

THE FOUNDATIONS OF INFLUENCE WORKBOOK



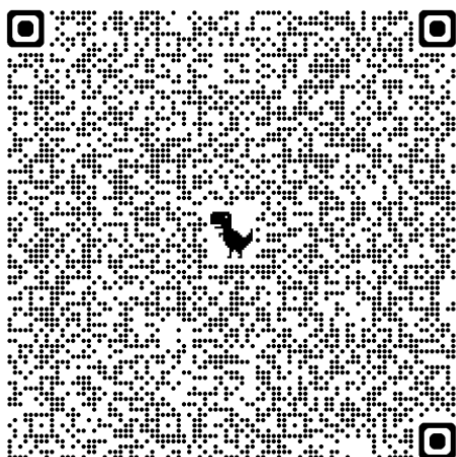
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The Foundations of Influence

Mastering Influence: Unlock the
Power to Lead and Inspire



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The Foundations of Influence



What's In the Workbook

The Lead with Influence Workbook is designed to be your actionable partner in mastering the principles of leadership and influence outlined in *The Foundations of Influence* book

- Over 30 exercises to reinforce leadership skills and practical application.
- Includes 5 in-depth action plans aligned with the 5 Pillars of Influence—Trust, Emotional Intelligence, Communication, Credibility, and Adaptability.
- Chapter-by-chapter challenges, reflection prompts, and goal-setting activities to track your growth.

About the Elite Leadership Center

- Equip leaders with elite strategies for success.
- Turn leadership principles into real-world impact.
- Empower leaders to inspire and drive change.

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INTRODUCTION TO THE WORKBOOK

Welcome to Your Leadership Journey!

Congratulations on taking the next step to deepen your leadership skills and master the art of influence. This workbook is designed as your practical guide to apply the principles from *The Foundations of Influence* to your daily life and leadership journey.

In the book, we explored the 5 Pillars of Influence: **Trust, Emotional Intelligence, Communication, Credibility, and Adaptability**. These pillars form the foundation for becoming a leader who inspires action, builds lasting relationships, and drives meaningful change. This workbook takes those concepts one step further, giving you actionable exercises, tools, and reflections to help you internalize and implement what you've learned.

How to Use This Workbook

This workbook is a companion to *The Foundations of Influence*. While you can use it on its own, it's most effective when used alongside the book, chapter by chapter. Here's how to get the most out of this resource:

1. **Read and Reflect:** Start with the book and focus on the chapter that aligns with the section in this workbook.
2. **Complete the Exercises:** Work through the practical activities in this workbook to apply the lessons to your unique leadership context.
3. **Take Action:** Use the insights and plans you develop here to make tangible improvements in your leadership approach.
4. **Revisit and Revise:** Leadership is a lifelong journey. Come back to this workbook as you grow, refine, and evolve your leadership style.

Your Leadership Goals: Before diving in, take a moment to set your intentions. *Use the space below to identify what you hope to achieve:* What specific leadership skills do you want to develop? How will mastering influence benefit your team, organization, or personal life?

My Top Three Leadership Goals:

1. _____
2. _____
3. _____



SECTION 1: TRUST – THE CORNERSTONE OF INFLUENCE

Trust is the foundation of all successful relationships and leadership. Without trust, your influence will falter, no matter how skilled or knowledgeable you are. In this section, we'll explore how to assess, build, and maintain trust with those you lead. **NOTE:** For a deeper understanding of how to establish and nurture trust as the foundation of your influence, refer to the Trust Chapter in *The Foundations of Influence*. This chapter provides actionable techniques to build authentic connections, foster loyalty, and create a culture of trust within your team or organization.

EXERCISE 1: TRUST SELF-ASSESSMENT

Take a moment to reflect on the level of trust you've built with your team, colleagues, friends or family. Use the table below to rate your relationships on a scale of 1 (low trust) to 10 (high trust).

Person or Team	Trust Level (1-10)	Why	Action to Improve Trust

Reflection:

- What surprised you about your scores?
- What's one immediate action you can take to improve trust with the lowest-rated person or group?



EXERCISE 2: BUILDING TRUST IN ACTION

Consider the following scenario and write how you would respond to rebuild trust:

Scenario: One of your team members has been underperforming, but instead of addressing the issue, they seem disengaged and distant. You've realized that they don't trust leadership due to previous broken promises.

1. What steps would you take to rebuild their trust?

2. How would you communicate your intentions to them authentically?

3. What ongoing actions can you take to ensure trust is maintained?

Practical Action Plan: Trust Building: Write down one action you will take this week to build trust with your team or a specific individual.

