The ability to exercise influence without authority is one of the most important skills an individual can master. Getting things done in any organization often requires you to exercise influence to get tasks and projects accomplished even when you may not have the formal authority to mandate action. Whether you are stuck in the organizational hierarchy or on an ad hoc team, you need to be able to influence the actions of your team members to ensure the successful completion of the task at hand.

Here’s what you will learn:

- understand the nature of power and influence
- your own personal sources and style of influencing
- your own default responses to situations and how to gauge others default and learn to accommodate both
- what happens to you as you face the difficult process of confronting other people in your organization and how to manage both yourself and them during the process
- how to have the most difficult of conversations

Key “take-aways” from this program:

- develop a thorough understanding of your own influencing style
- diagnose the styles of others in order to increase your effectiveness with them
- have a clear understanding of the framework to help you select the most appropriate strategy for the circumstances
- receive a formula to have the necessary crucial conversations without putting the other person on the defensive
Leading Without Authority

December 8, 2015
8:30 a.m. - 3:30 p.m.
Advance Business & Manufacturing Center
Green Bay, WI

Workshop Site
Advance Business & Manufacturing Center
2701 Larsen Road, Green Bay

Workshop Meeting Time
8:30 a.m. - 3:30 p.m.

Confirmation
Prior to the seminar, you will receive a letter with directions to the seminar site.

Accommodations
If you need an accommodation for a disability to fully participate in this program, please call Ryan Kauth at 920-496-2117 at least three weeks prior to the program.

Available at Your Site
Customized, in-house presentations of these workshops are available. Call 920-496-2117 to discuss potential professional development and leadership options. Additional topics are available. Content will be tailored to meet your needs.

Cancellation/Refund
To receive a full refund, you must cancel no later than seven (7) business days prior to the start of the program. Cancellations after this time will be responsible for the full program fee.

Substitutes are welcome. Walk-ins are welcome — please call 24 hours in advance to ensure space availability. If you wish to transfer your registration to another seminar, a $50 transfer fee is applied.

Available as part of the Supervisory Leadership Certificate Program

Name: ___________________________________________________________________
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Company Name: __________________________________________________________
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Fax: _______________________  E-mail: ______________________________________

Number of people: ________  x  $200 ea. =  $____________
Name(s) of Participant(s)________________________________________________
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For more information, or if you would like to pay by P.O., contact us by:
Phone: 920-496-2117
Web:  www.uwgb.edu/sbdc
E-mail: sbdc@uwgb.edu
Fax: 920-496-6009
Mail: SBDC
2701 Larsen Rd.
Green Bay, WI 54303

Funded in part through a Cooperative Agreement with the US Small Business Administration (SBA). Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Ryan Kauth, 2701 Larsen Road, Green Bay, WI 54303, and (920) 496-2117. The support given by the SBA does not constitute an expressed or implied endorsement of the opinions, products, or services of the SBDC. The Small Business Development Center services are part of the UW-Green Bay Division of Outreach and Adult Access. We are also a partner in education with the University of Wisconsin-Extension. SBDC programs are nondiscriminatory and available to individuals with disabilities. AA/EOE.

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