



Influencing Styles Cheat Sheet

Influencing Styles and Strategies

STYLE	APPROACH
Collaborative	<ul style="list-style-type: none">• Ask questions to understand the other person's needs• Focus on identifying and appealing to shared goals• Work with the other person to find a solution that satisfies both of your needs.
Assertive	<ul style="list-style-type: none">• Use your authority to state your point of view• Stand up for and defend the position you believe is right• Make sure your ideas are heard when others disagree
Analytical	<ul style="list-style-type: none">• Use logic and facts to reason objectively• Use your expertise to persuade others• Present the objective pros and cons of each solution
Accommodating	<ul style="list-style-type: none">• Make tradeoffs and exchanges to reach an outcome• Look for middle ground where you are both satisfied• Look for a solution that's acceptable to both parties
Inspiring	<ul style="list-style-type: none">• Choose an interesting, memorable, and engaging way to present your point of view• Tell compelling stories that paint a picture of what's possible• Communicate your position with optimism and enthusiasm