

# Influencing Without Authority



**1.**

BUILD TRUST /  
RAPPORT

**2.**

UNCOVER  
PAIN / FEAR /  
DREAMS

**3.**

DEFINE A COMMON  
OBJECTIVE / SMART  
GOAL

**4.**

TAKE  
ACTION

**5.**

REVIEW &  
RESET

# Influencing Without Authority

- Know yourself
- Know who you are talking to
- Be genuinely curious and open; find commonalities

- What went well?
- What was tricky?
- What can we do better next time?



- Get on the same page
- Ask powerful questions
- Determine what motivates them
- Understand their constraints, biggest challenges
- Paraphrase what you hear
- Get to “that’s right”

- Create a workback plan
- Define roles, responsibilities, expectations and key timelines

- Let the other lead with the idea
- Look for the win win
- Ask open-ended questions
- Define it by starting with a verb