Action: _____

Deadline: _____

Reflection

- How does trust—or a lack of it—currently impact your leadership?
- What's one key insight you've gained from this exercise?

Insight: _____



SECTION 2: EMOTIONAL INTELLIGENCE – CONNECTING ON A HUMAN LEVEL

Emotional Intelligence (EQ) is the ability to understand and manage your own emotions while connecting with the emotions of others. It's a skill that allows you to lead with empathy, build meaningful relationships, and inspire trust and collaboration. In this section, we'll explore exercises and reflections to enhance your self-awareness, empathy, and emotional regulation. **NOTE:** To enhance your ability to connect with others and lead with empathy, refer to the Emotional Intelligence Chapter in *The Foundations of Influence*. This chapter explores the core components of emotional intelligence and offers practical strategies to build stronger relationships, navigate emotions effectively, and inspire those around you.

EXERCISE 1: EMOTIONAL AWARENESS JOURNAL

Understanding your own emotions is the first step to emotional intelligence. Use the prompts below to start a daily emotional awareness journal for the next week.

Daily Prompts:

1. What emotions did I experience today? _____

2. What triggered these emotions? _____

3. How did these emotions impact my actions and decisions? _____



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4. How could I have managed these emotions differently? _____

At the end of the week, reflect on any patterns you noticed. For example:

1. Are certain situations or people consistently triggering specific emotions?
2. Are your emotions helping or hindering your leadership?

Reflection: What is one way you'll respond differently to your emotions moving forward?



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EXERCISE 2: EMPATHY MAPPING

Empathy is the ability to see the world through someone else's eyes. This exercise will help you understand a specific person's perspective, challenges, and needs.

Instructions: Choose a colleague, team member, or someone you interact with frequently. Use the prompts below to map out their experience.

Prompt	Your Response
What challenges are they facing?	
What motivates them?	
How might they feel about their current role or situation?	
What do they need from you as a leader?	

Reflection: How can you adjust your communication or actions to better support this person?



EXERCISE 3: EMOTIONAL REGULATION – THE PAUSE AND RESET TECHNIQUE

Leaders often face high-pressure situations where emotions can run high. Emotional regulation is about staying calm, focused, and solutions-oriented, even in challenging moments.

Scenario: Imagine you're in a meeting where a team member challenges your decision in front of others. Your immediate reaction is frustration, but you need to maintain professionalism and control.

The Pause and Reset Technique:

1. **Pause:** Take a deep breath and count to five.
2. **Name the Emotion:** Identify what you're feeling (e.g., "I'm feeling frustrated because my idea was dismissed").
3. **Reframe the Situation:** Shift your perspective. Ask yourself, "WHAT'S THE BIGGER PICTURE HERE?" or "HOW CAN I TURN THIS INTO A PRODUCTIVE CONVERSATION?"
4. **Respond with Intention:** Craft a calm, thoughtful response that addresses the concern without escalating the situation.

Reflection: How could this technique change the way you handle conflict or criticism?



Practical Action Plan: Building Emotional Intelligence

Choose one area of emotional intelligence to focus on this week.

Goal: _____

Action Steps:

1. _____

2. _____

3. _____

Reflection:

- What did you learn about yourself through these exercises?
- How has practicing emotional intelligence changed the way you interact with others?

Insight:



SECTION 3: COMMUNICATION – TURNING IDEAS INTO ACTION

Communication is the bridge between your ideas and the actions of others. It's not just about talking—it's about creating understanding, inspiring confidence, and aligning people around a shared vision. In this section, you'll develop practical skills to craft clear messages, actively listen, and communicate with impact.

Note: For further insights and detailed explanations on the principles of effective communication, please refer to the Communication Chapter in *The Foundations of Influence*. This chapter provides an in-depth exploration of strategies to enhance clarity, connection, and impact in your interactions as a leader.

EXERCISE 1: CRAFTING A LEADERSHIP MESSAGE

A clear, concise message is key to effective communication. Use this exercise to practice framing your ideas in a way that inspires action.

Instructions: Choose a current initiative or challenge you're working on. Use the template below to create a compelling message: **Use the following Why, What, and How Template:**

1. **The Why** (Purpose): Why is this important?
 - EXAMPLE: "This project will streamline our operations, saving time and resources."
2. **The What** (Goal): What do you want to achieve?
 - EXAMPLE: "Our goal is to implement this new system within 60 days."
3. **The How** (Action): What actions do you need from your audience?
 - EXAMPLE: "I need each department to identify their top priorities by next Friday."

