

Influencing Skills For High Potential Professionals

London, 30 January 2015

Knowledge and skills for growth



London
Stock Exchange Group



Academy

Who we are

The educational model of the Academy is that of a "Corporate University" where the traditional classroom is replaced by an interactive approach to all open enrolment programmes so as to:

- Facilitate the exchange of experiences and expertise among the professionals attending.
- Actively encourage the transfer of knowledge and skills gained back into the workplace.

All our open enrolment courses are designed to analyse and explore developments in the international financial markets in order to improve delegates' technical and operational skills.

Our Strengths

Academy clients are able to benefit from two particular advantages when working with the Academy:

- Our faculty, encompassing experts from across London Stock Exchange Group and experienced UK, Italian and international financial market practitioners. We are also able to draw on the insights of leading academics from the most respected universities.
- Our innovative methodology, centred on the value of group learning, a collaborative approach and creating an active learning environment.

The Course

Overview

Being successful as a professional requires influencing others and gaining their cooperation, particularly when there is no direct or line authority. Without the ability to influence, it becomes harder to achieve targets and meet deadlines, and work becomes more stressful. The people that need to be influenced can be in other departments, customers, suppliers, regulatory authorities, and superiors within the organisation.

This one-day programme will provide an understanding of how to exert influence plus tools and techniques for becoming more influential in a professional services setting. This unique programme provides the opportunity to understand the challenges of 'informal leadership', influencing others with and without authority and achieving greater and wider buy in and engagement.

In addition, each participant will receive personal feedback, which together will create a powerful learning experience.

Why attend?

The value of the programme to both the participants and their organisations will be:

- Enhanced influencing skills in a wider range or professional situations
- Greater professional presence and impact
- Better management of politics in a professional

Areas covered will include:

- Difficulties in exerting influence
- Alternative influencing strategies for professionals
- Individual preferences and approaches
- Exerting influence in groups
- Using feedback as an influencing strategy
- Feedback on personal influencing style
- Recent advances in Neuroscience and influence
- Managing politics in professional organisations
- Professional relationships and their role in influence

Case studies, exercises and simulations will be included

Location

The course will be held at London Stock Exchange's headquarters located next to St. Paul's Cathedral at 10 Paternoster Square, London EC4M 7LS.

Who should attend

This course is designed for professionals from all areas of financial services and large corporations who share a desire to improve their ability to be influential. Their role will be important for the advancement of their organization and their success will be dependent on their ability to get others to cooperate with them.

Participants are given a great deal of personal attention and there will be time to address particular influencing challenges.

Trainer: Mike Meldrum MBA, BSc (Hons), Cert. Ed, Dip M, Int Dip Exec Coaching.

Mike is an independent management and leadership development consultant, a role he has performed since 2003. Prior to this, he was a Senior Lecturer in Management Development at Cranfield School of Management, where he worked continuously for 18 years. His initial discipline was Marketing but he later worked as Programme Director for some of the School's most senior programmes. Although now an independent, he continues to return as a contributor to a range of the School's activities.

Mike's current focus is senior managers and their teams where the objective is always performance improvement. With individuals it is normally the enhancement of personal contribution and influence; with executive teams it can be more effective teamwork or the creation of business strategy, and with larger groups it may be an entire management or leadership development programme.

The Course

09:00 Welcome and introduction to course objectives

- Rationale for the programme, introduction to the timetable for the day and the benefits being sought

Participants Introductions

- Introductory exercise to identify delegates aims and objective for attending the workshop

The Nature of Influence

- Influence can be exerted in many different ways and with different consequences. This section will look at how influence is achieved and the range of influencing tools available.

Barriers to Influence

- Participants will be encouraged to look at the reasons people fail to be influential when they need the cooperation of others.

Influencing in Groups

- Being influential in groups can be harder and the workshop will examine the various factors at play here.

Practical Group Exercise

- The session will include an exercise where participants will operate in small groups trying to solve a realistic business problem.

Alternative Influencing Strategies

- Individuals respond differently when facing a situation where they want to be influential. This session will involve participants completing an influencing strategies profile to gain insight into how they improve their flexibility and adopt different influencing strategies

Lunch

Insights from Neuroscience

- Recent research in neuroscience using latest MRI technology has enabled new insights into the way the brain functions, a number of which have implications for influencing people. This has particular relevance for influencing people that may initially exhibit signs of hostility towards you

Constructive Organisational Politics

- Politics are prevalent in all organisations so being influential requires an understanding of the different political profiles people adopt and the appropriate response. A profile mapping technique will be introduced.

Politics Case Study

- Participants will be presented with a real life situation and asked to analyse the politics at play and, taking the role of a particular person, how to respond constructively

The Course

Interpersonal Relationships

- It's a truism that things often get done at work through relationships – especially in a financial services environment. This session uses a unique technique that identifies where and how to develop more productive professional partnerships

Making Yourself More Influential

- In this final session participants will create an action plan for making themselves more influential
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17:00 Course Close

The Course

Date of course

30 January 2015

Registration fee: £ 695 + VAT

Joining instructions

Joining instructions will be confirmed by email 7 days prior to the course date. Please contact us if you do not receive any written registration confirmation. This registration form must be received by London Stock Exchange no later than seven days in advance of the course start date and submitted to Academy UK mail to academy_uk@lseg.com. All registrations are subject to the data protection policy and terms and conditions listed below.

