7 Ways to Build Your Influence at Work
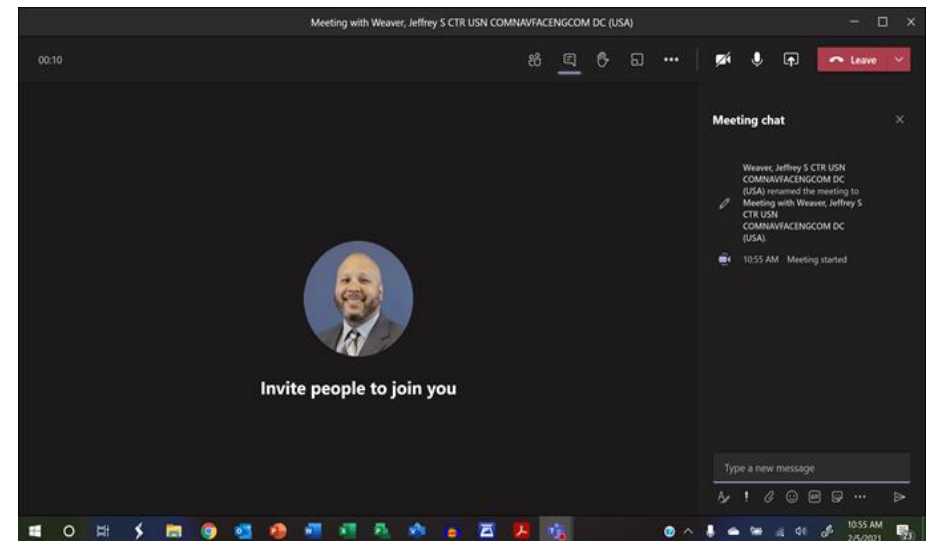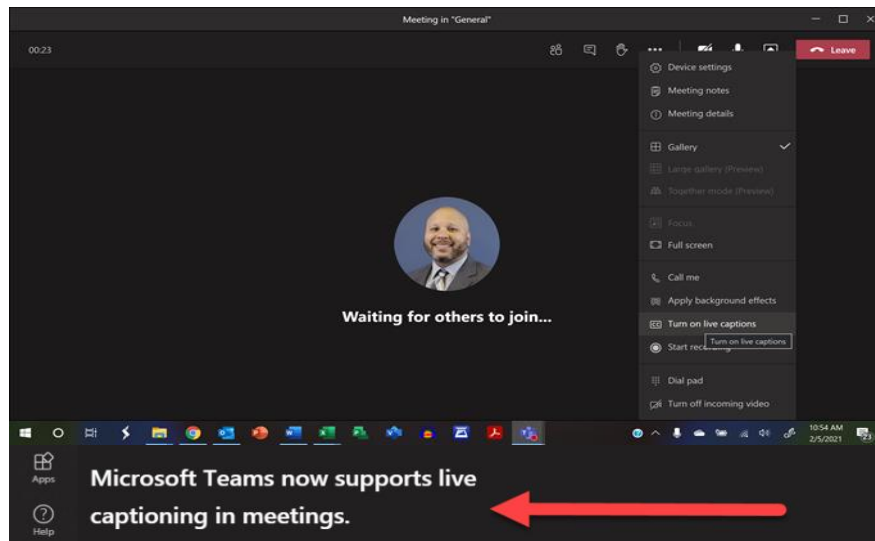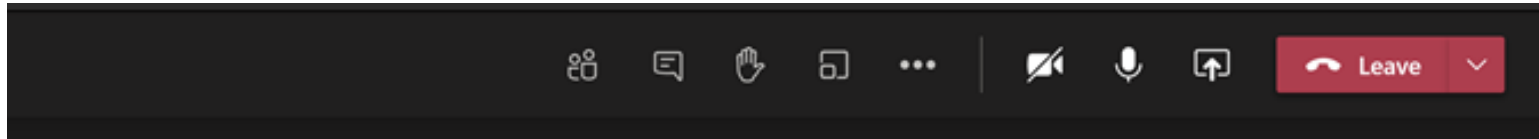
Using MS Teams

Activity Icons

Objective

- Understand how to increase your influence at work.

