



Stakeholder Alignment & Influence Field Guide

A navigable, aligned and practical way to strengthen cross-functional conversations and build genuine alignment.



Contents

Use the route cards for context, then use the coaching pages to strengthen delivery.

HOW TO USE THIS GUIDE

Start with the two-page daily field card. Choose one stakeholder, use one short opener, listen, offer one useful step and record the agreement.

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Quick start + daily field card

Short, natural and useful. Use one line, then listen.

1 CONTEXT

2 ASK

3 LISTEN

4 CLARIFY

5 OFFER

6 AGREE

7 RECORD

TOP CONVERSATIONS FOR TODAY

BUSINESS UNIT LEADS

OPENER

"How is this priority landing in your world right now?"

CLARIFY

"What would make this easier to support from where you sit?"

NEXT STEP

"Let's agree what success looks like for your team specifically."

PROJECT SPONSORS

OPENER

"What does success need to look like from your seat?"

CLARIFY

"Where do you see the biggest risk to that?"

NEXT STEP

"I can bring options back rather than a single recommendation."

FUNCTIONAL PEERS

OPENER

"How does this intersect with what your team is juggling?"

CLARIFY

"Where might our priorities pull in different directions?"

NEXT STEP

"Let's find the one thing worth aligning on this week."

SENIOR EXECUTIVES

OPENER

"What's the one thing you'd want confirmed before we proceed?"

CLARIFY

"Is it the approach, the timeline, or the risk that matters most?"

NEXT STEP

"I'll bring a concise view back with a clear recommendation."

LISTEN FOR

Competing priorities, unspoken concerns, political risk, timing pressure and the question behind the first question.

Stakeholder Alignment workflow

The conversation is one part of the outcome. Use the full loop.

01 MAP

5-10 MIN

- Choose one stakeholder or one relationship.
- Note their likely priorities and concerns.
- Check what “good” looks like for them.
- Confirm who else needs to be aware.

02 CONVERSATION

20-30 MIN

- Open with their context, not yours.
- Ask one clarifying question, then pause.
- Do not pitch before you understand.
- Separate a preference from a blocker.

03 RECORD

IMMEDIATELY

- Capture the concern and the reasoning.
- Record what was agreed.
- Note anything needing escalation.
- Do not record unnecessary detail.

04 FOLLOW UP

AGREED DATE

- Send only the summary and the action.
- Use the agreed channel.
- Keep it short and specific.
- Close the loop before the next touchpoint.

05 MEASURE

WEEKLY

- Alignment across the group.
- Friction and escalation points.
- Decision cycle time.
- Which concern recurs most?

MINIMUM CAPTURE

FIELD CAPTURE EXAMPLE

Concern / driver	What is shaping their position	Timeline risk to their own deliverables
Next step	Smallest agreed action	Share revised timeline by Friday
Date / channel	When and how	Follow-up call next Tuesday
Agreement reached	What was actually agreed	Proceed with monthly check-ins

Trust + transparency guardrails

Use the prompts as conversation aids. Confirm current internal requirements before deployment.

SAFER WORDING

AVOID	RISKY EXAMPLE	USE INSTEAD	SAFER WORDING
Avoid implied consensus	"Everyone else is already on board."	Be accurate about status	"Here's exactly who's aligned and who's still deciding."
Avoid speaking for others	"Finance will definitely support this."	Be transparent on roles	"I can't speak for Finance — let's get their view directly."
Avoid urgency pressure	"This needs to be decided today."	Offer a realistic timeline	"Here's the actual decision window and why it matters."
Avoid minimising concerns	"That's not really a big issue."	Acknowledge the concern	"That's a fair point — let's work through it."
Avoid side conversations	Resolving disagreement outside the room, unrecorded	Bring it back transparently	"Let's make sure that view is heard in the room."
Avoid vague ownership	"Someone will pick this up."	Name the owner	"[Name] owns this action, due [date]."

CHANNEL HYGIENE

- Confirm what can be shared before a decision is finalised.
- Respect confidentiality and escalation boundaries between groups.
- Use agreed forums for decisions, not informal side channels.
- Escalate conflicts of interest or governance concerns through the appropriate process.
- An alignment conversation should surface disagreement, not paper over it.

PRE-FLIGHT

Context understood? Roles clear?
Confidentiality checked? Clear next step?

STOP / ESCALATE

A conflict of interest, a governance concern, or a request outside your role? Pause and use the right internal process.

TRUST CHECK

A conversation builds alignment. It does not substitute for the proper decision-making forum.

