Managing you Your Boss

Intentional actions that will help and persuade your

Boss in a manner that benefits everyone

1. Documentation increases commitment
2. You signal what you next move will be
3. Documentation can server as a way to cover yourself

Social capital

The amount of latitude one has to say and do what they want in the workspace

1. Do great work
2. Gain attention by earning

Awards and public accomplishments

1. Doing social capital by helping others

How much social capital do you actually have?

Think about the major indicators of you performance

(include you evaluations, rewards and promotions and comments from you supervises)

How have people been interacting with you recently?

(Are they eager to help ,are they choose you to help them, are they connecting you to their professional network )

World

If you want to manger up words effectively, you have

to learn about you manager realatiy

executive-level communication

1. Be as brief as possible
2. Be bottom-line oriented
3. Use the right lingo (language)
4. Put you needs into respective with their needs.
5. Watch for patterns in their activites.
6. Be sure you understand their canlendar

**Motivation**

What is most thing to motivate others

(Need for others, Desir for control, Helping others,Need for achievement, longing to belong)

Attention(they want to praise and they want to look great in other eyes)

Achievement()

Affiliation and Belonging

What are the 1 or 2 primary motivators of you boss’s behavior?

**Expect**

1. Stop assuming you know what you boss is think
2. Be prepared for you performance evaluation
3. After the evaluation, follow up once in person

How will you boss judge the performance of you team

How will you boss evaluate your performace

How will you boss assess your citizenship behaviors?

Here it is

Never let you boss be surprised by what you are working on or what progress looks like

**Channels**

Communication skills

**Helpful**

Being helpful person is not only right thing to do in the profossinal context is the long term the people you are

Helping will be willing to help you, this surprise you boss

More than one anyone else

Helping could be many things.

1. Do you job really well(consistely meets your boss expectation or)if you do you can become a person

The can rely on

1. Provide direct physical assistance

Assist with cognitive tasks  
share you future goals and aspirations

**Decision**

Offer information or perspectives the boss has not yet considered

Advocating an Option

Make it feel like their data.

Appeal to higher goals and values.(有吸引力的目标和价值)

User advantageous data.（使用有意义的数据）

Speculate about other’s reactions(推测别人的反应)

**Promises**

1. When you break a promise ,you are breaking you word.
2. People are not great at estimating their odds of success.(人们并不情愿估计他们的成功几率)

(we are underestimate how much time they will take and how likely it is other things will pop up and complete our time)

1. Circumstances change

(You thought you could the client want it, You client call you and ask something new or something more )

Remember the rules is resisting promise, but you can strive to assure them get the job done, just do not over promise.

When the things change ,even it is not thought, you

Can not keep promoise. Here it is what happened

1. You create negative emotion
2. You lose social standing
3. Changes how youo boss thinks about you future

(you can use promises but only once while only under the right condition)

The boss said I have you words so good to done,I have you promise, you do not say I promise.look them eye and say ”**I will do everything in my power to get this done don’t worry**” if they press

futher,you say”if it can be done,I will do it Okay?”

You can consistently delivery high quality work on time, you will be meeting expectation and making the

Boss happy

**Promoting**

**What to promote**

**When to promote**

**How to promote**

(Most people thing promote themsevlef when the accomplish that something are very unique and larger a bigger win that is mistake)

Focus on the smaller,unique wins

eg(1.you make greate contact at prestige and potential client whos never work with you company before.

maybe you are running high proof profile project

you have servel weeks ahead the schedule,let’s you

have said thought about process to weeks which shelf full day to one of core process)

Promote small wins no more than once per quarter

Share the love

Stick with evidence –based wins

Use different channels

**New**

If you are not boss you are doing some boss like work.

Share

Scope of your work

You progress

Major milestones

Be positive, no finger pointing

**Remote**

1. Be explicit about you expectations and their expectations

(what do you need from me in terms of communication)

1. Schedule regular pushed(updates)

Real time video –based

In-person time

Team huddles

**Self**

**Diffculet boss**

There are many ways boss may be difficult

Here is the one of the most difficult

1. **Self-important boss**

This person have very strong positive self image in a problemtic way

They believe they caused every idea and win

They are sensitive to status.(remind you their status is higher than you)

See themselves as above the law.

Try not to inflame the situation and work on you escape plan

Never

Encourage them to pontificate

Over-toot your own horn

Directly negatively respond

If you pay attention you will learn good from bad boss than good boss.

Less

Peter Principle

Someone is promoted based on their skills in current role. rather than on necessary skills at next level.

Political appointee

Favoritism

Low performance culture

A workspace defined by low accountability

1. Do not talk badly about them
2. Avoid going over their head

Covering tasks

Promotions or raise

**Mean**

Inappropriate Managers

Annoying and awkward

Break policies,laws,or mean

Hostile work environment

Try to document the issue if that possible ,say the human resource ,you boss will be find you ,and

Be prepared and not be suprised