

**ARIVU**  
Empower • Innovate • Perform

## Managing Upwards (1 Day)

Your objectives and projects may rely on getting people on board who are more senior than you or whom you don't usually work with. There are also situations where you need to have enough confidence to address your own manager. How do you find ways to perform in these circumstances?

You may be at a disadvantage, as you can't always rely on lines of authority or hierarchy to get things done. You must also be able to communicate in the appropriate way and have the confidence to influence for the right outcome and build your self-image.

This course will enable you to improve the way you interact with people, manage your workload better and get the best out of others in order to achieve the successful outcomes you want and the business needs.

If you require any specific leadership and management skills to suit your specific needs, then we can tailor-make the training just for you. Just call us on our number for a chat.

### What you can expect to gain:

#### Effective Communication

- Identify personality types and recognise communication styles
- Adapting your style to maximise your impact on others
- Approach difficult conversations with confidence
- Picking the right channel(s) for the best result (face to face, phone, email...)
- Driving conversations to a successful conclusion

#### Building Your Brand

- How do you want to be perceived by others?
- Build up your confidence to tackle the task at hand
- Position yourself so you're recognised and respected
- How you look and what you say - they both speak about you

#### Influencing without Authority

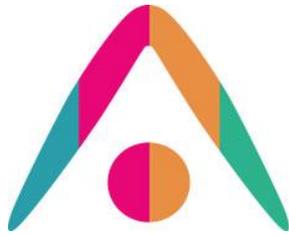
- Working with others as 'allies'
- Setting goals that can be achieved
- Seeing things through the eyes of others
- Leveraging your influencing
- Building an effective network
- 'Give and take' influencing

#### Managing Your Manager and Others

- Use your assertiveness skills to make an impact in meetings

[www.arivu.co.uk](http://www.arivu.co.uk)

**Innovative & Impactful Coaching & Consulting Services  
To Transform Your Business**



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- Getting your ideas across so you stand out from others
- Preparing yourself for success and getting things done
- Manage expectations around workloads and prior commitments
- How to make 'your important' 'their important'

**What others have said about these courses:**

*“I wanted to improve the working relationship with my manager and others who are not in direct line of control - this course gave me lots of tips. The course was well designed, well presented and a brilliant experience.”*

- William Lichfield, QVC

**To find out more about this course or to enquire about prices, training dates and locations, please contact us on **0871 237 6767** or email us at [info@arivu.co.uk](mailto:info@arivu.co.uk)**

[www.arivu.co.uk](http://www.arivu.co.uk)

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