Agenda

- Why influence is important

- How to increase your influence:
  - o Build trust
  - o Promote your brand
  - o Be assertive
  - o Be flexible
  - o Be personal
  - o Focus on actions
  - o Listen
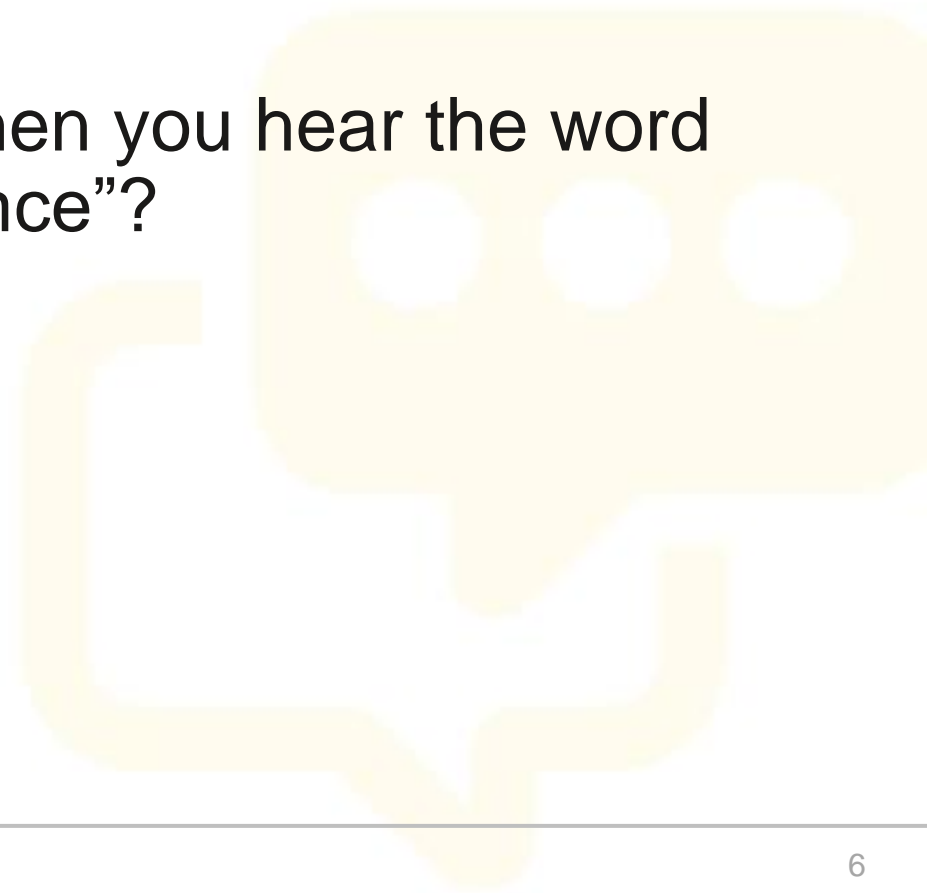
What comes to mind when you hear the word "Influence"?

Influencing and Negotiating

*Using **persuasion** to gain **support** and **cooperation; exploring positions** and **alternatives** to reach outcomes that gain acceptance of all parties.*

Why Influence is Important

- Enables teams to get more done
- Enables teams to work together effectively
- Increases the respect your team has for you
- Enables you to be heard
- Adds weight to your opinion

Competence

- **Establish credibility by displaying your competence and understanding.**

Influence vs. Manipulation

Intent is the fundamental difference between **influence** and **manipulation**

Influence, Not Authority

- Influence does not rely on hierarchy
- Influence is based on relationships
- The greater the trust, the more influential you are

Who is the most influential person in your life, and why do they have so much influence?

How to Build Influence

Seven elements for building influence:

- Build trust
- Promote your brand
- Be assertive
- Be flexible
- Be personal
- Focus on actions
- Listen

Building Trust

- Be ethical
- Tell the truth
- Be forthright
- Be transparent
- Walk your talk

- Do not cheat
- Do not lie
- Do not be deceitful
- Do not hide your motives
- Do not say one thing and do another

What role does trust play in influence?

What are some ways that you intentionally build trust on your team?

