

# Influence Skills Overview

- Clarify positive proposal
- Identify benefits (to you & others)
- Develop win-win alternatives
- Seek support
- Come to agreement



# Influence Plan

## Challenge

- Outline the opportunity.
- Describe the situation.

## My Thoughts

## Your Thoughts

## Possible Solutions

- List your objectives.
- Decide who can help.
- Say what you need.

How does this sound to you?

## Benefits

- Describe how it helps the company.
- State the benefits to the other person.

How do you see it?

## Concerns

- Anticipate possible concerns.
- Tell how you'll address the concerns.

Can you think of anything else?  
What should we do about it?


## Our Agreements

- Indicate the agreements reached.
- List action steps.



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So how do you think we should move forward?

 = Write down other person's input in these spaces

# Influence Plan

## Challenge

- Outline the opportunity.
- Describe the situation.

*“Our presentations are done in different formats by different people. It takes a lot of time to re-format presentations for different managers, taking away from time that could be spent on value-adding activities.”*

## My Thoughts

## Possible Solutions

- List your objectives.
- Decide who can help.
- Say what you need.

*“I’d suggest we standardize the presentation formats. The support staff will present recommendations to managers. I’d like your help lining up support from managers”.*

## Your Thoughts

How does this sound to you?

## Benefits

- Describe how it helps the company.
- State the benefits to the other person.

*“This furthers Resource Utilization and People, Practices, Processes...increasing efficiency and improving communication. We’ll be able to do presentations a lot more quickly.”*

How do you see it?

## Concerns

- Anticipate possible concerns.
- Tell how you’ll address the concerns.

*“There may be concern about boring presentations and difficulty getting consensus. But we’ll develop several exciting formats, the admins already agree, and a few key managers could influence the rest.”*

Can you think of anything else?  
What should we do about it?


## Our Agreements

- Indicate the agreements reached.
- List action steps.

*“So we agree that I’ll confirm with the support staff, we’ll give you a couple of examples to use, and you’ll use them to get some key managers to help.”*



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 = Write down other person’s input in these spaces

# Influence Plan

## Situation Summary

- What is the suggested improvement?

## Objectives

- What do you suggest?
- What do you need?

## Benefits

- What company goals are achieved?
- How does this benefit the person influenced?

## Concerns

- What are the concerns?
- How will you address concerns?

## Next Steps

- What agreements were reached?



# Influence Plan - Example

## Situation Summary

- What is the present situation?

*“Our presentations are done in different formats by different people. It takes a lot of time to re-format presentations for different managers.”*

## Objectives

- What do you suggest?
- What do you need?

*I'd like to suggest that we standardize our presentation formats. The support staff will get together & develop recommendations & to present to managers. I'd like your help lining up support from some key managers in our area.*

## Benefits

- What company goals are achieved?
- How does this benefit the person influenced?

*This helps with our Goal of Resource Utilization and the People, Practices Processes Strategic Initiative by increasing efficiency and improving communication. I'll also be able to turn your presentation around a lot more quickly.*

## Concerns

- What are the concerns?
- How will you address concerns?

*There might be a concern that everything will look the same, and that it will be hard to get consensus. We can come up with a number of different formats, and the support staff have already agreed. A few key people could help us influence the rest.*

## Next Steps

- What agreements were reached?

*So I'll confirm with the support staff, we'll give you a couple of examples to use, and you'll use them to get some key managers to help.*



# Influence Plan - 1

Share purpose of meeting & planned agenda

- \_\_\_\_\_  
\_\_\_\_\_

Your recommendation for improvement

- \_\_\_\_\_  
\_\_\_\_\_

Benefits of recommendation

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Influence Plan - 2

## Possible concerns

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

## Thoughts on addressing concerns

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Agreements

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# Persuasive Planning - 1

Share purpose of meeting & planned agenda

- \_\_\_\_\_  
\_\_\_\_\_

Benefits to other person

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Possible concerns

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# Persuasive Planning - 2

Thoughts on overcoming concerns

■ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific next steps

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

