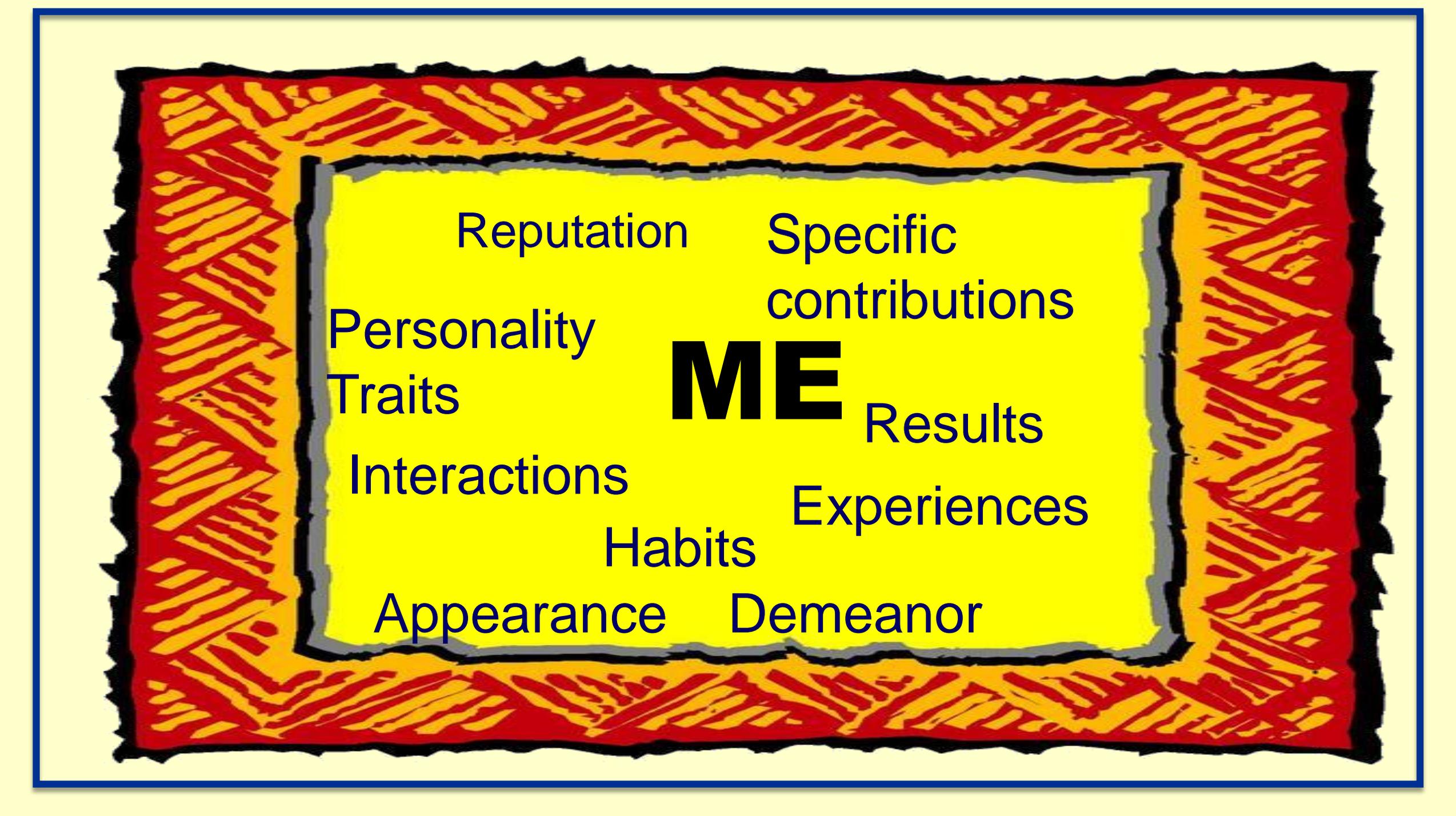


# **Gain Influence and Improve Your Career!**

**Lifetime Guarantee!!!!**





Reputation      Specific  
                         contributions

Personality  
Traits      **ME**      Results

Interactions      Experiences

                 Habits

Appearance      Demeanor

# The Complete Picture of Effectiveness



# Influence:

Be credible

Be valuable

Be an effective communicator



- **Be credible**
- **Be valuable**
- **Be an effective communicator**

**Purposeful**

**Active**

**Versatile**

**Effective**

# **Three ways to build credibility.**

- 1. Promise *specific* actions...and deliver.**
- 2. Be at standard or higher at the fundamental knowledge and skills of the job.**
- 3. Gain expertise and value in more than one thing.**