Promote Yourself

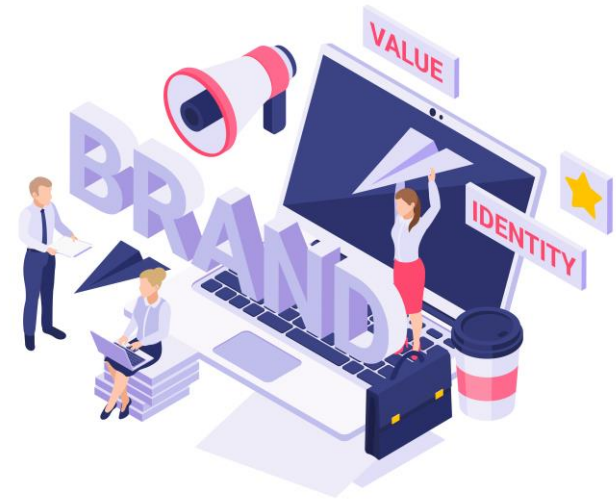Five beliefs or attitudes that can hold you back:

1. Accomplishments should speak for themselves

2. My boss is too busy to hear me talk about myself

3. Team players don't take credit

4. It feels like bragging

5. Self promotion is shallow

Build Your Brand

- Share your purpose

- Know your strengths

- Be consistent

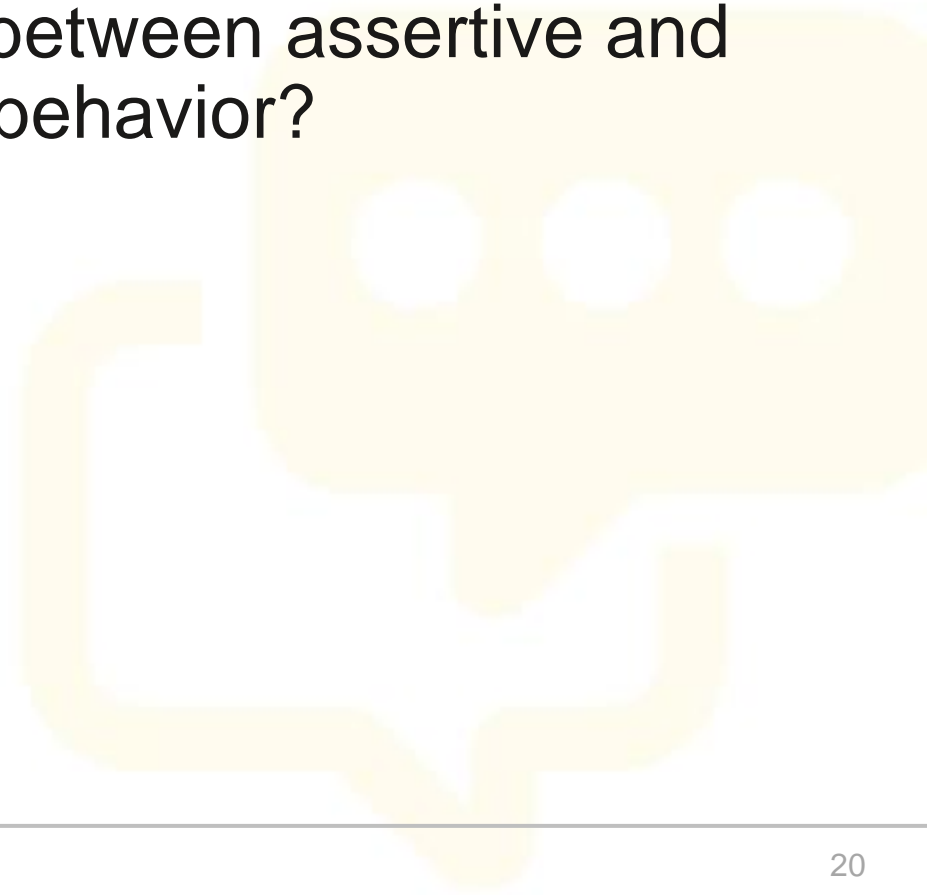- Invite others to join you

- Highlight others

Be Assertive

- Present with confidence
- Ask questions
- Listen to understand

How do you distinguish between assertive and aggressive behavior?