Your Message:

The Why: _____

The What: _____

The How: _____



EXERCISE 2: ACTIVE LISTENING IN ACTION

Communication is a two-way street. Active listening ensures that others feel heard and understood, which strengthens trust and collaboration.

Scenario: You're in a meeting, and a team member shares concerns about a new policy. Instead of responding immediately, focus on listening actively.

Steps for Active Listening:

1. **Give Your Full Attention:** Put away distractions and make eye contact.
2. **Paraphrase:** Repeat back what you heard to ensure understanding.
 - EXAMPLE: "What I'm hearing is that you're concerned about how this policy will affect workload. Is that correct?"
3. **Ask Clarifying Questions:** Dive deeper into their concerns.
 - EXAMPLE: "Can you share a specific example of where you see challenges arising?"

Reflection:

- **How does active listening change the dynamics of a conversation?** _____

- **What will you do differently to practice active listening moving forward?** _____



EXERCISE 3: STORYTELLING FOR IMPACT

People are wired to connect with stories. Use this exercise to turn a key leadership message into a relatable narrative.

Scenario: Imagine you need to motivate your team to take on a challenging project. Use the following framework to craft a story:

1. **The Challenge:** Describe a problem or obstacle.
 - EXAMPLE: “When we launched the pilot program last year, we faced tight deadlines and limited resources.”
2. **The Turning Point:** Share how the team overcame the challenge.
 - EXAMPLE: “Despite the challenges, everyone worked together, and we achieved a record-breaking launch.”
3. **The Lesson:** Connect the story to your message.
 - EXAMPLE: “This shows what we can accomplish when we come together, even in tough circumstances. I believe we can do it again.”

Your Story:

1. The Challenge:

2. The Turning Point:

3. The Lesson:



PRACTICAL ACTION PLAN: ELEVATING COMMUNICATION

Identify one specific area of communication you'd like to improve.

Goal: _____

Action Steps:

1. _____

2. _____

3. _____

Reflection: What did you learn about your communication style through these exercises? How has practicing clarity, listening, or storytelling changed the way you engage with others?

Insight: _____



SECTION 4: CREDIBILITY – BECOMING A LEADER PEOPLE WANT TO FOLLOW

Credibility is the cornerstone of respect and trust. It's what makes your words carry weight and inspires others to follow your lead. Credible leaders demonstrate expertise, reliability, and integrity, building a reputation that encourages confidence and loyalty. In this section, you'll learn how to assess, strengthen, and showcase your credibility as a leader. **Note:** To gain deeper insights into establishing and maintaining credibility as a leader, refer to the Credibility Chapter in *The Foundations of Influence*. This chapter outlines essential strategies for building trust, demonstrating expertise, and aligning your actions with your values to inspire confidence and respect.

EXERCISE 1: CREDIBILITY SELF-ASSESSMENT

Take a moment to reflect on how others perceive your credibility. Use the prompts below to assess where you stand:

Trait	Rating (1-10)	Evidence of Strength or Need for Improvement
Expertise		
Reliability		
Integrity		

Reflection:

1. Which area do you excel in most? _____

2. Which area needs the most improvement? _____

3. What's one action you can take to enhance your credibility in that area? _____



EXERCISE 2: DEMONSTRATING RELIABILITY

Reliability means doing what you say you'll do. Use this exercise to identify and follow through on commitments.

1. **Current Commitments:** List three promises or responsibilities you've made recently:

2. **Action Plan:**

How will you ensure you meet these commitments on time?

If a challenge arises, how will you communicate and adjust expectations?

3. **Follow-Up:** At the end of the week, review whether you fulfilled these commitments. Reflect on any obstacles you encountered and how you handled them.



EXERCISE 3: BUILDING EXPERTISE

Expertise establishes your credibility as a knowledgeable and skilled leader. Use the prompts below to identify areas where you can grow:

1. **Identify a Knowledge Gap:** What's one area where you feel less confident or experienced?

2. **Plan for Growth:** What steps can you take to strengthen your expertise in this area?

3. **Seek Feedback:** Who can you ask for feedback or mentorship to help you grow in this area?



EXERCISE 4: ALIGNING ACTIONS WITH VALUES

Integrity means aligning your actions with your words and values. Use this exercise to ensure you're living out your leadership principles.

1. **Your Core Values:** List three values that define your leadership:

- _____
- _____
- _____

2. **Reflection:**

- Are your daily actions aligned with these values? Why or why not? _____

- What's one behavior you could adjust to better reflect your values? _____

3. **Accountability Plan:** Share your commitment to align your actions with a trusted colleague or mentor. Ask them to provide feedback over the next month.



