

The Career Doctors

10 Tips to Insure Harmony With Your Boss...No Matter How Tough He/She Is!

1. Determine how your boss likes to *receive information*
 - E-mail?
 - Written memos?
 - Phone messages or voice mail?
 - You will need to adapt to your boss's preferences if you are going to be successful long term
 2. Be prepared to *adapt* your personal style to that of your boss
 - Learn what your boss likes and dislikes
 - Take time to understand his/her values, priorities, weaknesses, and even blind spots
 - Avoid developing interpersonal styles that may conflict with your boss's own style
 3. Determine quickly how much *detail* your boss wants to know about
 - Is your boss detail oriented or really watching big picture and bottom line?
 - How much hands on involvement does boss really want – or should you be self directed?
 - Don't withhold data/detail from a boss that thrives on minutia – it's a recipe for career shortening
 4. Identify your boss's STRIKE ZONE quickly
 - Every boss values different things from his/her staff – results, harmony among troops, punctuality
 - The best major league pitchers ID the umpires before the game and throw pitches where they know each umpire will call them a strike
 - You must identify what does and does not COUNT for your boss and play within his/her value guidelines
 5. Get your boss to clarify his/her expectations of YOU
 - Make sure a new boss knows the role you play in organization
 - Ask for clear and quantifiable goals that you can realistically attain in your job
 - Try to get quarterly or semi-annual performance review with boss – informal discussions OK
 6. Take personal responsibility for your relationship with your boss
 - Boss/subordinate relationship is not a one-way street
 - You are responsible for forging an effective working relationship with your boss – even if he did not hire you
 - Take the time to get to know your boss – don't pre-judge him/her based on other people's comments
 7. Remember, your boss does not have all the answers
 - Recognize that your boss has a tough job and needs your help to be successful
 - Position yourself as one who can and will do whatever it takes to make your team a success
 8. Don't rush things
 - Take time to build trust with a new boss
 - Give the relationship time to mature and become comfortable for both of you
 - Move slowly, use good judgment and act mature when dealing with your boss
 9. Be seen as part of the solution – not part of the problem
 - Complainers are never long for a new team
 - Strive to be a problem solver with an unyielding can-do positive attitude
 10. Help your boss be successful – YOUR career may depend on it
 - Understand your role in the success of your team
 - Take responsibility for results achieved by your division or unit – you are in it ... like it or not
- Do all you can to help your boss look good to customers and management – it will undoubtedly pay

