

# Managing Without Authority

Project manager, team leader,  
committee chair, task force director –  
great titles, tough jobs

If you're on the fast track – someone who has already moved well beyond his or her formal job description – you know what we mean because you've been tapped for one of these roles. You are expected to get results – mold the group into a driving force – without any real authority over most of the members because they come from all over the organization. You need new skills to be effective in this environment – skills like winning trust, building credibility and influencing others to your point of view. These are exactly the types of abilities you will acquire at *Managing Without Authority*.

This new two-day seminar is based on the classic work of Dale Carnegie – the acknowledged master of persuasion and

human relations skills. You will learn to communicate up, down and across the organization to build consensus; negotiate compromises that work for everyone; resolve group conflicts before they derail the project; use five types of evidence to gain commitment. In addition, through a set of proprietary exercises you will be shown how to create working alliances and make people glad to do what you want them to do.

In today's matrixed business world, successful leaders are able to work effectively well beyond the narrow span of control granted by a job description. They make the right things happen by gaining commitment and consensus from diverse individuals using skills like diplomacy, tact and persuasion. Now you can take an important step toward joining the ranks of successful leaders. Register today for *Managing Without Authority*.

## Learn How To

- Understand the 5 proven ways to successfully influence others
- Gain trust throughout the organization
- Acquire the confidence and self esteem you need to lead
- Practice the behaviors that permit effective leadership
- Lead others even when you don't have direct authority
- Use the power of being a good listener
- Give and receive feedback
- Ask the right questions to keep the conversations focused
- Utilize 4 important tools that enable the building of positive relationships
- Use presentations to persuade your audience
- Recognize and overcome the barriers that may stand in the way of your taking a leadership role

## Who Should Attend

**Managers, Project Team Leaders, Supervisors, and executives who needs to get things done through people who are outside their span of control**