

IT Projects - Influencing Without Authority

In today's IT culture, there are circumstances in which a person who possess no formal authority is required to get work done through others and move an IT project to completion. If this occurs in your professional life, you will need to solicit the help of others to complete the task. This course offer strategies to build relationships, identify the key people you will need to help complete your IT project, ask them for the assistance that you need and orchestrate the process of moving your project forward to completion.

Objectives

Build relationships with associates | Create a strategy to get results from your IT project | Get what you need from associates to complete tasks | Identify barriers and resolve conflicts to achieve a smooth project flow

IT Projects - Influencing Without Authority Course Outline:

Lesson 1: Building Relationships

A. Lay the Groundwork

- > Self-Awareness
- > Personality Traits
- > Emotional Intelligence and Rapport
- > Motivation and its Theories
- > Impact of Organizational Structures
- > Leadership
- > Influence and Delegation
- > Networking and Accountability

B. Establish Your Credibility With Associates

- > Integrity
- > Professional Behavior
- > Leadership Styles
- > Reputation

C. Establish Rapport With Associates by Helping Them

- > Reciprocity
- > Sincerity vs. Diplomacy

Lesson 2: Creating a Strategy to Get Results

A. Justify a Business Need

- > Business Needs
- > Needs vs. Wants

B. Influence Project Stakeholders

- > Significance of Communication
- > Stakeholders
- > Influencing Stakeholders, Team Members, Top Management, Peers and Customers

C. Influencing Stakeholders Across the Project Life Cycle

- > Initiation
- > Planning
- > Execution
- > Control
- > Closure

D. Build a Plan Around Your Company's Culture

- > Company's Culture
- > Reporting Structure
- > Authority
- > Coordination of Power
- > Authoritative Structures
- > Plans and Tactics

Lesson 3: Getting What You Need From Others

A. Prepare to Approach Others for Help

- > The Influencing Process
- > Sponsors and Champions
- > Factors to Choose the Right People

B. Ask for What You Need

- > Negotiation and persuasion
- > Manipulation and Assertiveness
- > Rationalization
- > Active Listening
- > Cooperation vs. Resistance

C. Orchestrate Your Plan

- > Trust
- > Commitment and its Model
- > Status Feedback

Lesson 4: Following Through on Your Path

A. Eliminate Barriers in Influencing Team Members

- > Introversions and Extroversions
- > Employee Attitude
- > Changing Nature of Projects
- > Types of Barriers

B. Manage Conflicts

- > Conflict Management
- > Sources and Types of Conflict
- > Techniques to Resolve Conflict

C. Reward Contributions

- > Rewards
- > Final Feedback
- > Closure Meetings