

SEPTEMBER

Building Influence



**Doubt kills more dreams
than failure ever will.**



Suzy Kassem

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Being proactive builds influence

Influence grows when you take initiative. Anticipate challenges, reach out to collaborate early, and share ideas to move projects forward or improve processes. Being proactive can help build your career, contribute to your success, and foster positive relationships.

Source: The Power of Being Proactive, Forbes

Ways to build influence at work

1. **Build your connections across campus**- Volunteer to staff one of the tables at SMC Start Up Sept 16th.
2. **Listen attentively before speaking**- In a committee or staff meeting, summarize what others have shared before adding your own thoughts.
3. **Check your body language and tone**- When meeting with a student or colleague, keep an open posture, nod to show understanding, and use a calm, approachable tone.
4. **Be consistent and reliable**- If you sign up to staff an information table or to help at an event, show up prepared and on time.
5. **Be assertive and share your opinions**- Share your perspective with confidence and suggest constructive solutions to any barriers.
6. **Be honest, transparent, and open**- if you can't meet a deadline, communicate early and offer realistic adjustments.
7. **Be flexible and willing to compromise**- Modify presentations to accommodate both in person and online attendees.
8. **Follow through on your commitments**- If you offer to connect a colleague with a resource in another department, make the introduction promptly.
9. **Help others out**- Offer to teach a colleague how to improve their Canvas page, access Zoom attendee reports, or share your syllabus template.

Source: Content inspired by the list from [Betterup](#)



Read

[How to increase your influence at work](#)

By Rebecca Knight, for Harvard Business Review



Watch

[You are contagious](#)
TEDx Talk by Vanessa Van Edwards



Do

Foster the connections you already have:

- Write a thank you note for a colleague
- Pro-actively write a coworker LinkedIn recommendation