



Soft Skills Top Tips

Influencing Skills

Introduction

Your job requires you to influence people. Think about how much time you spend gaining support, inspiring others, persuading people of a case for change, creating relationships. Being good at influencing means that you can make things happen; it makes your job easier.

People like to be around positive people who make things happen, so becoming a good influencer can make a huge difference to how successful you are.

To become excellent at influencing you will need to focus on **interpersonal, communication, presentation and assertiveness** techniques.

Use these top tips to ensure you utilise the soft skills required to become an effective influencer.

- ☐ Respect must be earned and this is a high priority
- ☐ Respect others as you would like to be respected
- ☐ Always keep your cool – when you lose that you lose everything
- ☐ Don't humiliate others and never in public
- ☐ Listen to other points of view and encourage input from all
- ☐ Spend time with people throughout the whole organization
- ☐ Win a reputation as a positive contributor
- ☐ Avoid negativity but challenge constructively
- ☐ Make suggestions for improvement and be sure to get some winds under your belt
- ☐ Positive results leads to positive recognition and trust
- ☐ It's easier to influence others when you have a positive track record
- ☐ Be confident and have courage and belief; I you don't believe in yourself nobody else will
- ☐ Take people with you to demonstrate your point; get them on side
- ☐ Learn both the good and the bad from the past
- ☐ Understand the histrionics to illustrate why your way is best

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