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THE BOSS CONTRACT

Use this document during your first meeting when you sit down together it can be very useful to create what can be referred to as a “Boss Contract”. The Boss Contract is a document, in written form, that describes the relationship between you and your manager. It can range from a few bullet points to 20 pages long.

It supports the important dialogue between you and your manager. It is a safety net that you can lean on, a basis for direction, leadership and evaluation.

Questions to answer

Use the answers to the following questions to create your contract:

1. What is your framework?
2. What are the expectations?
3. Which support can you get from the organisation?
4. What mandates or authorities do you have?
5. Which ways of working are preferable?
6. Which values does the organisation have?
7. Which rules or guidelines apply to your work?

Check that the following is included

Also make sure that the contract has answered the following four questions:

1. Do you have the same picture of your overall task?

This includes the framework for you work, which is hugely important that you agree on. It states the overall view of the work being done in your organisation, how goals are defined and results measured. Which principals, rules and ways of working that are used in your organisation.

2. Are the expectations of you clear?

If the first questions answers “how” then this is about “what”. What are you expected to achieve? What are you expected to do to achieve that? What is your role in the organisation? What are your responsibilities and authorities? Also make sure to clarify what you can expect from other parts, teams and members of the organisation.

3. What are your circumstances?

You should be able to deliver what is expected from you without having to kill yourself, or burn out, while getting there. There needs to be flexibility so you can manage your work time without disturbing the balance between work and private life. The circumstances can also include possible career paths, competence development, a stated diversity policy and a plan for managing conflicts between co-workers.

4. How is the contract going to be followed up upon?

For you to grow into your role and beyond you need continuous feedback. How is your work going to be evaluated? How will you get feedback? Are yearly performance appraisals enough (probably not...) or are you going to have weekly check-ins?