# Session Seven: Key Skills for Influencing Meetings

# Worksheet 1

Individual Ranking of Influencing Skills at Meetings

As an individual, assess the following behaviours in terms of their effectiveness in influencing other people at meetings with 1 as the most powerful and 12 as the least effective:

1. Supporting others
2. Listening
3. Explaining
4. Stating needs
5. Use of controlled aggression
6. Summarising
7. Dramatic gestures
8. Use of rejection, for example ignoring
9. Acknowledging others’ feelings
10. Disagreeing openly
11. Making proposals
12. Clarifying what others have said

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# Worksheet 2.

Group Ranking of Influencing Skills at Meetings

**This is an exercise in group decision-making.**

Your group is to employ the method of group consensus in reaching its decision. This means that the ranking for each of the items relating to influencing skills at meetings must be agreed by each group member before it becomes part of the group decision.

Consensus is difficult to reach. Therefore, not every ranking will meet with everyone’s complete approval.

Try, as a group, to make each ranking one with which all group members can at least partially agree.

Here are some guidelines to use in reaching consensus:

1. Avoid arguing only for your own individual judgements.
2. Avoid changing your mind only in order to reach agreement and avoid conflict.
3. Support only solutions with which you are able to agree.
4. Avoid conflict-reducing techniques such as voting, averaging or trading.
5. View differences of opinion as helpful rather than as a hindrance.