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PRACTICAL ACTION PLAN: STRENGTHENING CREDIBILITY

Choose one area of credibility to focus on this week: expertise, reliability, or integrity.

Goal: _____

Action Steps:

1. _____

2. _____

3. _____

Reflection

- How has focusing on credibility shifted the way you approach your leadership role?
- What impact do you notice in your interactions with others?

Insight: _____



SECTION 5: ADAPTABILITY – THRIVING IN CHANGE

Adaptability is the ability to adjust your mindset, behavior, and strategies in response to new challenges and circumstances. In today's fast-paced world, change is inevitable, and leaders who embrace adaptability not only thrive but also inspire their teams to do the same. This section will guide you through exercises to help you stay flexible, resourceful, and resilient as a leader. **Note:** For a comprehensive understanding of how to remain flexible and effective in dynamic environments, refer to the Adaptability Chapter in *The Foundations of Influence*. This chapter explores practical strategies for adjusting your leadership style, embracing change, and navigating challenges with resilience and resourcefulness.

EXERCISE 1: GROWTH MINDSET REFLECTION

A growth mindset—the belief that abilities can be developed through effort—is at the core of adaptability. Use this exercise to shift your perspective on challenges and setbacks.

1. **Reflect on a Challenge:** Think of a recent situation where you faced difficulty or change.

○ What was the challenge? _____

○ How did you initially feel about it? _____

2. **Reframe the Challenge:** Answer the following:

○ What did this situation teach you? _____

○ How could you use this lesson to grow as a leader? _____

3. **Apply the Lesson:** Identify one way you can approach future challenges with a growth mindset.



EXERCISE 2: SCENARIO PLANNING

Scenario planning helps you prepare for uncertainty by imagining different possible outcomes and creating strategies for each.

1. **Choose a Situation:** Identify a current or upcoming challenge in your role. _____

2. **Brainstorm Scenarios:** Imagine three possible outcomes for this situation:
 - Best-case scenario: _____

 - Worst-case scenario: _____

 - Most likely scenario: _____

3. **Plan Your Response:** For each scenario, outline one or two actions you could take to address it.
 - Best-case response: _____

 - Worst-case response: _____

 - Most likely response: _____

Reflection: How does this exercise help you feel more prepared and confident about facing the situation?



EXERCISE 3: BEHAVIORAL FLEXIBILITY CHALLENGE

Adaptable leaders know how to adjust their leadership style to fit the needs of different people and situations. Use this exercise to practice behavioral flexibility.

1. **Identify a Team Member:** Think of someone on your team with a unique communication or work style.

Who is this person? _____

What is their preferred way of working or communicating? _____

2. **Adapt Your Approach:** Choose one way you can adjust your behavior to better connect with this person. *EXAMPLE:* If they prefer detailed instructions, provide step-by-step guidance. If they value autonomy, give them more freedom to make decisions. _____

3. **Reflect on the Outcome:** After implementing this change, answer:

How did the person respond? _____

What did you learn about adapting your leadership style? _____



EXERCISE 4: THE “PAUSE AND PIVOT” TECHNIQUE

Adaptability often requires you to stay calm and pivot quickly in the face of unexpected changes. Use this technique to practice resilience under pressure.

Scenario: Imagine you’re leading a project, and a critical deadline is suddenly moved up by two weeks.

Steps:

1. **Pause:** Take a moment to collect your thoughts and identify your initial reaction.

What emotions are you feeling? _____

What’s your first instinct? _____

2. **Reframe the Situation:** Ask yourself:

What opportunities could this change create? _____

How can I turn this challenge into a win for my team? _____

3. **Pivot:** Outline the immediate steps you’ll take to adjust. *EXAMPLE:* Reprioritize tasks, reallocate resources, or communicate with stakeholders.



PRACTICAL ACTION PLAN: CULTIVATING ADAPTABILITY

Choose one area of adaptability to focus on this week: cognitive flexibility (changing your thinking), emotional resilience (staying calm under pressure), or behavioral flexibility (adapting your actions).

Goal: _____

Action Steps:

1. _____

2. _____

3. _____

Reflection

- What did you learn about yourself through these exercises?
- How has practicing adaptability changed the way you approach challenges?