Objection handling

Acknowledge, clarify only if useful, offer a choice, then give control back.

RESPONSES THAT KEEP TRUST INTACT

"This needs to move faster than the group can agree."	That pressure is understood.	Let's identify what genuinely needs speed and take that specifically to the decision-maker.
"My team already has too much on its plate."	That's a fair constraint.	Let's look at what could be sequenced differently rather than added on top.
"I wasn't consulted on this before it got this far."	That's a fair concern.	Let's make sure your view is captured properly from here.
"Can't we just proceed without full agreement?"	I hear the reasoning.	Let's take the open points to the right forum rather than skip them.
"This looks fine to me as it stands."	Good starting point.	Let's check it against what the other groups need too.
"I don't understand why this decision was made."	That's a fair question.	I can walk through the reasoning and what's still open for input.

THE RULE

Disagreement is information, not a threat to the outcome. Name it, record it, and take it to the right forum to resolve.

Business unit leads

Recommended sequence first; additional prompts retained for different situations.

USE THIS WITH

Business unit leads whose teams are affected by the initiative.

THE AIM

Understand their real constraints before asking for support.

1 START LIGHT

2 LISTEN FOR THE CONSTRAINT

3 OFFER ONE NEXT STEP

RECOMMENDED STARTING SEQUENCE

OPENER

"How is this priority landing in your world right now?"

FOLLOW-UP

"What would make this easier to support from where you sit?"

CLOSE

"Let's agree what success looks like for your team specifically."

IN PRACTICE

Lead: "My team is already stretched this quarter."

Sponsor: "So timing is the real constraint, not the goal itself."

Lead: "Exactly — sequencing would help."

MORE OPTIONS

01 ALTERNATIVE

What's already competing for your team's attention?

02 ALTERNATIVE

Where would this create friction for you?

03 ALTERNATIVE

What would make this feel like less of an ask?

04 ALTERNATIVE

Is timing or scope the bigger issue?

05 ALTERNATIVE

What's worked well when we've partnered before?

06 ALTERNATIVE

What would you need from me to make this easier?

GUARDRAIL

Understand constraints before asking for commitment. Don't assume capacity.

Project sponsors

Recommended sequence first; additional prompts retained for different situations.

USE THIS WITH

Sponsors accountable for the outcome of the initiative.

THE AIM

Align on what success looks like before work is underway.

1 CONFIRM SUCCESS

2 LISTEN FOR THE RISK

3 OFFER ONE NEXT STEP

RECOMMENDED STARTING SEQUENCE

OPENER

"What does success need to look like from your seat?"

FOLLOW-UP

"Where do you see the biggest risk to that?"

CLOSE

"I can bring options back rather than a single recommendation."

IN PRACTICE

Sponsor: "The board will ask about timeline first."

Lead: "So timeline confidence matters more than scope right now."

Sponsor: "Yes — get that right and the rest follows."

MORE OPTIONS

01 ALTERNATIVE

What will you be asked to defend on this?

02 ALTERNATIVE

What would make this an easy yes for you?

03 ALTERNATIVE

Where do you want more visibility, not less?

04 ALTERNATIVE

What's the one metric that matters most?

05 ALTERNATIVE

Would a short options paper help?

06 ALTERNATIVE

What's the risk of moving too slowly here?

GUARDRAIL

Bring options, not a fait accompli. A sponsor decides; they don't rubber-stamp.

Functional peers

Recommended sequence first; additional prompts retained for different situations.

USE THIS WITH

Peers leading other functions with overlapping priorities.

THE AIM

Find genuine common ground before priorities collide.

1 START LIGHT

2 LISTEN FOR OVERLAP

3 OFFER ONE NEXT STEP

RECOMMENDED STARTING SEQUENCE

OPENER

"How does this intersect with what your team is juggling?"

FOLLOW-UP

"Where might our priorities pull in different directions?"

CLOSE

"Let's find the one thing worth aligning on this week."

IN PRACTICE

Peer: "We're also mid-way through a change right now."

Lead: "Then let's find where the two overlap, not compete."

Peer: "Agreed — the data migration is the shared risk."

MORE OPTIONS

01 ALTERNATIVE

Where do our priorities genuinely overlap?

02 ALTERNATIVE

What's already in motion on your side?

03 ALTERNATIVE

Where could we accidentally work against each other?

04 ALTERNATIVE

What would make this a shared win, not a trade-off?

05 ALTERNATIVE

Is there a quick win we could align on first?

