

Manage the boss

Boss

What's important to the boss?
finance, budgets, etc
set meeting to ask (monitor time and respect it) specific questions
send questions in advance via email, word doc, etc.

Communication style
adapt to their style
listener or reader
voicemail or email
pay attention to channels ie, finance by phone, mktg by email
how do they run meetings? agendas? freeestyle? combo?
how do they share info from metgs?

verbal, vocal, visual cues
pay attention to delivery of message
pay attention to their style
modify your style to adapt to them (subordinates too)

Schedule and time management
be sensitive to boss' time
careful with interruptions
pay attention
any standing meetings?
with whom?
how long
when most open to interruptions?
Power tip: send quick note prior to dropping in

Workstyle
what level of involvement does boss want on what topics?
what gets delegated?
what gets claimed?
Note: people and \$ issues aren't often delegated

You

Know strengths
Now Discover Your Strengths
Evaluate others' strengths
Power tips
Yay me file
Periodic goals, and regular reviews
Dependability
Practice critical thinking
Respect the org chart

Personal style
Listener?
reader?
Learn to adapt
How you view authority
Some authority/leadership styles resonate more than others?
collaborative
paternal
command/control
project based
combo, etc...

Know weaknesses
Be brutally honest
How might you shift your job requirements/responsibilities to better play to your strengths?
Perception
varies wildly
learn to recognize your biases
know that others have biases

Relationship

broaden scope
who does the boss have a relationship with?
which are positive/negative?
how strong are they?
power of conversations
builds relationship
does nothing for relationship
degrades relationship
Avoid accounting trap
don't keep track of favors traded
be aware that others do
3 power tips
have weekly 1-1
quarterly perf review (30 minutes)
bring it to the people (how you like to work)