Payment

The course fee includes all supporting documentation supplied by London Stock Exchange to the delegates in relation to the course. Delegates are responsible for their own travel and accommodation arrangement. Once your registration has been confirmed, London Stock Exchange shall issue you with an invoice. Full payment of the fees must be received by London Stock Exchange 28 days after receipt of such invoice.

Cancellation

Substitutions may be made, however you must notify London Stock Exchange of such changes at least 48 hours in advance of the course start date. If you are an organisation, you must provide London Stock Exchange with details of all delegates at least 48 hours in advance of the course start date. A full refund will be given for cancellation requests received at least 15 working days before the course. Cancellations must be made in writing (post, email or fax) and must be received by London Stock Exchange before the 15 working day deadline. Delegates who cancel 10-14 working days prior to the course will receive a refund equal to 50% of the fee. No refund will be given for cancellations received less than 10 working days before the course. London Stock Exchange reserves the right to change or cancel the course or any part of its published programme due to unforeseen circumstances; in such circumstances London

Stock Exchange will use reasonable endeavours to contact the delegate or organisation.

Liability

Whilst every effort is made by London Stock Exchange to ensure that the contents of the course are accurate and up to date, London Stock Exchange shall not be liable whatsoever to the delegate or the organisation participating in the course for any inaccuracy or misleading information, nor for any consequential damage or expense or any loss of profit or any liability to third parties incurred as a result of reliance on such information which is provided for educational purpose only. London Stock Exchange's total liability under this agreement shall be limited to the total fees payable under this Agreement. Nothing in this Agreement shall limit the liability for death, fraud or personal injury caused by its negligence.

Intellectual property rights

The delegate agrees that all intellectual property rights held in all documentation supplied by London Stock Exchange to the delegate in relation to the course are and shall remain property of London Stock Exchange and therefore any exploitation, copying or distribution in any form of the same is strictly prohibited. The delegate or organisation (whichever is applicable) shall not at any time use the name, logo, or trademark of London Stock Exchange without the written consent of London Stock Exchange.

Organisations

This section shall only be applicable to organisations who have booked their delegates on the course detailed below. You shall at no time publicly refer to the training which London Stock Exchange shall provide to your delegates, without the written consent of London Stock Exchange. Our training is not and will not be an endorsement of your organisation and the services you offer. London Stock Exchange does not endorse any training provided by Academy, London Stock Exchange Group.

Terms & Conditions

Data Protection

London Stock Exchange takes your privacy seriously. We collect and use personal information to provide services, conduct market research and inform you about relevant products and services.

Please confirm your preference below:

- I do NOT wish to receive information about products or services from the Academy of London Stock Exchange
- I do NOT wish to receive information about products and services from carefully selected third parties
- YES, I would like to receive information via electronic communication about future programmes from the Academy of London Stock Exchange

We will not disclose your data outside London Stock Exchange unless we have your permission except to business partners and to third party suppliers for processing purposes under normal business practice.

I have read and understand the booking terms and conditions.

SIGNATURE:

NAME:

DATE:

Terms & Conditions

Please complete the details below and sign to confirm acceptance of the terms and conditions. Completed forms should be returned to Academy, London Stock Exchange Group by email to: academy_uk@lsegroup.com. For any further information please contact the Academy Customer Care at: +44 (0) 207 797 1821.

Date of course: 30 January 2015 Registration fee: £695+VAT Total to be invoiced £_____ (Incl VAT)

Participant Information			
Title	Name	Surname	
Job Title		Company name	
Address Line 1		Address Line 2	
City	Post/Zip code	Country	
Email		Tel:	Fax

Position within company: <i>(please tick)</i>		Nature of business <i>(please tick)</i>	
Board/Senior Management	<input type="checkbox"/>	Listed/private Company <i>(please delete as appropriate)</i>	
General Management	<input type="checkbox"/>	Law	<input type="checkbox"/>
HR & Training	<input type="checkbox"/>	Accountancy	<input type="checkbox"/>
Planning & Control	<input type="checkbox"/>	Banking	<input type="checkbox"/>
IT	<input type="checkbox"/>	Consultancy	<input type="checkbox"/>
Legal	<input type="checkbox"/>	Funds	<input type="checkbox"/>
R&D	<input type="checkbox"/>	Investment Bank	<input type="checkbox"/>
Tax	<input type="checkbox"/>	Intermediary	<input type="checkbox"/>
Finance	<input type="checkbox"/>	Private Equity	<input type="checkbox"/>
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>

*If you are registering a **multiple places**, please, complete the following:*

Company name		
Address Line 1		Address Line 2
City	Post/Zip code	Country
Contact email		Contact telephone number
Delegate 1: Name and email		
Delegate 2: Name and email		
Delegate 3: Name and email		
Delegate 4: Name and email		

Signature:

Name:

Date:

Academy

Comprehensive, quality education is fundamental in the development and growth of the economic financial system. Established in 2000, Academy, the educational centre of the London Stock Exchange Group, delivers on this aim by developing and offering a variety of seminars and training courses relevant to the financial, legal and corporate management community.

www.lseg.com/academy

Contact Details

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