



# 5 ACTIONS TO ASSURE PEOPLE WILL FIND YOU TRUSTWORTHY

# THE SEVEN TRAITS OF INFLUENCE

## 1 Be Truthful

- Trust is based on truth
- Lies cause a little voice in your head to say, "Hmmm.... Is that right?"
- Telling the truth at work demonstrates a commitment to integrity
- Truth at work builds your reputation
  - Telling the truth encourages honesty in others



## 2 Stay Loyal

- Be loyal when the other person is not present
- Defending those who are absent builds the trust of those who are present
- Loyalty causes you to take a position
- Don't sit back and watch - standing out!



### What Is Trustworthiness?

Being trustworthy is a personal choice. It is a moral value considered to be a virtue. Being trustworthy means another person can place their trust in you and feel secure that their trust will not be betrayed. As a trustworthy person, you are honest, you keep your promises, and you value loyalty to others.

### Trustworthiness Looks Like?

What does your trustworthiness look like? How do you practice it? How strong is it? To what degree does it exist for you personally? To be influential it is critical to know where you rate on being trustworthy.

### What Do Trustworthy People Do?

Trustworthy people build understanding because they aren't judgmental toward others. They understand where they've come from, recognize their ability to change and support them when times are tough. When you offer this kind of understanding to another person, they definitely see you as trustworthy.

## 3 Keep Your Promises



- Honor your commitments
- Keep an appointment or freely give your time
- Keeping your word makes people feel as a priority in your life
- Keeping your promise means it's important to you

## 4 Be Accountable

- Recognize and accept responsibility for your mistakes
- Own up to what happened and puts forth effort to change it
- Successful people have the attitude is, "What do I need to do to correct it?"
- People admire when you hold yourself accountable

## 5 Promote Communication And Understanding

- Open and honest communication is built on trust
- Non-verbal communication is just as important as verbal
- Refrain from being judgmental
- Offer your help and assistance

