**Influence Communication Planner**

Preparation is key to the success of an influence conversation. Use this Communication Planner to prepare for a two-way communication when you need to influence.

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| **Analyze Your Situation and Prepare** |  |
| * Who do I need to influence? What is the relationship?
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| * What are my goals for this influence conversation?
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| * How do I feel about having this conversation?
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| * How might the other person feel? Is my topic a priority for them?
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| * How will my intended outcome benefit the other person?
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| * Other thoughts or concerns about the situation or the person?
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| **Plan Your Communication Tools** |  |
| * What evidence or data will I need?
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| * What resistance or obstacles might I encounter?
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| * What reactions/ behaviors might I see?
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| * What are my emotions/hot buttons that I might need to manage?
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| * What will I do if the other person says “no”?
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| * Other thoughts or concerns?
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**Influence Communication Planner**

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| **My Conversation Plan** |  |
| **Your Opening:** **Set the Stage for Success** |  |
| **Discuss, Listen, Explore** |  |
| **Create Action Steps & Follow-Up** |  |