



EXTENDING YOUR INFLUENCE AT WORK

25 Strategies Anyone Can Use

Influencing others in the workplace involves using communication, empathy, and strategy to guide decisions and actions without relying on formal authority. Mastering these competencies helps drive meaningful collaboration across an organization.

Communication and Interpersonal Skills

- **Active listening:** Paying attention to others and validating their points of view.
- **Empathy:** Understanding and respecting the feelings and needs of coworkers.
- **Clarity:** Explaining ideas in a simple, direct, and engaging way.
- **Nonverbal awareness:** Using positive body language, eye contact, and open postures.
- **Storytelling:** Framing facts within a compelling narrative to inspire action.
- **Constructive feedback:** Offering insights in a way that encourages positive change.
- **Persuasive writing:** Crafting clear messages that drive decisions.

Trust and Credibility

- **Reliability:** Consistently following through on commitments and deadlines.
- **Integrity:** Acting ethically and honestly in all professional matters.
- **Expertise:** Demonstrating knowledge and competence in your field.
- **Accountability:** Owning mistakes and learning from them.
- **Transparency:** Sharing the context and reasoning behind decisions.

Collaboration and Relationship Building

- **Networking:** Cultivating positive working relationships across different work groups.
- **Rapport building:** Finding common ground with new colleagues.
- **Inclusivity:** Making sure all team members feel heard and valued.
- **Mentorship:** Guiding team members to adopt better workflows.
- **Alliance forming:** Finding partners to support shared goals.

Strategic and Critical Thinking

- **Active compromise:** Finding win-win solutions to disagreements.
- **Emotional intelligence (EQ):** Managing your emotions and recognizing the emotions of others.
- **Audience analysis:** Adjusting your communication style to suit the preferences and needs of others.
- **Vision alignment:** Connecting your ideas to larger organization goals.
- **Data-based reasoning:** Using facts, metrics, and evidence to support a point.

Negotiation and Implementation

- **Conflict resolution:** Calming tensions and guiding groups toward shared solutions.
- **Timing:** Choosing the right moment to pitch an idea or request assistance.
- **Resilience:** Staying calm and persistent when facing initial pushback.