Insight: _____



SECTION 6: OVERCOMING RESISTANCE – TURNING CHALLENGES INTO OPPORTUNITIES

Resistance is a natural part of leadership. Whether it's objections from team members, skepticism from stakeholders, or outright conflict, encountering pushback is inevitable. The key to effective leadership lies in managing resistance skillfully and transforming it into an opportunity to strengthen trust, improve collaboration, and refine your vision. This section provides tools and exercises to address resistance constructively and maintain relationships while navigating challenges. **NOTE:** For an in-depth look at handling objections and turning skeptics into allies, refer to the Overcoming Resistance Chapter in *The Foundations of Influence*. This chapter provides actionable strategies to address concerns, build rapport, and transform resistance into alignment, fostering stronger relationships and greater team cohesion.

EXERCISE 1: UNDERSTANDING THE ROOT OF RESISTANCE

Resistance often stems from underlying fears, concerns, or misunderstandings. Use this exercise to identify the root cause and address it effectively.

1. **Choose a Recent Instance of Resistance:**

What was the situation? _____

Who resisted, and what were their objections? _____

2. **Analyze the Cause:** Reflect on why they might have resisted. Consider the following common reasons: *fear of change, lack of understanding, distrust or skepticism, or conflicting priorities*

What do you think was the primary reason for their resistance? _____

3. **Plan Your Response:** Based on the root cause, outline one way to address their concern.
EXAMPLE: If the resistance stemmed from fear of change, focus on providing reassurance.



EXERCISE 2: EMPATHY MAPPING

Empathy is a powerful tool for overcoming resistance. Use this exercise to see the situation from the other person's perspective.

1. **Identify the Resistor:** Choose someone who is resisting your idea or decision. _____

2. **Map Their Perspective:** Answer the following:

What might they be thinking? _____

What might they be feeling? _____

What might they need to feel more comfortable or supported? _____

3. **Adjust Your Approach:** Based on your insights, what can you do differently to address their perspective?



EXERCISE 3: REFRAMING OBJECTIONS

Objections can provide valuable insights or highlight blind spots in your strategy. Use this exercise to reframe objections as opportunities.

1. **Identify an Objection:** Think of a specific objection you've faced recently.

What was the objection? _____

2. **Reframe the Objection:** Shift your perspective by asking:

What can I learn from this objection? _____

How can I use this feedback to strengthen my approach? _____

3. **Respond Constructively:** Write down how you would respond to this objection in a constructive and empathetic way. *EXAMPLE:* "I understand your concern about the timeline. Let's explore how we can adjust priorities to ensure we stay on track without compromising quality."



EXERCISE 4: ROLE-PLAYING RESISTANCE CONVERSATIONS

Practice handling resistance with a trusted colleague or mentor using this role-playing exercise.

1. **Choose a Scenario:** Select a real or hypothetical situation where you're facing resistance.
EXAMPLE: A team member is hesitant to adopt a new workflow because they believe it's unnecessary.

2. **Role-Play the Conversation:**

- The resistor shares their concerns.
- You practice responding using these steps:
 - Listen fully without interrupting.
 - Validate their concern: "I see where you're coming from."
 - Reframe the issue to highlight benefits or opportunities.
 - Propose a path forward.

3. **Get Feedback:** Ask your partner for feedback on how well you addressed the resistance. Write down what went well, what do you need to work on.



PRACTICAL ACTION PLAN: OVERCOMING RESISTANCE

Choose one upcoming situation where you anticipate resistance. Create a plan to address it effectively.

Situation: _____

Steps to Address Resistance:

1. _____

2. _____

3. _____

Reflection

- How did these exercises change your perspective on resistance?
- What new strategies will you use to handle objections in the future?

Insight: _____



SECTION 7: CONFLICT RESOLUTION – NAVIGATING DISAGREEMENTS WITH CONFIDENCE

Conflict is inevitable in any leadership role. Disagreements arise when diverse perspectives, goals, and emotions intersect. While conflict can feel uncomfortable, it's also a powerful opportunity to strengthen relationships, foster collaboration, and improve outcomes when handled effectively.

In this section, you'll learn tools and strategies to navigate conflict confidently while preserving trust and respect among your team.

EXERCISE 1: IDENTIFYING CONFLICT STYLES

Understanding how you and others approach conflict is key to effective resolution. Use this exercise to reflect on your conflict style and how it impacts your leadership.

1. **Your Default Style:** Reflect on how you typically respond to conflict. Check the style that most aligns with your behavior:
 - **Avoiding:** Staying away from the conflict altogether.
 - **Accommodating:** Prioritizing others' needs over your own.
 - **Competing:** Focusing on winning the conflict.
 - **Compromising:** Finding a middle ground where both parties give something up.
 - **Collaborating:** Working together to find a win-win solution.
2. **Impact of Your Style:** How does this style affect your ability to resolve conflicts?

