Influencing Skills Workshop -

Course Design Document

Ver 1.0

1. About the Document:

This design document specifies all the decisions made about the course up to this time, including:

- Purpose of the course
- Intended outcome of the course
- Audience description
- Delivery method(s)
- What to train
    - High level outline
    - Detailed lesson outlines
- Objectives of each lesson
- Assessments/exercises for each task

2. Purpose of the Design Document:

The purpose of the design document is to obtain agreement with all stakeholders about the vision and plan for the course. These parties include:

- Internal clients (BU SME's) and reviewers
- Team members (iLD) working on the course
- External clients, if any

3. Sign-off:

Obtaining sign- off on the design document is important in ensuring agreement on the plan at this point. Once an agreement is secured from key stakeholders work on developing the course materials can begin.

An approved course design document is required to release a course as an official curriculum

Key stakeholders for Design sign-off

- Designated Leader from BU (for BU developed courses)
- Head of iLD

Contents of a Design Document

Sr No	Content	Page Number
1	Purpose of the course	4
2	Audience description	4
3	Course objectives	4
4	Learning Assessment	4
5	Instructional Strategies	4
6	Media	4
7	Duration	4
8	Course Scope -detailed outline by unit /module, including: - Introduction - Objectives - Topic List - Duration - Practice check method	5
9	Activities Conducted - detailed outline for each activity planned, including: - Activity - Objective - Duration	6
10	Developmental Tools	6
11	Ownership and maintenance	6
12	Development time	6
13	Support requirements	6
14	Project signoff sheet – ID, Project Manager, Client (internal or external)	6

Purpose of the Course:

This program is to educate the learners on a broad design for one skill area – **Influencing without Authority.**
Influence Without Authority is getting what you need from people you don't control. Getting things done requires collaboration, and convincing others to contribute requires political skill; in which you get what you need by offering something of value in return. The key lies in knowing what the other person values—what is their "currency," and it's your immediate tool for coaxing their cooperation.

Audience Description:

T3xx Associates

Course Objectives:

After completing this course, the learner will:

- Understand the core principle behind Ethos-Pathos-Logos
- Identify strategies to build credibility
- Identify strategies to present information using a mix of logic and emotional appeal
- Appreciate the importance of trust and relationship building in developing influence

Learning Assessment:

Nil

Instructional Strategies:

Virtual-led instructor session

Media:

The course will utilize the following media

- Videos

- PPT Deck

Duration:

This course is covered in a single block of **8 hours'** instructor led session.

- Pre Training Activity: Nil
- Post Training Activity: Nil

- **Course Scope:**

The course contains **6** lessons. The lesson brief is given below:

Lesson	Objective	Topic List	Delivery Method	Duration	Practice check Method	Annexure
1	Introduction to the core concepts using examples		Virtual instructor-led session			
2	Game briefing		Virtual instructor-led session			
3	Facilitated, Virtual, multiplayer game		Virtual instructor-led session			
4	Exploration of the core concepts through the game		Virtual instructor-led session			
5	Learning summary and reflection		Virtual instructor-led session			
6	Personal action plan		Virtual instructor-led session			

Activities Conducted:

Activity #	Activity	Objective	Duration	Annexure
Nil	Nil	Nil	Nil	Nil

Development Tools

Not Applicable

Ownership

The design and Development of the course is by External Facilitator

Course approved by Dr.Vinay Menon – SVP iLD

Course revision from time to time by External Facilitator

Approved facilitators: External Facilitator

Development Time

Not Applicable

Support Requirements

Not Applicable

Project Sign off

 Approved by :

Date   :

Place   :