



Assessing the use of your influencing skills

Tools For Trainers

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Information For Trainers

This simple test allows Delegates to consider how much they use influencing skills when dealing with others

Delegates complete the test by scoring each of the 15 statements and referring to the scoring chart at the top of the [Your Influencing Skills Check](#) page

Once they have totalled their scores (out of 75), you can advise them that, the [higher](#) their score, the [less](#) they tend to be willing to use powerful [influencing](#) skills such as those highlighted in the [Key Points](#) Handout – which should be issued after the [Influencing Skills Check](#) document has been completed

If time allows, you can ask Delegates to highlight any useful learning points from this exercise

Documents attached:

- [Your Influencing Skills Check](#)
- [Influencing Skills Key Points](#)



IMPORTANT NOTE

Although this material is © [thevenworks](#) you are most welcome to copy and use any or all of it throughout your organisation. You can also pass it on to anyone else you wish—in this format—but not in exchange for money—*that's our job!* Thanks. And, any questions or comments, please don't hesitate to contact us

Your Influencing Skills Check

Here are 15 statements about dealing with other people. Please score each as follows:

5 = I behave in this way on a regular basis 4 = I behave in this way from time to time

2 = I occasionally behave in this way 1 = I rarely or never behave in this way

- I allow the outcome I desire from any situation to drive my actions during it
- I tend not to clearly know my bottom line during negotiations
- I stick rigidly to behaviours I feel serve me well
- I don't like using creative or off-the-wall behaviours when reaching agreements
- I tend to have a single clear outcome to aim for when dealing with others
- I like to make short-term gains when dealing with others
- I believe results are foremost – good relationships are useful but not essential
- I like to push for decisions in most business situations
- When negotiating, I may miss conciliatory signals from others
- I don't put myself "in the other person's shoes"
- I like to keep facts and information (close to my chest) when in discussions
- I feel defensive if others criticize my actions or statements
- I stick to my goals even when the evidence points to other outcomes
- I find it difficult to offer sincere "thanks you" to the people I deal with
- I explain the consequences of others not doing what I suggest

TOTAL SCORE (maximum 75)



Influencing Skills Key Points

The higher your score in the test, the less likely it suggests you are to use powerful influencing skills to best effect – for both yourself and those you deal with

Here are some key tips to help you develop influencing skills:

- Practice careful, committed listening – genuinely encouraging the other person or people to be part of a discussion – rather than having to listen to you state your “requests” or perhaps “demands”
- From this, you are then involving the other party in a genuine discussion to find mutually-acceptable solutions
- Be willing to disclose information to try and find joint outcomes – rather than believing the old (and wrong) view that “secret information is power”
- Try to create a shared vision of where you both would like to be – and then work together to get there
- Aim to visualise different outcomes or reactions and assess how best to deal with each when face-to-face with the other party
- Look to make proposals for discussion – rather than simply providing “take it or leave it” options
- Work to find useful – maybe creative - incentives (for them) to help others

