

INFLUENCE

IDP Sample Action Plan

This plan explores steps to build your competency in Influence. You can follow some or all, and you can even use these ideas in your Individual Development Plan (IDP).

Focus: To enhance my influence skills as an Air Force Civilian, enabling me to persuasively and ethically persuade, convince, and impress others, elicit their support, and effectively make specific impacts or achieve particular effects within the Air Force community.

Topics to explore

Steps to take:

Build a Foundation

- Read books and articles on the psychology of influence.
- Attend relevant webinars or workshops on the Supervisors/Employees Resource Center and www.usaf.percipio.com/
- Start a journal and reflect on past experiences where influence played a role.

Seek Support & Build Trust

- Identify and reach out to colleagues who excel in seeking support and building trust. Use the MyVector tool to invite people to be your mentor.
- Practice support and trust-building activities. A helpful one is the “Yes... and” game. Google videos or articles and explore how you might use those techniques. Practice in your work center with trusted colleagues.

Master the Use of Facts and Data

- Develop skills in data collection and analysis.
- Practice using facts to support your point of view during team meetings.
- Seek feedback on the effectiveness of data-driven communication.

Leverage Expertise

- Identify subject matter experts within the DAF or in respected publications.
- Incorporate their knowledge to support your point of view during team meetings.
- Collaborate with experts to incorporate their knowledge into projects.

Appeal to Ideals & Values

- Develop your understanding of organizational and personal values. Read your organizations’ strategic plan. Become curious about your supervisor’s and colleagues’ personal work values.
- Practice crafting messages that appeal to these values.

Model Desired Behavior

- Identify behaviors desired in colleagues and subordinates.
- Model these behaviors consistently in your own actions.
- Seek feedback on the impact of your behavior on team dynamics.