06 ALTERNATIVE

What would you want me to flag early?

GUARDRAIL

Look for shared ground before assuming competition for resources.

Senior executives

Recommended sequence first; additional prompts retained for different situations.

USE THIS WITH

Senior executives who need a concise, confident briefing.

THE AIM

Give a clear recommendation without over-explaining the process.

1 LEAD WITH THE ASK

2 LISTEN FOR THE PRIORITY

3 OFFER ONE NEXT STEP

RECOMMENDED STARTING SEQUENCE

OPENER

"What's the one thing you'd want confirmed before we proceed?"

FOLLOW-UP

"Is it the approach, the timeline, or the risk that matters most?"

CLOSE

"I'll bring a concise view back with a clear recommendation."

IN PRACTICE

Executive: "What's the actual ask here?"

Lead: "Approval to proceed with the revised timeline."

Executive: "Good — what's the risk if we don't?"

MORE OPTIONS

01 ALTERNATIVE

What decision do you actually need from me today?

02 ALTERNATIVE

What's the one risk I should know about?

03 ALTERNATIVE

What would change your view on this?

04 ALTERNATIVE

Is there context I'm missing from your side?

05 ALTERNATIVE

What's the simplest version of this you'd approve today?

06 ALTERNATIVE

What would you want flagged before it becomes a problem?

GUARDRAIL

Lead with the recommendation. Keep the reasoning available, not front and centre.

Resistant stakeholders

Recommended sequence first; additional prompts retained for different situations.

USE THIS WITH

Stakeholders who are openly sceptical or opposed.

THE AIM

Understand the resistance before trying to overcome it.

1 START LIGHT

2 LISTEN FOR THE REAL CONCERN

3 OFFER ONE NEXT STEP

RECOMMENDED STARTING SEQUENCE

OPENER

"What's your biggest concern with this approach?"

FOLLOW-UP

"Is it the idea itself, or how it's being done?"

CLOSE

"Let's address that concern directly before going further."

IN PRACTICE

Stakeholder: "We tried something like this before and it failed."

Lead: "What specifically went wrong last time?"

Stakeholder: "No one owned it after launch."

MORE OPTIONS

01 ALTERNATIVE

What would need to be true for you to support this?

02 ALTERNATIVE

What's the history I should know about?

03 ALTERNATIVE

Is this resistance to the idea or the process?

04 ALTERNATIVE

What would you change about the approach?

05 ALTERNATIVE

Who else shares this concern?

06 ALTERNATIVE

What's the risk you're most worried about?

GUARDRAIL

Resistance often carries real information. Understand it before working to shift it.

Silent or disengaged stakeholders

Recommended sequence first; additional prompts retained for different situations.

USE THIS WITH

Stakeholders who have gone quiet or stopped engaging.

THE AIM

Re-open the conversation without putting them on the spot.

1 START LIGHT

2 LISTEN FOR THE REASON

3 OFFER ONE NEXT STEP

RECOMMENDED STARTING SEQUENCE

OPENER

"I've noticed less input from your side recently — how are you feeling about this?"

FOLLOW-UP

"Is it bandwidth, relevance, or something else?"

CLOSE

"Let's find a lighter way for you to stay across it."

IN PRACTICE

Lead: "Haven't heard much from you lately — how's this landing?"

Stakeholder: "Honestly, it hasn't felt relevant to my area."

Lead: "That's useful — let's adjust what we send you."

MORE OPTIONS

01 ALTERNATIVE

Is this still relevant to your priorities?

02 ALTERNATIVE

Would a shorter update format help?

03 ALTERNATIVE

Is there a reason this has felt lower priority?

04 ALTERNATIVE

What would re-engage you with this?

05 ALTERNATIVE

Should someone else from your team be involved instead?

06 ALTERNATIVE

What's competing for your attention right now?

GUARDRAIL

Re-engage with curiosity, not pressure. Silence is information, not defiance.

External partners

Recommended sequence first; additional prompts retained for different situations.

USE THIS WITH

External partners or vendors involved in delivery.

THE AIM

Keep expectations and roles clear across the organisational boundary.

1 START LIGHT

2 LISTEN FOR THE GAP

3 OFFER ONE NEXT STEP

RECOMMENDED STARTING SEQUENCE

OPENER

"How is the partnership working from your side?"

FOLLOW-UP

"Where do expectations feel unclear?"

CLOSE

"Let's put the agreed scope and roles in writing."

IN PRACTICE

Partner: "We weren't sure who owned that decision."

