



# Achieving Results without Authority

## Gain the support and cooperation of others to increase your personal effectiveness

Do you have lots of responsibility but little real authority? Here's the truth: Like most people in today's workplace, you probably don't have the "position power" needed to accomplish what's expected of you. What you are able to accomplish is directly related to your ability to build strong relationships, win cooperation, and exert influence on others up and down the organization. Succeeding in this demanding environment requires skills you didn't learn in school. The good news is you can gain the abilities you need by attending this information-packed seminar.

Think about it — Every office has someone who can bring people together to achieve results, no matter what the task at hand. Up the ladder, among peers, or with subordinates — it doesn't matter. This person has earned the credibility and respect that make it possible to bring groups together, build consensus, and move projects ahead. Perhaps the single most important skill you can possess in business today is the ability to get things done.

## What You'll Learn

- Learn strategies for achieving goals even if you don't have position power
- Identify ways to build rapport that nurtures strong office relationships
- Discover ways to get support and cooperation from managers and peers throughout the organization
- Project confidence and competence without coming across as a know-it-all
- Identify strengths and weaknesses in yourself and others
- Discover ways to fine-tune your verbal and non-verbal communication skills
- Eliminate behaviors that steal your personal power
- Use conflict-resolution tools to build consensus on work teams



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