

# Help Me Help You!

## Build Your Credibility

- 1) Review list (on next page) and choose: *Top 3 Credibility Builders to Develop*, and take action!
- 2) OR for the greatest impact... Work through the **WHOLE** list (in any order); focus on a new one every two weeks, to complete in one year; or one a week, to complete in six months. Continue to build on your skills; don't ignore the ones you've already worked on as you go!

## Grow Your Relationships

Who (List specific names)	Quality of Relationship	One Step to Take
Peers, Colleagues, Mentors, Clients, Managers, Direct Reports, Investors, Vendors, Coaches, Advisors, Industry Experts, Functional Experts, Government, Prospects, People well connected in your field, Anyone who plays a role in your success	Rate each relationships from -2 to +2:  -2 = Very Negative -1 = Antagonistic -0 = Neutral +1 = Supportive +2 = Super Strong (will risk for you)	What is ONE small thing you can do to grow each relationship or nurture it further

- 1) Complete a table for: *My CURRENT Professional Relationships*
- 3) Complete a table for: *People I don't Know Well, But SHOULD (or they should know me)*
- 4) Choose your *Top 3 Key Relationships* from each table to develop, and take action!

## Co-Create Your Stake

Organization Stake: \_\_\_\_\_  
Department Stake: \_\_\_\_\_  
Project Stake (one per): \_\_\_\_\_  
Role Stake (one per): \_\_\_\_\_

## Explain Your Process

- 1) List the **STRENGTHS** of your current Process
- 2) List the potential **DEVELOPMENT** areas for your Process
- 3) List **BENEFITS/IDEAS** to educate about and communicate
- 4) Choose your *Top 3 Process Areas to Document, Refine, Educate, Communicate*; take action!

## Set Your Expectations

- 1) List areas needing attention (be specific)
- 2) List **Designed Alliance Ideas** (expected/acceptable/unacceptable)
- 3) Choose your *Top 3 Expectation Setting Ideas to Implement*, and take action!



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## Building Trust & Credibility – 26 Credibility Builders

Building trust and credibility takes time, commitment and consistency. Though it won't happen overnight, developing these habits and making them second nature, will help you to project the type of leadership presence worthy of being followed. Challenge yourself to master one every 1-2 weeks!

1. Be honest, transparent, straight forward, real, authentic
2. Use confident body language – eye contact, firm handshake, stance, mirroring, openness
3. Build a personal connection – get to know them, goals, pain points, who they are outside of work
4. Find a common stake/purpose for your relationship – who/why are you together, co-actively?
5. Listen with your ears, eyes, intuition, gut
6. Communicate dependably, freely, thoroughly
7. Say what you mean; mean what you say – be a person of your word, don't talk just to impress
8. Follow through... always.
9. Never present a problem/issue without having at least one possible solution, preferably a few
10. Be proactive, not reactive – anticipate issues, concerns, questions, risks, bring them out
11. Discuss expectations... design the relationship/partnership
12. Clarify/define roles and responsibilities – Who, What, When, Where, How
13. Educate/demystify your process - what and why it's necessary, how they benefit, set context
14. Remain calm under pressure – count to 10, go for a walk, be transparent, ask for what you need
15. No BS - admit your mistakes, when you are wrong, when you don't know
16. Acknowledge efforts & accomplishments – even the small ones, every day
17. Ask for help – collaborate, don't do it all yourself, don't be a know it all
18. Resist making judgments - encourage creativity, curiosity, free-thinking
19. Encourage risk taking – looking silly, extending a hand, making a friend; gives them permission too
20. Disagree tactfully/respectfully – don't be afraid to – partner, challenge, for the sake of something
21. Avoid negative talk and gossip – contagious poison
22. Resist pointing out when others are wrong – how are you both right? What can be learned?
23. Talk about the elephant in the room– don't avoid it, bust through assumptions, release the tension
24. Proactively address conflict – approach issue from same side of the table, as a partnership/team
25. Model the behavior you expect and want to encourage; set and model high standards
26. Be consistent... consistently!

*Coaching Conscious and Emerging Leaders, Teams wanting to grow Productivity & Positivity,  
and Courageous Individuals ready for Real Change*