Positive impact: _____

Negative impact: _____

3. **Adjusting Your Style:** How can you adopt a more collaborative approach in your next conflict?



EXERCISE 2: THE CONFLICT MAPPING TOOL

Use this tool to analyze and approach a specific conflict constructively.

1. **Identify the Conflict:** Write down a current or recent conflict you've experienced.

What is the conflict about? _____

Who is involved? _____

2. **Map the Perspectives:**

Your perspective: _____

The other party's perspective: _____

3. **Find Common Ground:** What shared goals or values do you and the other party have?

4. **Plan Your Resolution:** What steps can you take to address the conflict constructively?

Step 1: _____

Step 2: _____

Step 3: _____



EXERCISE 3: THE "ACTIVE LISTENING" PRACTICE

Active listening is one of the most effective tools for resolving conflict. It shows respect, builds understanding, and opens the door to collaborative solutions.

1. **Practice Listening Without Interrupting:**
 - Choose someone to practice with (e.g., a colleague or mentor).
 - Have them describe a challenge or concern while you listen actively.
2. **Summarize and Validate:** Reflect back what you heard using phrases like:
 - "What I hear you saying is..."
 - "It sounds like you're feeling..."
3. **Ask Clarifying Questions:** Use open-ended questions to deepen your understanding. For example:
 - "Can you tell me more about what's been challenging for you?"
 - "What do you think would make this situation better?"

Reflection: How did active listening change the tone of the conversation?



EXERCISE 4: WIN-WIN PROBLEM SOLVING

Conflict resolution isn't about winning—it's about finding a solution that satisfies everyone's core needs. Use this exercise to create win-win outcomes.

1. **Define the Problem:** Write down the core issue causing the conflict.

2. **Identify Needs:**

What are your needs or goals in this situation? _____

What are the other party's needs or goals? _____

3. **Brainstorm Solutions:** List three potential solutions that address both parties' needs.

Solution 1: _____

Solution 2: _____

Solution 3: _____

4. **Choose the Best Solution:** Which option is most likely to resolve the conflict while preserving relationships?



PRACTICAL ACTION PLAN: NAVIGATING CONFLICT

Choose a conflict you're currently facing or anticipate encountering. Use the tools in this section to create a plan for resolution.

Conflict: _____

Resolution Steps:

1. _____

2. _____

3. _____

Reflection

- How do you feel about your ability to navigate conflict after completing these exercises?
- What's one new strategy you plan to use in future conflicts?

Insight: _____



SECTION 8: CREATING A CULTURE OF INFLUENCE – EMBEDDING LEADERSHIP PRINCIPLES INTO YOUR ORGANIZATION

A culture of influence is one where trust, collaboration, and shared purpose drive success. Leaders who cultivate such a culture empower their teams to think critically, communicate openly, and innovate boldly. This section will guide you through creating an environment where the principles of influence—trust, emotional intelligence, communication, credibility, and adaptability—become part of your organization’s DNA.

EXERCISE 1: ASSESSING YOUR CURRENT CULTURE

Before building a culture of influence, it’s essential to understand your organization’s existing dynamics.

1. **Evaluate Key Areas:** Rate your organization on a scale of 1 (low) to 5 (high) in the following areas:
 - Trust among team members: _____
 - Open and effective communication: _____
 - Leadership credibility: _____
 - Adaptability to change: _____
 - Emotional intelligence in relationships: _____
2. **Identify Strengths and Gaps:**

What’s working well in your current culture? _____

What areas need improvement?



EXERCISE 2: ESTABLISHING CORE VALUES

A culture of influence starts with clearly defined values that guide behaviors and decision-making.

1. Define Your Core Values:

What three values are most important to your organization? *EXAMPLE:* Trust, innovation, collaboration.

- _____
- _____
- _____

2. Align Values with Actions:

For each value, list one specific action or behavior that demonstrates it.

Value 1: _____ | Action: _____

Value 2: _____ | Action: _____

Value 3: _____ | Action: _____

3. Share the Values: How can you communicate these values to your team in a meaningful way?



EXERCISE 3: BUILDING A FEEDBACK CULTURE

Feedback is essential for trust and growth. Use this exercise to encourage a culture of constructive, two-way feedback.

