

YOUR SUCCESS – Tips for building influence

Influencing others is an important skill for successful people. You need to be able to influence others, including staff, stakeholders and management so they work with you towards common goals. It requires respect, trust and integrity otherwise it can be seen as manipulating.

Some tips to help you build influence

1. **Listen well.** By listening carefully to what is being said, you will hear peoples' hopes and concerns and this will help you to base your conversation around their interests. Work with the things you have in common both the tangible and the intangible. You may be a member of the same organisation, committee but there may be other interests that you share which will make it easier for you to work together.
2. **Clear communications.** Watch your language and what you say so information is not misinterpreted and your job or project is not undermined. Wherever possible tell the truth.
3. **Keep confidential information.** There may be occasions when it is not possible to pass on information. If someone tells you something in confidence keep their confidence so you can build a reputation of being a trust worthy person.
4. **Set an example.** 'Know thy self' and set an example for others. People often consciously or unconsciously model their behaviour on someone they see as successful. In unfamiliar territory you may become a guiding light in how to act. People then think highly of you and want to work with you or hear your views on a particular topic.
5. **Share information.** If you are known as an expert in a particular subject, be willing to share your expertise with other people. People will pass on information on how helpful you have been in assisting them or providing information. Attend meetings; take part in forums, seminars, trade shows so people know who you are and your specialised knowledge.

Spread your influence both internally and externally so your networks assist you to become more successful and an expert in your field.



Geraldine Star is an ICF certified coach based in Sydney, Australia. She works with writers, people who are leaders in their field and those who want to go to the next level. She can be contacted at: enquiries@starmonde.com.au

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