

How does one know that one is influential?

It's not often that people stop to ponder this question, and given the nature of the content coming up, it's best to figure out now where you stand with regards to being influential in social situations.

We'd like you to be as candid with yourself as you can when considering the questions below. Therefore, in the interest of anonymity, this self-reflection questionnaire has been kept as an offline tool to be used privately. Remember: this is not an assessment or a test. You cannot pass or fail this exercise. Your self-evaluation will stay with you only, and is intended to be a point of reference for you in your learning journey.

We're going to request you to retake this questionnaire at the end of the course, to help you identify your successes and areas of further development.

Influencing Skills

Self-Assessment Exercise

	Always	Often	Sometimes	Seldom	Never
1) When I want people to perform a tough or unpleasant task, they will do it for me, without me having to use force/ authority to get them to comply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) I am the person of choice for my leaders when it comes to critical projects at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) My views are actively sought by senior stakeholders when big decisions are being made	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) I find myself being nominated/asked to mentor or coach others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) My achievements are discussed as an example for others to follow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Colleagues at work openly tell me they like having me around	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Colleagues at work tell me I'm helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) I see success in 'selling' my ideas/ opinions/ proposals to my stakeholders/ peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) I'm told I'm a very good listener	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) I find people willing to go the extra mile for me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Influencing Skills

Self-Assessment Exercise

11) Colleagues tell me they like me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) People at work commend me on my dress and grooming sense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) At work, I am considered an expert on my domain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14) At work, I am able to say 'no' to requests in a manner that causes the least amount of resentment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15) People commend me on my public speaking/ presentation delivery ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16). I handle high-pressure situations well. I do not get flustered when things get too hot under the collar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17) At times, when I require to request someone for a favour, I know that there are a bunch of people who I can turn to because I have done them favours in the past	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18). People compliment me on my ability to convey a thought or idea succinctly, yet convincingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19). When I want favour to be done, I know that there are a bunch of people who I can turn to because I have done them favours in the past	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20). I seek to give before trying to receive something in return	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21). People consider me an extrovert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Influencing Skills

Self-Assessment Exercise

Assigning Scores

Give yourself one point you chose 'seldom, two for 'sometime, three for 'often' and four for 'always.'

Plot Your Scores

The questions above are related to how one can influence thought and action in social situations without using power or authority. We will be discussing these aspects of social influence in greater details in the course. For now, please add your score for each question in the table below.

Conversational Intelligence	
Questions that deal with this aspect	My score
8). I see success in 'selling' my ideas/ opinions/ proposals to my stakeholders/ peers	
14). At work, I can say 'no' to requests in a manner that causes the least amount of resentment	
18). People compliment me on my ability to convey a thought or idea succinctly, yet convincingly	
Total	
Mutuality	
Questions that deal with this	My score
7). Colleagues at work tell me I'm helpful	

Influencing Skills

Self-Assessment Exercise

17). At times, when I require to request someone for a favour, I know that there are a bunch of people who I can turn to because I have done them favours in the past	
18). I seek to give before trying to receive something in return	
Total	
Amiability	
Questions that deal with this	My score
6). Colleagues at work openly tell me they like having me around	
9). I'm told I'm a good listener	
11). Colleagues tell me they like me	
Total	
Gravitas	
Questions that deal with this	My score
12). People commend me on my dress and grooming sense	
15). People commend me on my public speaking/ presentation delivery ability	
16). I handle high-pressure situations well. I do not get flustered when things get too hot under the collar	
21). People consider me to be an extrovert	
12). People commend me on my dress and grooming sense	
Total	
Being Seen as an Authority Figure	
Questions that deal with this	My score
3) My views are sought by senior stakeholders when big decisions are being considered	
4) find myself being nominated/asked to mentor or coach others.	

Influencing Skills

Self-Assessment Exercise

13) At work, I am considered an expert on my domain	
Total	
Am I Able to Influence People Effectively? (Outcomes)	
1) When I want people to perform a tough or unpleasant task, they will do it for me, without me having to use force/ authority to get them to comply	
2) I am the person of choice for my leaders when it comes to critical projects at work	

What Your Scores Indicate

When interpreting your scores, you need to consider scores of individual aspects of Influence. It is entirely possible for someone to have high scores in some elements of influence (say, Conversational Intelligence, Mutuality, Amiability) and then have low scores on another (say, Being Seen as an Authority Figure). This questionnaire thus tells you which aspects of influencing you might need to work on to improve your ability to exert influence in social situations.

Important Note: Gravitas is the only aspect that has four questionnaire statements aligned to it whereas the others have three each. Thus, the scoring for Gravitas needs to be interpreted slightly differently, and the scoring guidelines will mention the details you need to know.

Influencing Skills

Self-Assessment Exercise

If your scores fall between:

1 and 3 (For Gravitas: 1 to 4):

Seems like this is an aspect of influence that needs looking into. You seem to struggle when it comes to exerting influence in situations that bring - or need to bring - this aspect into play.

4 & 7 (For Gravitas: 5 to 8):

Your skills in this aspect of influencing are reasonably well developed, but you do have your bad days as well. You have a general awareness of what is working for you here when it comes to exerting influence, but you do need to figure out what exactly what your strengths and development areas are, to achieve mastery here.

> 7 (For Gravitas: 8 and above):

You're a force to be reckoned with when it comes to this particular aspect. When it comes to influencing others, if this aspect is in play, you generally succeed hands down.

For the last aspect mentioned, i.e. 'Am I Able to Influence People Effectively? (Outcomes)' your scores indicate your overall ability to influence thought and action in social situations. A score greater than seven indicates that you are perfectly able to influence others. A score less than three indicates that you lack this ability. You will do well to focus your attention on acquiring this ability. This course will help you along the way. Happy Learning!