



## Influencing Styles Cheat Sheet

### Influencing Styles and Strategies

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