MANAGING RELATIONSHIP WITH YOUR BOSS

According to an article by Jim Belosic on themuse.com website, “productive, respectful relationships between a boss and his or her employees is key to any company’s success.” Improving and managing your relationship with your boss starts with a discussion about expectations as well as getting and receiving feedback. Before you just walk into your boss’s office, there is some pre-work you need to do:

1. Plan — what topics do you want to cover? Be specific.
2. Get on the boss’s calendar.
3. Be brief and listen during the meeting.
   Take notes if you need to do so. If the comments seem like criticism, ask for more information. Why does he/she think that about you/your work? What can you do to improve?
4. Stay within the time specified. Show you respect his/her time by ending on time.
5. Determine action items — think about what you learned, what you heard that was good, and what could be improved.

Managing or improving your relationship with your boss is not a one-and-done meeting. It’s building a good working relationship with each other over time.

CALL TO ACTION:
1. Define your relationship with your boss and determine what you want. Remember, sometimes it may not be possible to have your vision of a great relationship. He/she might not change, but you can.
2. Plan a meeting with your boss within the next 10-15 work days for 15 minutes if possible.
3. Listen to what is said with positive intent. Usually, your manager is not out to get you and wants his/her employees to improve.
4. Work on your action item and get busy.
5. Schedule another meeting in a month. That gives you and your boss time to think about what was said and for you to improve.

KEEP ON LEARNING
► Watch this Lynda/LinkedIn course, “Having an Honest Career Conversation with Your Boss.” Yes, it is one hour, but it’s a good course.
► Read 10 Ways to Manage Your Relationship with Your Boss by the Forbes Coaches Council.
► Read The Muse’s commentary on 5 Secrets to Developing a Better Relationship with Your Boss by Jim Belosic.
► Encourage your boss to schedule the DISC and StrengthFinders tests for your department through UAB Organizational Learning & Development. Understanding how your team thinks and acts can help with many misunderstandings.