Lead: "Fair — let's clarify ownership in writing."

Partner: "That would help a lot going forward."

MORE OPTIONS

01 ALTERNATIVE

Where do our expectations differ?

02 ALTERNATIVE

What's unclear about scope or ownership?

03 ALTERNATIVE

What would make this partnership easier to run?

04 ALTERNATIVE

Is there a recurring friction point?

05 ALTERNATIVE

Would a regular check-in help?

06 ALTERNATIVE

What's worked well with other partners you've had?

GUARDRAIL

Put agreements in writing. Don't rely on verbal understanding across organisations.

Working group members

Recommended sequence first; additional prompts retained for different situations.

USE THIS WITH

Working group members contributing to a shared deliverable.

THE AIM

Keep contribution focused and avoid duplicated effort.

1 START LIGHT

2 LISTEN FOR OVERLAP

3 OFFER ONE NEXT STEP

RECOMMENDED STARTING SEQUENCE

OPENER

"How is your piece of this progressing?"

FOLLOW-UP

"Is there anything overlapping with someone else's work?"

CLOSE

"Let's clarify ownership before the next milestone."

IN PRACTICE

Member: "I think someone else might be covering this too."

Lead: "Let's check before you both build it separately."

Member: "Good idea — I'll confirm today."

MORE OPTIONS

01 ALTERNATIVE

What's clear versus still ambiguous in your scope?

02 ALTERNATIVE

Is there overlap with someone else's work?

03 ALTERNATIVE

What would help you move faster?

04 ALTERNATIVE

Is the next milestone still realistic?

05 ALTERNATIVE

What decision are you waiting on?

06 ALTERNATIVE

Would a shared tracker reduce duplication?

GUARDRAIL

Clarify ownership early. Overlap wastes effort and creates quiet frustration.

Steering committee

Recommended sequence first; additional prompts retained for different situations.

USE THIS WITH

Steering committee members reviewing progress and risk.

THE AIM

Present a clear, balanced view without pre-empting the committee's decision.

1 SET THE CONTEXT

2 LISTEN FOR CONCERNS

3 OFFER ONE NEXT STEP

RECOMMENDED STARTING SEQUENCE

OPENER

"What context would help before we discuss progress?"

FOLLOW-UP

"What's the biggest concern in the room?"

CLOSE

"I can bring further detail to the next session."

IN PRACTICE

Committee member: "What's changed since last time?"

Presenter: "The timeline moved, but the risk profile improved."

Committee member: "That's useful — talk me through the trade-off."

MORE OPTIONS

01 ALTERNATIVE

What would change the committee's view here?

02 ALTERNATIVE

Is there a precedent worth referencing?

03 ALTERNATIVE

What risks are already being managed?

04 ALTERNATIVE

What's the cost of a delayed decision?

05 ALTERNATIVE

Would more detail or more time help the decision?

06 ALTERNATIVE

What conditions would make this approvable?

GUARDRAIL

The presenter informs the committee. The committee decides.

Dialogue examples

Short examples of context, listening, reflection and one agreed step.

BUSINESS UNIT LEAD

Sponsor: "How is this priority landing in your world?"
Lead: "My team is already stretched this quarter."
Sponsor: "Then let's look at sequencing, not just scope."

PROJECT SPONSOR

Lead: "What does success need to look like from your seat?"
Sponsor: "The board will ask about timeline first."
Lead: "Then let's get timeline confidence right first."

FUNCTIONAL PEER

Lead: "Where might our priorities pull in different directions?"
Peer: "The data migration touches both of us."
Lead: "Then let's align on that specifically."

SENIOR EXECUTIVE

Executive: "What's the actual ask here?"
Lead: "Approval to proceed with the revised timeline."
Executive: "Good — what's the risk if we don't?"

RESISTANT STAKEHOLDER

Stakeholder: "We tried this before and it failed."
Lead: "What specifically went wrong last time?"
Stakeholder: "No one owned it after launch."

FIRM ESCALATION

Stakeholder: "Can't we just proceed without full agreement?"
Lead: "I hear the reasoning. Let's take the open points to the right forum."
Lead note: Record the request and route it through governance.

COACH FOR

Short questions, a real pause, accurate reflection, genuine curiosity and one specific next step.

Listen, clarify and respond

The opener starts the conversation. Listening creates the value.

1 CONTEXT

Explain why you are asking.

"When we spoke last, timing felt uncertain."

2 ASK

Use one open question.

"What's changed since then?"

