

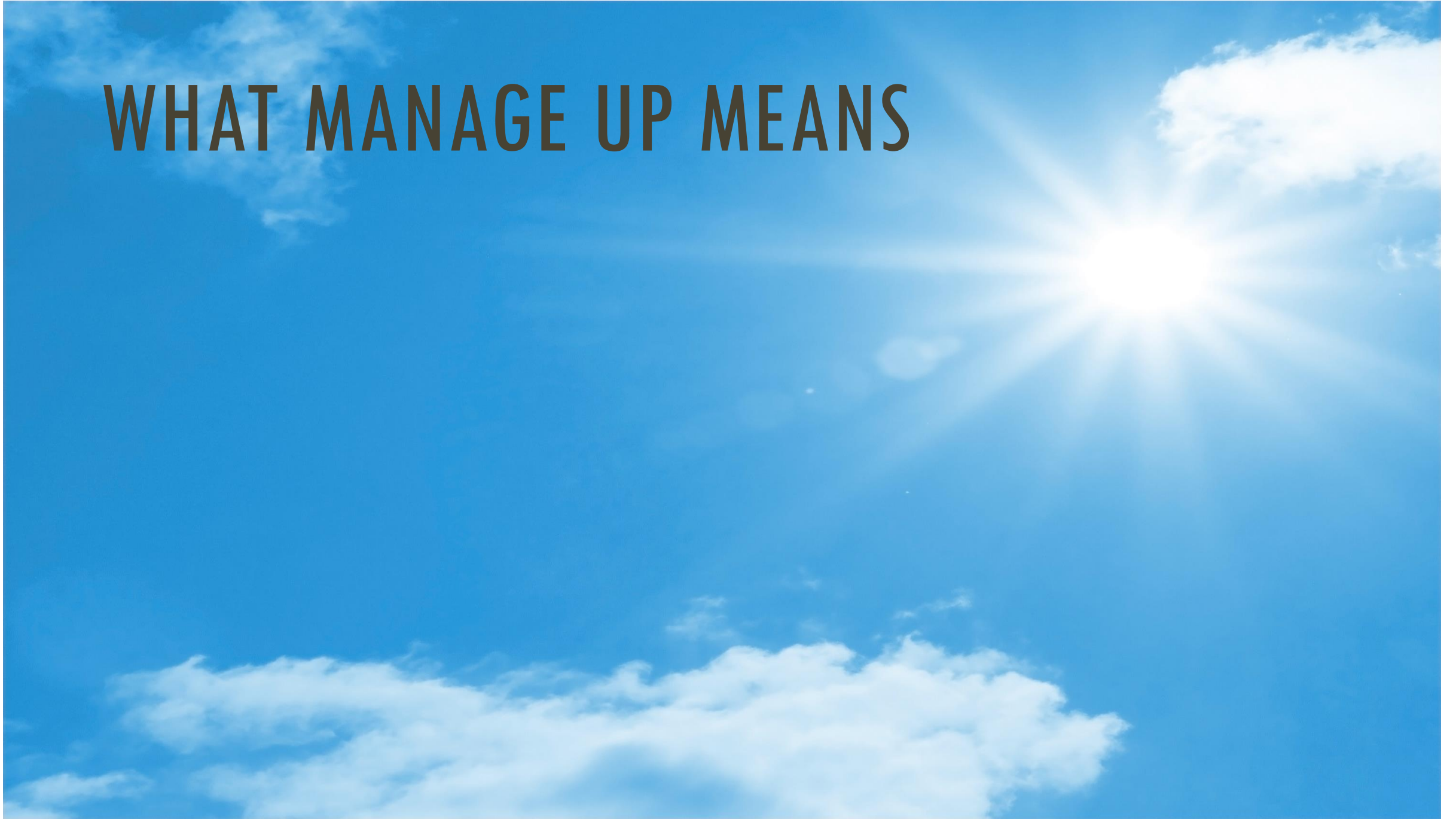
HOW TO MANAGE YOUR MANAGER

Operational Excellence

OBJECTIVES

- Understand what 'manage up' means
- Discuss three key things to help build trust with your manager
- Share best practices

WHAT MANAGE UP MEANS



ITEMS TO MANAGE

- Make a list of items than need 'managing' with your manager.



THREE THINGS THAT HELP

- Be the Reason
- Know Your Bosses Needs
- Build Trust

BE THE REASON



BEING THE REASON

3 Concepts: Guidelines

1.) Begins with “what” or “how”

- **Not:** Why – Victim thinking / better question: What can I do
- **Not:** When – Procrastination
- **Not:** Who – Blame!

2.) Contains and “I”

3.) Focuses on *Action*

Look at your list of items you need to
manager your manager.

You will create a question..

ACTIVITY: BEING THE REASON |

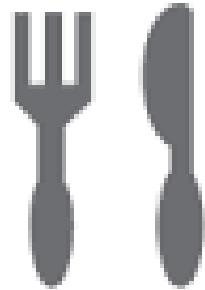
The right questions all begin with “what” or “how”, contain an “I” and must be focused on action.

