



# Time Allocation - Topics

## 15% Defining Influence

## 30% Establishing Your Influence Base

- Understanding the Three Bases of Power
- Building Your Confidence
- Discovering Your Influence Profile

## 30% Finding Your Voice

- Unraveling the Language of Influence
- Asserting Yourself
- Becoming a More Powerful Speaker
- Using Dialogue as an Influence Strategy

## 15% Expanding Your Influence

- Unlocking the Hidden Power Structures
- Building Your Network of Influencers

## 10% Planning Your Next Step

- Staying Connected
- Planning Your Next Steps

## Focus

### Primary - Leadership Development

Adaptability, Communication, Interpersonal Relations

### Secondary - Planning/Organizing

Problem Identification, Developing Specific Plans, Generate and Obtain Plan Support

### Tertiary - Executing/Controlling/Evaluating

Follow-Up

## Level

Introductory **Intermediate** Advanced

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