Be Flexible

- Stay grounded
- Be open to new ideas

What are some ways that you show you are open to new ideas?

Be Personable

Connect with others by:
- Building relationships
- Networking
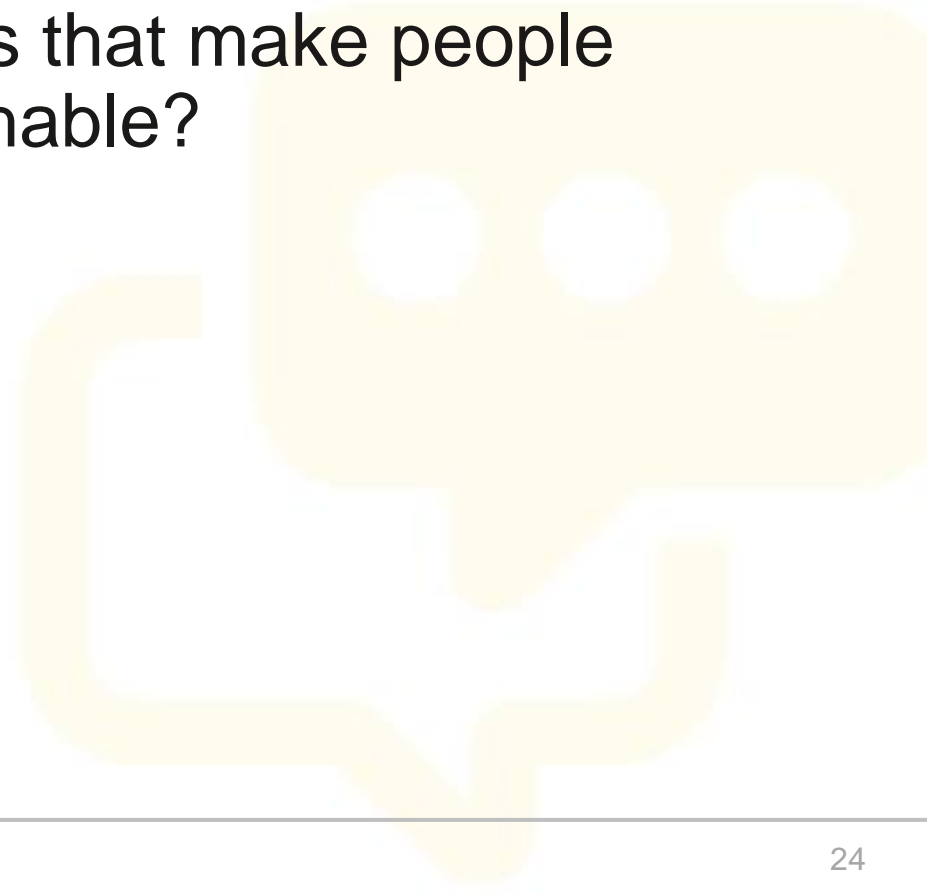- Fostering connections
- Building teams

What are some things that make people approachable?

Take Action

Do the right thing because it's the right thing to do

Lead By Example

- Always be optimistic

- You always have a choice

- Inspiration is influence

Listen Deeply

- Listen to understand
- Do not interrupt
- Paraphrase back
- Check for understanding

Establish Mutual Respect

- Listen to others

- Incorporate their ideas

- Set an example

- Build trust-based relationships

Building Influence

- Build trust with your colleagues
- Promote yourself and team
- Be assertive not aggressive
- Be flexible and open-mined
- Be personable and make connections
- Focus on actions, not on words
- Listen to others

Final Reflections

What is one thing that stood out to you today that you want to remember?

Thank you!

For questions, email:
NAVFACHQTotalForceDevelopment@us.navy.mil

We are committed to supporting your development needs.

Course Credit

You will receive credit for participating in this course.
Email the address below. Make sure to include all the
following information:

Component	Include in Email
Address	W_NAVFAC_PRTH_NITC_NFI_ADMINS_US@navy.mil
Email Subject Line	Self-Certification – 7 Ways to Build Your Influence at Work
Course Name	7 Ways to Build Your Influence at Work
Course Completion Code	8^PUT3