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# Leading Without Authority: How to Persuade, Influence and Motivate

The ability to persuade, motivate and influence is critical when you must get things done, but are not in a position of formal authority. Responsibility without authority can be frustrating unless you develop your abilities to communicate in a way that garners respect and motivates others to take action.

This interactive program will equip participants with the essential tools for getting the job done from beginning to end... even when actual authority is limited.

## Module 1

### Explore the Nature of Leadership

Regardless of their title, people who are encouraged to make use of their experience and skills are empowered to lead others — even without formal authority. This module shares what it means to be a leader at any level and defines the characteristics and attributes that inspire others to follow.

- Define leadership characteristics and qualities that encourage people to respond
- Discuss ways to establish and maintain personal credibility
- Describe personal accountability and why it's essential to leadership

## Module 2

### Personal Accountability

Being accountable and taking responsibility for your actions are important components of leadership. This session will introduce you to personal accountability and show you how to model it for your team.

- Assess your accountability characteristics
- Discuss the key elements of personal accountability
- Identify strategies for improving and modeling a culture of accountability

## Module 3

### Personal Credibility

Credibility is how much others believe, trust and respect you. This module explores how it's a foundation of leadership and teaches techniques for developing and maintaining credibility.

- Discuss ways to establish and maintain personal credibility and trust
- Explain ways to establish expertise and competence
- Articulate how confidence is a critical element of credibility

## Module 4

### Engaging, Motivating and Influencing Others

A leader's ability to actively listen and engage with others demonstrates a commitment to inclusion. This module teaches tactics to achieve success through others without formal authority.

- Develop strategies for building strong relationships with others

- Recognize the attributes of an engaged and invested leader
- Describe ways to influence and persuade in a positive manner

#### Module 5

### Building a Culture of Communication

Fostering a culture of communication means openly exchanging information and supporting others. This module identifies communication-building techniques that will help you effectively work with others.

- Explain the process of communication and how the elements impact your message
- Demonstrate the communication skills required to express yourself clearly and confidently
- Discuss how to use critical communication skills effectively across various channels

#### Module 6

### Collaborating for Organizational Impact and Effectiveness

When collaboration is effective, it maximizes efficiencies, strengthens partnerships, and ensures greater levels of commitment. In this session, you'll learn how adopting collaboration techniques can lead to positive results.

- Discuss the nature of workplace dynamics and its impact on collaboration
- Define cross-functional collaboration and why it's important in organizations
- Summarize a leader's role in improving cross-functional teamwork

