

Getting Results Without the Authority

Length: 1 Day

Summary: In today's business culture, there are circumstances in which a person who possesses no formal authority is required to accomplish a task or complete a project. Perhaps you will recognize a problem or a business need, and you will assume responsibility to resolve the issue. Or your manager may direct you to complete a task in which you will need to solicit the help of others in order to complete the task. This course offers strategies to build relationships, identify the key people you will need to help complete your project, ask them for the assistance that you need, and orchestrate the process of moving your project forward to completion.

Upon successful completion of this course, students will be able to:

- ✓ Build relationships with associates
- ✓ Justify the business need, navigate your company's culture, and develop a resolution strategy
- ✓ Get what you need from coworkers to complete your task
- ✓ Complete a task or project without assistance

Who should attend: Team Leaders, Project Managers, Project Leads, and anyone else who needs to accomplish results without having formal chain-of-command authority

COURSE CONTENT

1: BUILDING RELATIONSHIPS

- Lay Groundwork
- Establish Rapport with Associates by Helping Them
- Establish Your Credibility

2: CREATING A STRATEGY TO GET RESULTS

- Justify a Business Need
- Build a Plan Around Your Company's Culture

3: GETTING WHAT YOU NEED FROM OTHERS

- Prepare to Approach Others for Help
- Ask for What You Need
- Orchestrate Your Plan

4: COMPLETING THE PROJECT BY YOURSELF

- Justify Completing the Project by Yourself
- Manage the Consequences of Completing the Project by Yourself