our courses unless a fully completed Booking Form, signed Terms and Conditions and full payment has been received by us.

2. Payment

- a. All fees are payable within 14 days of receipt of invoice and in all cases settled in advance of the course start date.

3. Cancellation, Postponement and Transfer

- a. If you wish to cancel or apply to postpone or transfer your booking, please contact us on +44 1273 770764 or via support@positivepowerandinfluence.co.uk in all instances.
- b. In the event of you cancelling your booking we reserve the right to retain a cancellation charge at the following rates:
More than 30 days before Session 1: No charge
30 days or less before Session 1: 100% of total fee
- c. If you wish to postpone your booking to a later programme, you may do so, with the following conditions:
The later programme commences no more than 6 months after the start of the postponed programme.
You may only apply to postpone a booking once. Further postponements will be treated as cancellations.
- d. We reserve the right to retain a postponement charge at the following rates:
More than 30 days before Session 1: No charge
Between 15 and 30 days before Session 1: 20% of total fee plus new programme fee.
15 days or less before Session 1: 50% of total fee plus new programme fee.
- e. To avoid cancellation or postponement charges, you may choose to transfer your booking to a substitute participant at no charge. We have absolute discretion as to whether to allow a transfer of your booking. In all cases, a fully completed Booking Form and signed Terms and Conditions must be received by us before any substitute participant is accepted or admitted for attendance.

- f. We reserve the right to cancel or alter a course without prior notification. In the unusual event that we cancel the course, our liability will be limited to a refund of your course fees.

4. Video recording

- a. No video or audio recording is permitted without our prior consent in writing.
- b. During this programme, you will sometimes engage in group activities which will be recorded. It is very valuable for you to review these recordings so that you can see your impact in different situations. To this end, we will distribute videos in which you appear to you and your group. These videos are unlisted so cannot be discovered by anybody else who does not have the link.

Videos are permanently deleted as soon as the review process is complete. We require your consent to share the video with you and your group in line with our privacy policy. If you do not wish to give consent to the video being shared, you will unfortunately be unable to continue your participation in the programme.

5. Attendance

- a. The programme follows a linear progression. Missing sessions has an impact on learner outcomes and group dynamics. For that reason we ask participants to commit to all sessions.
 - If one session is missed we will do everything possible to mitigate the impact on the individual and the group.
 - If two sessions are missed we will ask the delegate to withdraw and attend a future programme. Depending on cause, we reserve the right to retain the original course fee and charge an additional course fee in such circumstances.
- b. We reserve the right to refuse access to any course (or any part of a course) where we have reasonable grounds to believe that the continued presence of any participant would be detrimental to the course. We reserve the right to retain the course fee in such cases.

6. General

- a. A person who is not a party to this Agreement shall not have the right to enforce any term or terms of this Agreement pursuant to the Contract (Rights of Third Parties) Act 1999.
- b. This Agreement shall be governed by and construed in accordance with the laws of England.