

THE EXTRA POINT

BY JERRY ROBERTS



247 Establishing Influence

One important factor in getting ahead in our career is the ability to establish influence in the workplace. If you're not exactly sure what that means or how to do it, then today's program is for you. I'm Jerry Roberts and we kick open a very important door to your success, next, on The Extra Point.

There's no one definition of influence but it boils down to this, it's the ability to have an effect on someone. It's about what we do and how we do it, others notice and they feel a certain way about that — and us. If those feelings are positive then our opinions will carry more weight with those people. That can help us, in example, when we're trying to get support for an idea or project. So let's quickly run through several ways to build influence.

1. Be friendly. Mom taught me that if I wanted to have a friend, first be a friend. Don't hide out on the job or always hang out in a small group of buddies. Get out and mingle with others. If that's hard for you, I get it. It was hard for me, too. Trust me, if you just start talking to your coworkers, it will get easier. I think you'll agree, you can't have influence if you don't connect with anyone and learn about them.

2. Be helpful. If your work is done or you're waiting on your next assignment, rather than get into your phone or a yak fest with others, see if you can assist somebody else. Go to your boss and say, "I finished quicker than expected and I have an hour available. Does anyone need any help?" I guarantee this will get you noticed.

3. Communicate well. This doesn't mean you have to use big words to impress people. Let's try this: say what you mean and mean what you say, and use the fewest words possible to do that. Get your points across clearly. Even those who are not native English speakers are

able to do this, if they carefully choose their words and use them in a thoughtful manner.

4. Ask questions. Some people think we gain influence with others by mesmerizing them with the sound of your voice, doing all the talking. Not true. We score more points by being a good listener. Ask questions and then listen intently, not focused on how to respond, but to clearly understand the other person.

5. Be Consistent. Be known as someone others can rely upon. Set a standard for our conduct so people come to have expectations of us. Then, exceed them.

6. Honor commitments. This goes hand in hand with those expectations. When we promise to do something, we need to follow through. This may mean we miss happy hour or a barbecue, but it's an incredibly important rung on the ladder of influence.

7. Don't be a jerk. Something else mom said. It's okay to disagree, but not to be disagreeable. Question things, challenge positions and the status quo, but do so in a respectful way. We're much more likely for people to see things our way if they like and respect us. We learn this as kids, but so many adults act as if they never knew. There's a lot more to developing influence on the job, but this is a good start. If you know someone who needs this information, download transcript # 247 at guamtraining.com.

That's The Extra Point. Get out there and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

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For information on training and consulting services from Jerry Roberts, please click this link: guamtraining.com