# **Promise Specific actions:**

- 1. Something you will do.**
- 2. Time you will complete work. (By the end of the day. By 2 pm. The day before the deadline.)**
- 3. Quality of work. (“Perfect.” “Just what you need.”)**
- 4. Results. (“This is going to have an impact on the area.” “I’ll get these done well ahead of time.”)**

**You will be more credible (and more influential) if you are at standard or higher in fundamental skills.**

**Don't be *the worst* at anything.**

**Take training seriously. Participate appropriately.**

**Let people know you're working to gain knowledge or skills in specific areas.**

## **Look at your department's evaluation form:**

- 1. Use PAVE to plan on high ratings in every category.**
- 2. Frequently think: What if I was being rated right now?**



**Be valuable:**  
**What do people get  
out of being  
influenced by you?**

# **ACTION ARROWS**

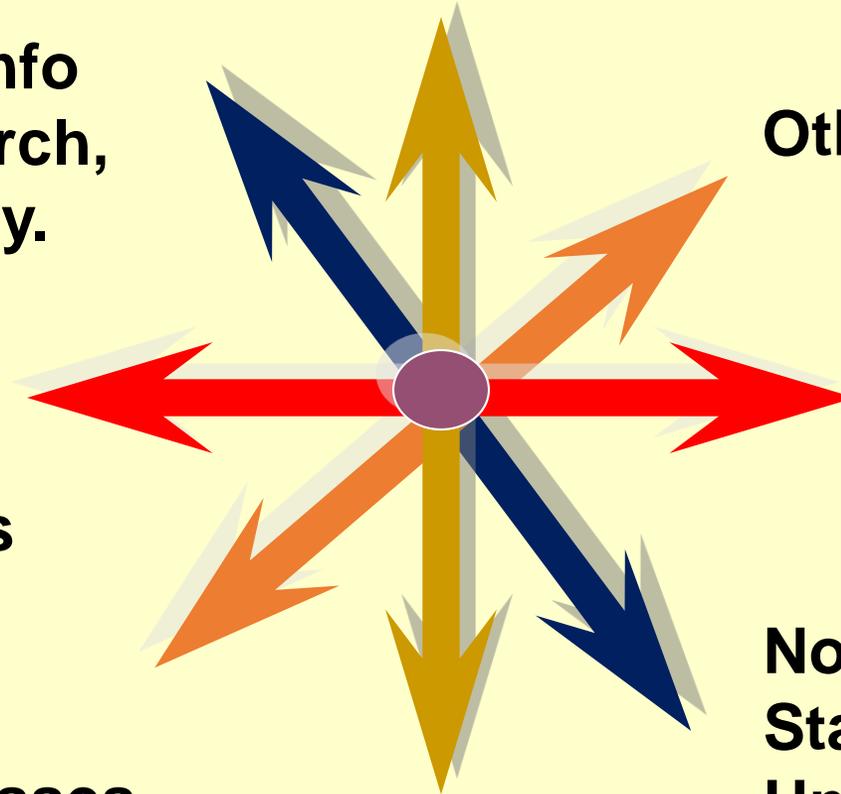
**Above in chain of command**

**Those who have info  
about stats, research,  
budget, technology.**

**Other govt. all levels**

**Peers outside  
section and in  
other organizations**

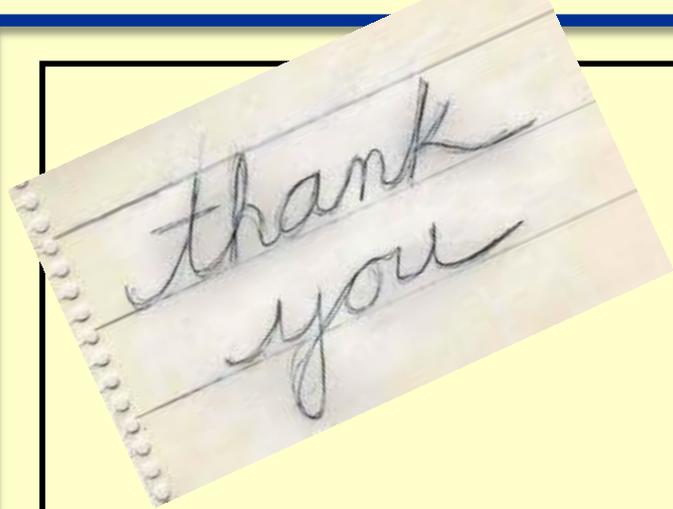
**Peers on shift, unit.**



**Non-Sworn, Professional  
Staff, Specific Sections &  
Units. Network**

**Community: Businesses,  
churches, groups, people.**

**Below in chain of command. In need of assistance.**



## **Develop and Use *Social Graces***

- **Courtesy and politeness. Friendliness. Well wishes. Smiling enjoyment of life.**
- **Write or call with thanks and appreciation for help, time, assistance & efforts on your behalf.**
- **Have real conversations with people at all levels, without using it against them later.**