ACTIVITY: BEING THE REASON |



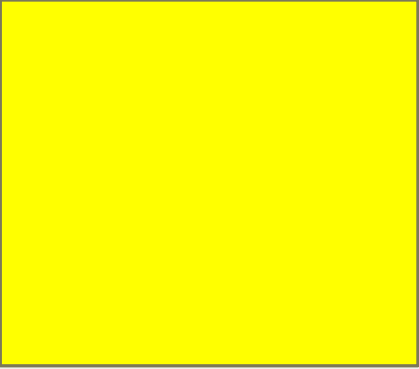

What can I do to help my boss remember the information I gave him two months ago?

ANSWERS: BEING THE REASON |

KNOW YOUR BOSSES NEEDS

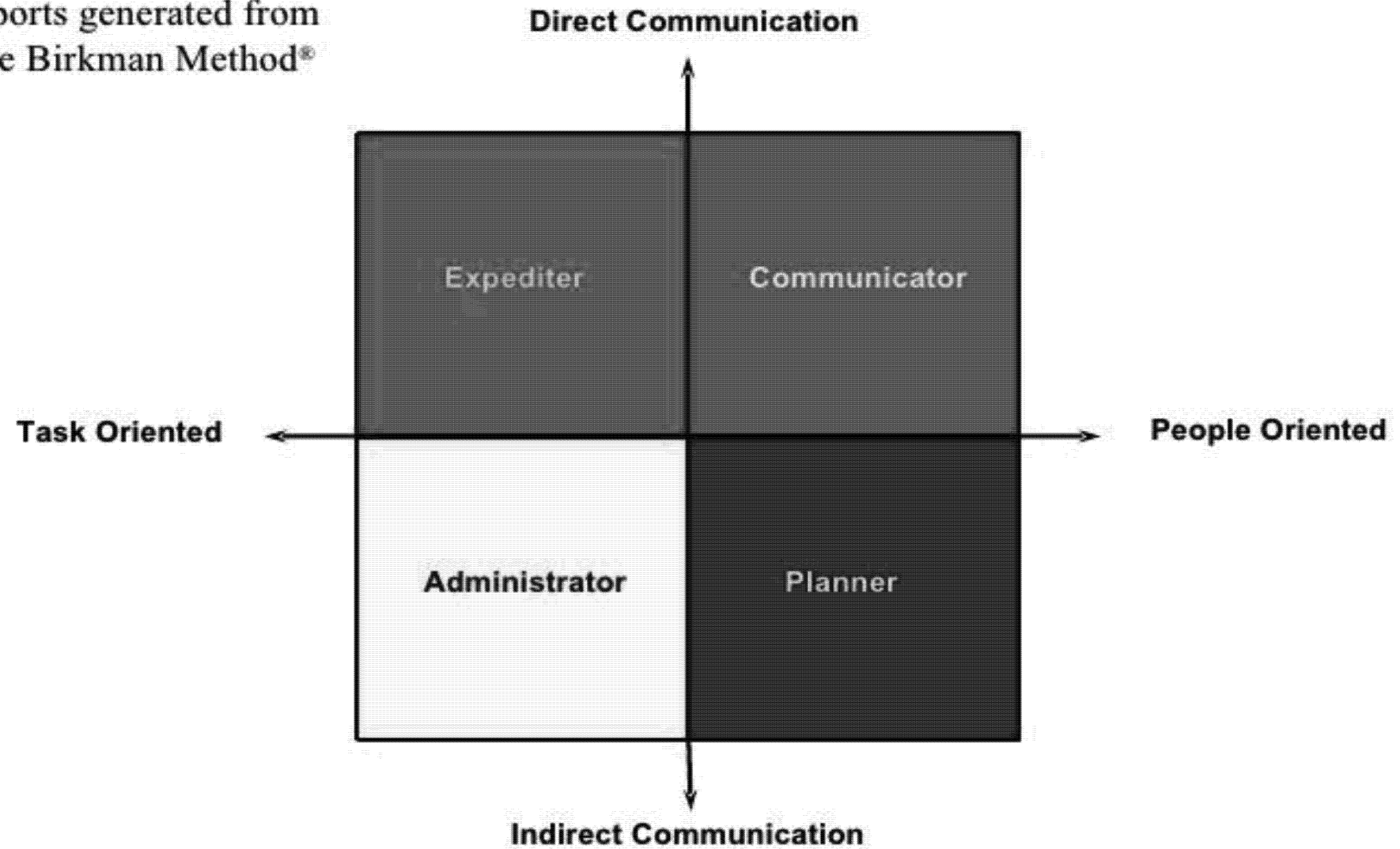


IDENTIFY YOUR
BOSS' STYLE

	FOCUSED ON GETTING TASK DONE	FOCUSED ON IMPACT ON PEOPLE
		
		

Life Style Grid[®]