1. **Establish Feedback Norms:** Answer the following:

How often should feedback be shared? _____

What format works best (e.g., one-on-one, team meetings, surveys)? _____

2. **Practice Giving Feedback:**

Choose a recent situation where you provided feedback. _____

What went well? _____

What could you improve? _____

3. **Practice Receiving Feedback:** Ask a team member for feedback on your leadership. Use these prompts:

- "What's one thing I do well as a leader?"
- "What's one thing I could improve to better support the team?"

Reflection: How did the feedback exchange affect your relationship with your team?



EXERCISE 4: EMPOWERING TEAM MEMBERS

Empowered employees contribute to a stronger, more innovative culture.

1. Identify Opportunities for Empowerment:

Which team member could take on more responsibility or leadership? _____

What project or task could you delegate to help them grow? _____

2. Set Clear Expectations: Outline how you'll support them. For example:

Provide resources: _____

Offer mentorship or coaching: _____

Define success criteria: _____

3. Celebrate Success: Plan a way to acknowledge their accomplishments. _____



PRACTICAL ACTION PLAN: BUILDING A CULTURE OF INFLUENCE

Create a roadmap to embed the 5 Pillars of Influence into your organization.

1. **Trust:** Action Step: _____

2. **Emotional Intelligence:** Action Step: _____

3. **Communication:** Action Step: _____

4. **Credibility:** Action Step: _____

5. **Adaptability:** Action Step: _____

Reflection

- How has this section influenced your approach to shaping your organization's culture?
- What's one change you'll implement immediately to foster a culture of influence?

Insight:



SECTION 9: THE LEGACY OF INFLUENCE – LEAVING A LASTING IMPACT

True leadership extends far beyond personal achievements. A legacy of influence is about the enduring impact you have on others—your team, your organization, and your community. It's what you leave behind when you step away from a role, a project, or even a career. This section focuses on actionable steps to create a legacy that inspires and uplifts others, ensuring your influence resonates for years to come. **NOTE:** To explore how to create a lasting impact as a leader, refer to the Legacy of Influence Chapter in *The Foundations of Influence*. This chapter delves into the qualities and strategies that help leaders leave a meaningful legacy by inspiring others, building trust, and fostering a culture that thrives beyond their leadership.

EXERCISE 1: DEFINING YOUR LEADERSHIP LEGACY

What do you want to be remembered for as a leader? Use this exercise to clarify your vision.

1. **Your Leadership Impact:** Reflect on your leadership journey so far. Answer the following questions:

What has been your greatest accomplishment as a leader? _____

What feedback have you received about how you've influenced others? _____

2. **Legacy Vision Statement:** Craft a short statement describing the legacy you want to leave.
EXAMPLE: "I want to be remembered as a leader who empowered others to achieve their potential and created a culture of trust, innovation, and collaboration."

Your Vision: _____

3. **Identify Core Values:** What values do you want your legacy to embody? _____



EXERCISE 2: MENTORSHIP AS A LEGACY TOOL

Mentorship is one of the most powerful ways to create a lasting legacy.

1. **Choose a Protégé:** Identify someone you can mentor in your organization or community.

Who could benefit from your guidance? _____

What specific skills or experiences can you help them develop? _____

2. **Create a Mentorship Plan:** Outline how you'll support their growth. For example:

Schedule regular one-on-one meetings to discuss their goals and challenges. _____

Share resources, such as books, articles, or training programs. _____

Provide constructive feedback on their progress. _____

3. **Reflection:** How will mentoring this person contribute to your leadership legacy? _____



EXERCISE 3: EMBEDDING VALUES INTO SYSTEMS

A leader's legacy is often defined by the systems and processes they create. These systems reflect your values and ensure your impact continues after you're gone.

1. **Identify a Process to Influence:** Choose one system or practice within your organization that aligns with your values. *EXAMPLE:* A recognition program for employee achievements, a leadership development initiative, or a new approach to decision-making.

Your Chosen Process: _____

2. **Infuse Your Values:** List three ways you can embed your values into this system.

Value: _____ | Action: _____

Value: _____ | Action: _____

Value: _____ | Action: _____

3. **Sustain the System:** Who can you empower to maintain and improve this system? _____



EXERCISE 4: STORYTELLING FOR LEGACY

Stories are a powerful way to inspire and pass on lessons. Craft a story that reflects your leadership philosophy and share it with others.

1. **Choose a Defining Moment:** Reflect on a time when you demonstrated leadership in a meaningful way.

What was the situation? _____

What actions did you take? _____

What was the outcome? _____

2. **Connect to Values:** How does this story illustrate your leadership values? _____

3. **Share the Story:** Write or practice sharing this story with your team, mentees, or colleagues.



