

What is Influence?

The ability to effect change in the actions, beliefs and choices of others...
The ability to influence is one of the essential skills for leaders at all levels...It is more art than science and it can be tough to get your arms around. But the bottom line is that influence does matter..... And as we continue to morph (at breakneck speed) into an interconnected, interdependent, increasingly global workplace, it will matter more...

Increasing Your Sphere of Influence

1. **Connect with others in your “community”**
 - a. Be sensitive of the interpersonal dynamics at play
 - b. Understand the culture in which you are working

2. **Be visible and articulate your position (carefully)**
 - a. Speak up but be humble and prudent
 - b. It’s risky in that not everyone will agree with your position (or like you)

3. **Cultivate your relationships with other people of influence**
 - a. Influence has a halo effect...by associating with others of influence, you will be seen in the same way (riding the coat tails)
 - b. Be careful of those with whom you associate as you are often judged by the company you keep

4. **Choose to lead by being trusted and genuine**
 - a. Create substance and style
 - b. Establish a solid foundation of credibility
 - c. Be realistic in making commitments
 - d. Follow through on promises
 - e. Don’t be afraid to apologize if you have to
 - f. Thank people openly

5. **Work outside of your job description but within your sphere of influence**
 - a. Take stock of your current position and situation
 - b. Move beyond the compliance of doing your “job”
 - c. Offer to help wherever and whenever you can

Note: Doing this will increase your sphere of influence...

6. **Understand your influencing style**
 - a. Make appropriate and necessary adjustments
 - b. Set expectations and collaborate to come to agreement

Personality Traits of Good Influencers

Empathy:

The ability to participate in another's feelings or ideas...

To put one's self in someone else's shoes...

Respect:

Having respect or confidence in one's self will allow one to respect the abilities of others...

Personal Integrity:

Honesty and trustworthiness are essential ingredients in developing one's integrity...

Fairness:

Believing that the needs and wants of others are worth considering...

Delineate areas of agreement when considering your needs against someone else's...

Patience:

Bear the pains or trials calmly without complaining...

The ability to tolerate frustration and adversity while trying to achieve one's goals...

Responsibility:

Exhibit reliability and dependability and accept consequences for one's actions/behaviors...

Accepting responsibility for one's behaviors may necessitate an apology...

Flexibility:

The ability to deal with new situations and difficulties with skill and promptness...

Overcoming a challenge may require a "work around" plan...

Sense of Humor:

Look for the comic quality in a seemingly serious situation...

The ability to perceive, appreciate and express what is amusing...

Self-Discipline:

The ability to lead a self-reliant, self-sufficient life...

Internal drive, discipline and reward act as forces in achieving goals...

Stamina:

The ability to keep going when others have given up...