**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? |  |
| * What are my goals for this influence conversation? |  |
| * How do I feel about having this conversation? |  |
| * How might the other person feel? Is my topic a priority for them? |  |
| * How will my intended outcome benefit the other person? |  |
| * 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? |  |
| * What resistance or obstacles might I encounter? |  |
| * What reactions/ behaviors might I see? |  |
| * What are my emotions/hot buttons that I might need to manage? |  |
| * What will I do if the other person says “no”? |  |
| * Other thoughts or concerns? |  |

**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** |  |