PRACTICAL ACTION PLAN: BUILDING YOUR LEGACY

1. Immediate Actions:

What's one thing you can do this week to start building your legacy? _____

2. Long-Term Vision:

What systems, relationships, or initiatives will you focus on over the next year?

Reflection

- What does a meaningful legacy look like to you?
- How has your perspective on leadership evolved through this workbook?

Insight: _____



SECTION 10: BRINGING IT ALL TOGETHER – YOUR LEADERSHIP ROADMAP

Congratulations on completing this workbook! By exploring the foundations of influence, developing your leadership skills, and reflecting on your legacy, you've taken significant steps toward becoming the kind of leader who inspires, empowers, and leaves a lasting impact. This final section will help you consolidate everything you've learned into a practical, actionable roadmap for leadership growth. **NOTE:** For guidance on integrating all five pillars of influence into a cohesive leadership style, refer to the Bringing It All Together Chapter in *The Foundations of Influence*. This chapter offers practical advice on combining trust, emotional intelligence, communication, credibility, and adaptability to become a leader who inspires and empowers in any situation.

STEP 1: REFLECT ON YOUR JOURNEY

Take a moment to look back on the exercises you've completed throughout this workbook.

1. **Key Insights:** What are the three most important lessons you've learned about leadership and influence?

Insight 1: _____

Insight 2: _____

Insight 3: _____

2. **Personal Growth:** How have your perspectives on leadership changed since you began this process?

3. **Celebrate Progress:** What actions or behaviors have you already started to improve? _____



STEP 2: SET YOUR LEADERSHIP GOALS

Building influence is an ongoing journey. Use this exercise to set clear, measurable goals that will guide your growth.

1. Short-Term Goals (Next 30 Days):

Goal 1: _____

Goal 2: _____

Goal 3: _____

2. Mid-Term Goals (Next 6 Months):

Goal 1: _____

Goal 2: _____

Goal 3: _____

3. Long-Term Vision (1 Year or More):

What kind of leader do you aspire to be in the next year? _____



STEP 3: CREATE YOUR DAILY LEADERSHIP PRACTICE

Great leadership isn't built in a day—it's built through daily habits. Use this exercise to design your own leadership practice.

1. Morning Reflection:

Spend 5 minutes each morning setting your leadership intention for the day. *EXAMPLE:* "Today, I will focus on building trust by following through on my commitments."

Your Intention: _____

2. Mid-Day Check-In: Take 2–3 minutes to assess your progress. Ask yourself:

- Am I living up to my leadership values?
- Have I made meaningful connections today?

3. Evening Reflection: Before bed, reflect on your day using these prompts:

- What went well today in my leadership?
- What could I improve tomorrow?



STEP 4: BUILD YOUR LEADERSHIP NETWORK

Strong leaders surround themselves with supportive peers, mentors, and collaborators.

1. Identify Key Relationships:

Who are three people you can learn from or lean on for support?

Mentor: _____

Peer: _____

Team Member: _____

2. Engage Regularly: Plan how you'll connect with these individuals.

- Schedule monthly check-ins with your mentor.
- Join a leadership group or forum to exchange ideas with peers.
- Hold weekly one-on-ones with your team members.



STEP 5: SHARE YOUR LEADERSHIP VISION

Influence grows when you communicate your vision with clarity and purpose.

1. Craft Your Leadership Statement:

Write a short statement that encapsulates your leadership philosophy. *EXAMPLE:* "As a leader, I aim to inspire trust, foster collaboration, and empower others to reach their full potential."

Your Statement: _____

2. Share It with Others: Identify three ways to communicate your vision to your team, organization, or community.

Method 1: _____

Method 2: _____

Method 3: _____

Reflection and Commitment: As you close this workbook, take a moment to reflect on your commitment to influence and leadership.

What's one word that describes how you feel about your leadership journey? _____

What's one promise you'll make to yourself as a leader? _____



Your Leadership Roadmap

You now have the tools, insights, and strategies to lead with authenticity, purpose, and impact. Keep this roadmap close and revisit it regularly to ensure you're staying true to your vision and values.

Remember, leadership isn't about perfection—it's about progress. Each day is an opportunity to grow, connect, and make a difference. The journey to influence is a lifelong pursuit. By dedicating yourself to growth and embracing the principles of trust, emotional intelligence, communication, credibility, and adaptability, you're creating a ripple effect that will inspire others and shape a better future.

Go out there and lead with courage, compassion, and conviction—the world needs leaders like you.