



# Influencing Styles Statements



## Step 1

1. Makes high quality suggestions and proposals.
2. Presents strong arguments for favoured proposals.
3. Is quick to make wishes and desires known to others.
4. Corrects others' mistakes
5. Exerts pressure on people in order to achieve objectives.
6. Actively solicits others' opinions and suggestions.
7. Listens carefully when others disagree.
8. Actively seeks opportunities to make information available to others.
9. Brings others to see the exciting possibilities in a situation.
10. Helps others to see the goals and values they have in common.
11. In a fast-moving situation, takes time to think things through and to plan next steps.
12. Modifies position rather than risk conflict or confrontation.
13. Puts forward proposals and suggestions that seem to have merit, even if they are unpopular.
14. Backs up proposals with solid logic and sound reasoning.
15. Verbalises standards others should strive to meet.
16. Uses words such as reasonable, generous, objective, or fair to describe self when negotiating with others.
17. Gets others to support projects by offering to help them in some way.
18. Actively seeks opportunities to give people credit for their ideas and contributions.
19. Checks own understanding of what others have said.
20. Is open with information as opposed to being secretive.
21. Displays a level of optimism and enthusiasm that is contagious.
22. Shows others how they can achieve more by working together.
23. If people are arguing unproductively, steps back and tries to change the situation.
24. Remains uninvolved when others become involved in arguments or heated debates.
25. Presents proposals and suggestions persuasively
26. Defends proposals and suggestions with energy.
27. Lets people know the standards by which they will be judged.
28. Tells people directly when they do not meet expectations or requirements.
29. Uses power of position to obtain agreement.
30. Is responsive to others' problems and concerns.
31. Paraphrases what others say to check understanding.
32. When uncertain or confused, acknowledges it.
33. Puts into words, the hopes and aspirations others feel.
34. Helps co-workers to find common values and aims.
35. Diffuses conflict situations by the use of humour or by an appropriate change of subject.
36. Becomes silent or leaves when the conversation becomes uncomfortable.
37. Makes suggestions which are both incisive and relevant to the problem at hand.
38. Challenges ideas or suggestions which present an opposing point of view.
39. Lets others know exactly what is expected of them.
40. Is quick to show approval of someone else's action.
41. Holds to a position until others show willingness to compromise or make concessions.
42. Takes steps to involve individuals who are not participating.
43. Listens carefully to what others have to say.
44. Readily admits errors or oversights when justly criticised.
45. Gets other people excited about what they can accomplish together.
46. Looks for common ground even in situations where obvious differences exist.
47. Senses when conflict is brewing and heads it off with well-timed comments and suggestions.
48. Modifies position if pushed.
49. Suggests possible solutions to almost any problem that arises.
50. When own ideas produce disagreement, comes up with a new line of reasoning.
51. Tells others exactly what they should and should not do.
52. Uses praise selectively to get others to change or improve their performance.
53. Exchanges favours in order to get things accomplished.
54. Expresses concern and empathy when others have difficulties.
55. Listens for what others are feeling, as well as what they are saying.
56. Is open about motives and intentions.
57. Has clear picture of the desired end result
58. Searches for areas of agreement when disputes arise.
59. Is patient and cool in tense situations.
60. Avoids talking about controversial topics or issues.
61. Presents own ideas with vigour.
62. Uses humour or anecdotes effectively to help make a point.
63. States own expectations or requirements forcefully so they are not forgotten or ignored.
64. Gives feedback in a way that provides useful information to others.
65. Bargains to obtain objectives
66. Shows respect for others and their points of view even when there is a disagreement.
67. Gives others the time and attention they need to fully express their points of view.
68. Asks for help.
69. Shows confidence in others in a way which makes them feel stronger and more competent.
70. Generates a feeling of "We're in this together..." with co-workers.
71. Suggests compromise solutions to resolve deadlocks or disagreements.
72. Smooths over disagreements to minimise controversy.

