



The Art of Influence

Module 4

A Promoting Excellence
Online Course

This is part of a series of online courses
available from Promoting Excellence
Leadership Consultants.



Module 4: Assessing your Influencing Skills

For each question, score yourself on the following scale

4 = With great frequency/always

3 = Often

2 = Sometimes

1 = Rarely or never

Qu. No.	Question	Score	Total
1.	Involving others in planning and decision-making process		A
2.	Giving praise credit and recognition to others in private and public		
3.	Instilling confidence in people to implement your ideas		
4.	Try to understand what needs other people have		B
5.	Listening and asking questions to understand their concerns		
6.	Anticipating how others will react to new ideas and information		
7.	Asking for more than you expect to get		C
8.	Offering to do something for another in exchange for their support		
9.	Reminding others of what you have done in the past		
10.	Working to maintain constructive relationships with those you may need to influence		D
11.	Making friends and socialising with colleagues		
12.	Establishing and maintaining a wide network of contacts		
13.	Bringing together people from across the organisation		E
14.	Using existing coalitions and groups to get things done		
15.	Asking questions to find out who the best people are to influence decisions		
16.	Show people how their work fits in to the broader organisational goals		F
17.	Using meetings or talking to others to build pride in the organisation		
18.	Can explain how your ideas link to organisational values and principles		
19.	Can present ideas convincingly in an interesting and creative way		G
20.	Shows self-confidence/presence when presenting or explaining ideas		
21.	Consistently demonstrating an energetic, positive and can-do attitude		
22.	Gathers and uses facts and data to support your ideas/position held		H
23.	Systematically compares approaches to show advantages		
24.	Persuading others by selling the benefits of the idea for them		
25.	Using the power of your position to demand that others do what you want		I
26.	Making clear the consequences of people not doing what you want		
27.	Imposing challenging/strict deadlines and maintaining a focus on them		

Please don't go to the next page until you have completed all 27 questions.

Results analysis – Add up the scores for each letter and input total scores for each section:

Colour	Score	Influence Strategy
A		EMPOWERING
B		BEING AWARE
C		MAKING A BARGAIN
D		BUILDING RELATIONSHIPS
E		ORGANISATIONAL AWARENESS
F		SHARING THE VISION
G		COMMUNICATING WELL
H		USING DATA PERSUASIVELY
I		COMPULSIVE COERCION

See which is the highest score and your strongest area

- What areas do you need to work on to increase your influencing skills?
- In what kind of situations at work could you be more influential?