

many options about how you answer questions and how you feel at such a session.

Preparation

Why Were You Called

When you're asked to this questioning session by the boss be sure to pinpoint specifically what is being asked about and why you are chosen to be the spokesperson for this (if it isn't personal).

Bosses can call one-on-one questioning meetings to:

- solve a problem before it goes further
- analyze an issue
- discuss or touch base on an ongoing project
- get debriefed on a current "disaster"
- get to know you better/give kudos.

What Do They Really Want

Unless you get exact information about what they specifically want, you may prepare too much or too little or not in the right format or focus.

Why

This may require a little research and thought. Try to analyze why he/she wants this information from you, especially at this time. Is anything going on at the shop right now? New plans? Problems? If it's you personally the boss wants to see, think through what the recent deadlines have been; how's your work been going, what was the last encounter you had and about what.

What Documents and Materials To Bring

Not only should you prepare notes for what you'll say about A, B, or C if it's a formal session, but you need to bring leave-behinds to bolster your points. Depending on what you need to explain, you should also think through visual exhibits you might want to create and bring so that you can share the information clearly and succinctly.