3 REFLECT

Play back the meaning, not every word.

"It sounds like capacity is the real constraint."

4 CLARIFY

Check priority, impact and risk.

"What would you most like addressed first?"

5 SUMMARISE

Confirm that you understood.

"So the concern is sequencing, not the goal itself."

6 OFFER

Ask permission and offer a choice.

"Would a revised timeline or a scoped pilot help more?"

7 AGREE

Confirm action, owner, date and channel.

"I'll circulate the revised plan and follow up Tuesday."

AVOID

Stacking questions, pitching too early, assuming agreement, or treating silence as something to fill.

Channel-ready conversation starters

Keep the purpose consistent; adapt the length and level of permission.

PHONE

"Hi [name], have I caught you at a good time for a quick check-in on this?"

USE Use a pause. Do not read a paragraph.

CHAT MESSAGE

"Checking how this is landing on your side. No rush if now isn't the time."

USE One question only. Keep it low-pressure.

EMAIL

"I wanted to check in on this before it moves further. Happy to talk it through."

USE Use a clear subject and one action.

MEETING NOTE

"Agreed at today's session: [decision], owned by [name], due [date]."

USE Record the decision and the owner, not the discussion.

STEERING PAPER

"This paper presents [topic] for committee consideration, with options outlined below."

USE Present options; let the committee decide.

WARM INTRO

"Thanks for the introduction, [name]. [Stakeholder], what would make this useful for you?"

USE Confirm consent and roles before proceeding.

CHANNEL CHECK

Approved forum? Confidentiality checked? Wording suitable for the audience? Clear next step?

Respectful exits and stop signals

Trust grows when people can decline without being challenged.

CLEAR NO

Person: "We can't support this as it stands."

Lead: "Understood. I'll record that and take it back to the group."

NO FOLLOW-UP

Person: "Please don't chase me on this today."

Lead: "Of course. I'll follow up at the agreed time instead."

NOT NOW

Person: "This isn't a good time to discuss it."

Lead: "No problem. Would another time work, or should I send it in writing?"

ALREADY ALIGNED

Person: "I've already agreed this with your sponsor."

Lead: "That makes sense. I won't duplicate that conversation."

INFORMATION ONLY

Person: "Just send me the summary."

Lead: "Certainly. Which part should it focus on?"

CONVERSATION COMPLETE

Person: "That answers my question."

Lead: "Great. I'll leave it there unless anything changes."

STOP SIGNALS

A direct decline, a request to escalate, visible frustration, repeated deflection or a request outside your role. Stop, record and use the correct internal process.

Prompt library - internal leadership

Business unit leads and functional peers. Choose one prompt, then follow the answer.

01 OPTIONAL PROMPT

"How is this priority landing in your world?"

02 OPTIONAL PROMPT

"What's already competing for your attention?"

03 OPTIONAL PROMPT

"Where might our priorities pull in different directions?"

04 OPTIONAL PROMPT

"What would make this easier to support?"

05 OPTIONAL PROMPT

"Is there a quick win we could align on first?"

06 OPTIONAL PROMPT

"What would you need from me to make this easier?"

USE WELL

One prompt, a real pause and a response based on what the person actually said.

Prompt library - sponsorship & executives

Project sponsors and senior executives. Choose one prompt, then follow the answer.

01 OPTIONAL PROMPT

“What does success need to look like from your seat?”

02 OPTIONAL PROMPT

“What's the actual decision you need from me?”

03 OPTIONAL PROMPT

“What would make this an easy yes?”

04 OPTIONAL PROMPT

“What's the one risk I should know about?”

05 OPTIONAL PROMPT

“Would a short options paper help?”

06 OPTIONAL PROMPT

“What's the risk of moving too slowly here?”

USE WELL

One prompt, a real pause and a response based on what the person actually said.

Prompt library - resistance & disengagement

Resistant and silent stakeholders. Choose one prompt, then follow the answer.

01 OPTIONAL PROMPT

“What’s your biggest concern with this approach?”

02 OPTIONAL PROMPT

“What would need to be true for you to support this?”

03 OPTIONAL PROMPT

“Is this still relevant to your priorities?”

04 OPTIONAL PROMPT

“What would re-engage you with this?”

05 OPTIONAL PROMPT

“Who else shares this concern?”

06 OPTIONAL PROMPT

“What’s the history I should know about?”

USE WELL

One prompt, a real pause and a response based on what the person actually said.

Prompt library - partners & working groups

External partners and working group members. Choose one prompt, then follow the answer.

