

**Office Influence in a Virtual World**

**Course Number:** ITL-130  
**Duration:** 1 day

**Overview**

This Office Influence in a Virtual World training course teaches students the concepts, techniques, and tactics to enhance the effectiveness of their coworkers and staff while working remotely.

**Note:** A condensed version of this class can be delivered as a two-hour, engaging seminar upon request.

**Prerequisites**

No prior experience is presumed.

**Materials**

All attendees receive comprehensive courseware covering all topics in the course.

**Software Needed on Each Student PC**

For in-person deliveries, attendees do not need computers for this course. We will provide full classroom setup instructions that will include seating in small groups, with supplies such as flipcharts, sticky notes, markers, and pens for the attendees and a projector and Internet connection for the instructor's laptop.

Online deliveries for this interactive training will use an online meeting platform (such as Zoom, WebEx, GoTo, or Teams) to have face-to-face contact online, including use of breakout rooms for group activities.

**Objectives**

* Increase their knowledge of key influence concepts, techniques, and practices
* Enhance their ability to influence those inside and outside their organization
* Create their own action plan designed to maximize their office influence

**Outline**

* Initial Thoughts on Influence
* Push and Pull Influencers
* Influence Components
* Influence Attributes
* Influence Profiles
* Situational Influence
* Influencing Prioritization
* Influence Building Playbook
* Action/Reaction in Action
* Influence Tips, Tricks, and Techniques