



# #managingUP

**Building an  
Effective  
Relationship  
with Your Boss**

Becky Younglove

# Virtual Norms

- • Be present
- • Share your perspective
- • Ask questions and listen to others
- • Have fun!





If you could pick your ideal boss,  
what characteristics would be  
most important to you?

Why?



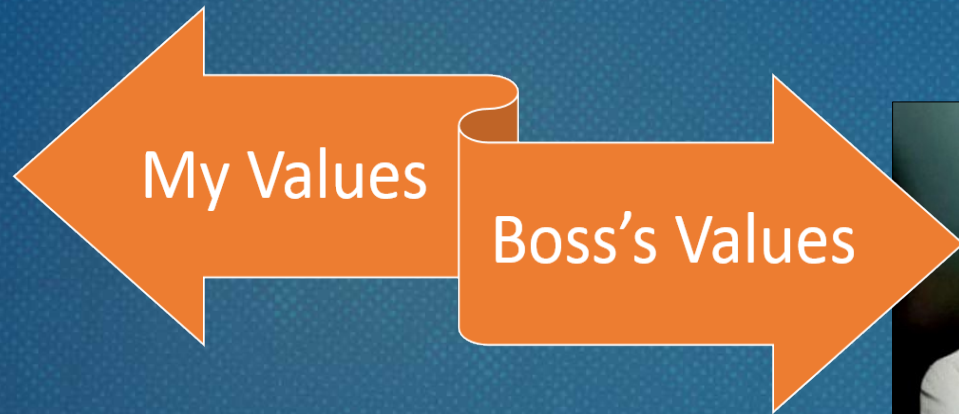


#managing

UP



# Five Barriers





# Roadmap

**Know  
Yourself**

**Know  
Your Boss**

**Understand  
the  
Relationship**

**Nurture and  
Manage the  
Relationship**

**Success!**



# Step #1- Get to Know Your Boss

My boss's core values are . . .

My boss's priorities are . . .

The biggest pressures my boss faces are . . .

My boss's preferred communication style is . . .

My boss's strengths & weaknesses are . . .

My boss is more of an introvert/extrovert . . .





Step #1: Get to Know  
Your Boss





# Information is Power

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- Introvert/extrovert
- Preferred communication style
  - Email, in-person, by phone
  - High level overview, detailed update



## Step #2: Know Yourself

My core principles/values are . . .

What I love to do at work is . . .

My personal and professional goals are . . .

My work style is . . .

My natural talents and gifts are . . .



# Step #3: Understand the Relationship

Me Only

Without my boss's  
help I can't

Boss Only

Without my help,  
my boss can't

Together

Together, we can



## Step #4: Nurture the Relationship

To support the ideal relationship with my boss,  
I commit to being...

**competent**  
trustworthy

approachable  
& pleasant

discrete  
at all times



## Step #4: Nurture the Relationship

Express gratitude

Ask for feedback

Get to know your boss personally

**Keep your boss informed**



# Step #4: Nurture the Relationship

Under-promise and over-deliver

Show respect

Be authentic

**Never gossip (never)**



# Avoid These Pitfalls



Highlighting problems without proposing solutions



Saying "yes" to more than you can handle



Frequently framing requests in terms of your own needs



Getting defensive when your boss gives you feedback



Saying nothing when you make a mistake



Not asking for help when you need it



Never offering to help your boss



# My Commitment

To support the ideal  
relationship with my boss,  
I commit to . . .



# Communication

- 1 **Don't bury the lead & be clear**  
Know how much information to give
- 2 **Pick your approach**
- 3 **Keep calm, check emotions**  
Be transparent
- 4 **Think “BIG Picture”**





# Let Your Light Shine!

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- Highlight your achievements and successes
- Express your commitment to the organization



# Success

Share with your small group  
one thing you will implement  
from this workshop that will  
improve or enhance your  
relationship with your boss



# Questions?