01 OPTIONAL PROMPT

"How is the partnership working from your side?"

02 OPTIONAL PROMPT

"Where do expectations feel unclear?"

03 OPTIONAL PROMPT

"Is there overlap with someone else's work?"

04 OPTIONAL PROMPT

"What would make this partnership easier to run?"

05 OPTIONAL PROMPT

"What decision are you waiting on?"

06 OPTIONAL PROMPT

"Would a regular check-in help?"

USE WELL

One prompt, a real pause and a response based on what the person actually said.

Prompt library - governance

Steering committee and escalation pathways. Choose one prompt, then follow the answer.

01 OPTIONAL PROMPT

“What context would help before this is discussed?”

02 OPTIONAL PROMPT

“What's the biggest concern in the room?”

03 OPTIONAL PROMPT

“What would change the outcome here?”

04 OPTIONAL PROMPT

“What's the cost of a delayed decision?”

05 OPTIONAL PROMPT

“What conditions would make this approvable?”

06 OPTIONAL PROMPT

“Is there a precedent worth referencing?”

USE WELL

One prompt, a real pause and a response based on what the person actually said.

Manager coaching and role-play

Coach behaviour that creates useful conversations, not memorised wording.

FIVE-MINUTE ROLE-PLAY

1. Choose one stakeholder and a realistic scenario.
2. Lead uses one opener; partner gives a real response.
3. Lead reflects, clarifies and offers one next step.
4. Repeat once with fewer words.
5. Agree one behaviour to use in the next stakeholder conversation.

OBSERVATION CHECKLIST

- | | |
|---|--|
| ✓ Context was clear and tone appropriate. | ✓ One question was asked at a time. |
| ✓ The lead paused instead of filling silence. | ✓ The response accurately reflected the concern. |
| ✓ The next step was specific and owned. | ✓ Disagreement was surfaced, not smoothed over. |

COACHING QUESTIONS

- What sounded natural?
- Where did you pitch too early?
- What was the real concern here?
- How could you say it in half the words?
- Was the next step agreed or assumed?

PROGRESSION

Start with opener and pause. Then add reflection, clarification, genuine curiosity and clean follow-up documentation.

Measure definitions and conversion

Use shared definitions so activity can be coached consistently.

MEASURE	DEFINITION
Attempt	An approved stakeholder conversation or genuine follow-up.
Conversation	Two-way exchange where a concern or priority is discussed.
Concern identified	A stated priority, risk or point of friction.
Next step agreed	Action, owner, date and channel confirmed.
Review completed	The agreed conversation or escalation took place.
Outcome	Aligned, escalated, deferred or no action recorded.

WEEKLY CONVERSION RATIOS

Conversation rate	$\text{Conversations} \div \text{attempts}$
Concern rate	$\text{Concerns identified} \div \text{conversations}$
Next-step rate	$\text{Agreed next steps} \div \text{concerns}$
Completion rate	$\text{Completed conversations} \div \text{agreed next steps}$
On-time follow-up	$\text{Follow-ups completed by agreed date} \div \text{follow-ups due}$

Measure + improve

Track behaviour, quality and progression - not only settled outcomes.

WEEKLY SCORECARD

Activity	Attempts and genuine conversations.
Quality	Concerns identified and follow-ups documented completely.
Progression	Agreed next steps and completed conversations.
Outcomes	Alignment reached, escalations and deferrals.
Learning	Best forum, recurring concern and coaching focus.

WEEKLY REVIEW QUESTIONS

- Which stakeholder created the most useful conversation?
- Where did people hesitate, escalate or disengage?
- Did I reflect the concern before offering a view?
- Which channel produced the clearest responses?
- What one behaviour will I practise next week?

FINAL REMINDER

The goal is not to sound persuasive. It is to make the next decision clearer, safer and genuinely aligned.

Daily Alignment & Influence worksheet

Use one sheet per activity block. Keep the next step small, specific and agreed.

SESSION DETAILS

DATE

FOCUS ROUTE

TARGET

CONTACT LOG

CONTACT	STAKEHOLDER / ROUTE	CONCERN OR NEED	NEXT STEP	FOLLOW-UP DATE

DAILY REVIEW

WHAT WORKED?

WHAT OBJECTION OR HESITATION DID I HEAR?

WHAT WILL I CHANGE IN THE NEXT BLOCK?

FOLLOW-UP CHECK

FOLLOW-UPS DUE

AGREEMENTS UPDATED

NEXT BLOCK