1 Report from over 40 reports generated from The Birkman Method[®]



TASK

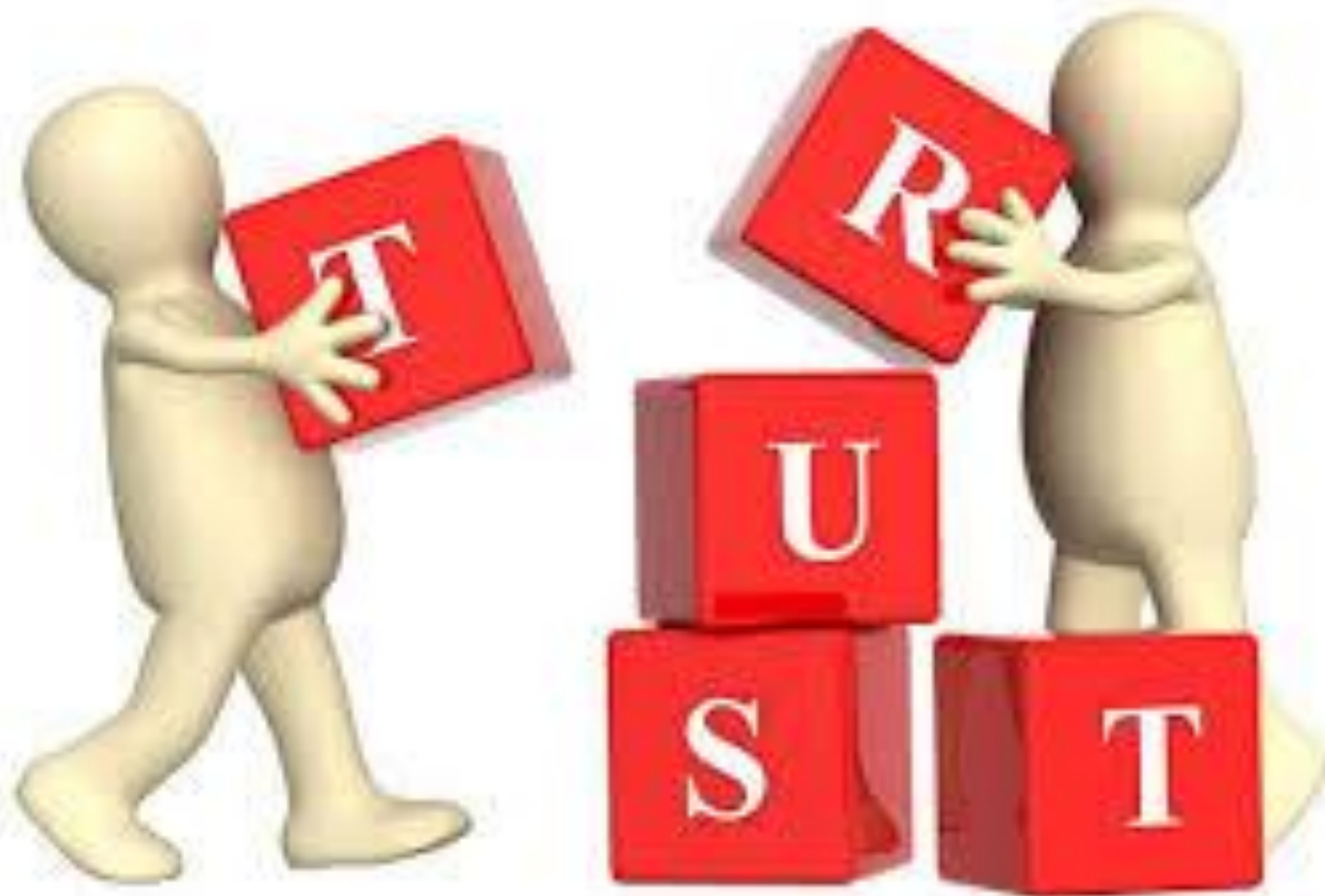
PEOPLE

DIRECT
COMMUNICATION

<p>Activities typical of this quadrant are:</p> <ul style="list-style-type: none">• taking action• seeing a finished product• solving practical problems• working through people• directing	<p>Activities typical of this quadrant are:</p> <ul style="list-style-type: none">• selling and promoting• persuading• motivating people• counseling or teaching• working with people
<p>Activities typical of this quadrant are:</p> <ul style="list-style-type: none">• scheduling• doing detailed work• keeping close contact• working with numbers• working with systems	<p>Activities typical of this quadrant are:</p> <ul style="list-style-type: none">• strategic planning• dealing with abstraction• thinking of new approaches• innovating• working with ideas

DIRECT
COMMUNICATION

BUILD TRUST



MORE THOUGHTS/TIPS

- Work out your issues directly with fellow team members.
- Inform about positive things you've heard about the team.
- Pass on valuable information.
- Ask for advice/feedback
- Share your career goals; it can be a win-win.
- Ensure comments/opinions about your boss are kept confidential...or better to not share at all.

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