

ACTIONS ON THE JOB FOR LEADING THROUGH INFLUENCE

1) Do Your Research

- You **need** to understand how decisions are made in your company, when they're made, and who's involved in those decisions — at every level of the organization.
- Observe formal, informal structures at your campus/school.
- Who has influence? Where are the communicators?

2) Have Conversations

- We can change the world if we start talking to one another.
- Remember to listen.

3) Build Your Social Capital

- Use soft skill networking to build up the coalitions that you'll need in the future
- Show up— be present, both in work and at work-related events
- Show the “institution” that you are an important asset and can approach problems, propose solutions, be part of the bigger picture
- Cultivating relationships with the people whom **others** trust and respect

4) Observe Guidelines

- Put it out there. Communicate clearly what you need.
- Be **transparent** -- always. No hidden agendas.
Don't withhold information.
- Do your best AND be willing to let go. (Resiliency required.)

5) Strive for Balance

- Humility AND self-assurance
- Questions AND answers
- Bring information AND an open mind to learning
- Share WHY AND WHAT in needed actions