

[HOW TO MANAGE YOUR BOSS]

DUAL AWARENESS – how does this apply to – ME and MY BOSS and to ME AS A _____

THE SETUP: How to get what you need for a more Ideal Practice when you are not the Boss

This is not your practice. Stop acting like a _____

Know the Formal Rules - _____/Vision/Values

Study the Informal Rules – How _____ are made

If the position of your boss is vacant. Consider _____ it yourself

ONLY IF this leadership position is in your Ideal Career Description!!

FORGIVENESS vs. PERMISSION

Administrator's concerns: Money - _____ - Policy - Mission

If your project doesn't involve any of these. Just _____ It.

KNOW YOUR BOSS

Study their Personality, _____ style and Decision Making style

The Platinum Rule: "Treat other people the way _____ want to be treated"

Know your Boss's Priorities, Goals and _____ for the organization.

DUAL AWARENESS

Look _____ the Chain Too Get to know Your People and Teams Equally Well

KNOW YOURSELF

Your Personality, Communication style and _____ - _____ Style

Where will you need to modify your styles to suit your boss and where are your goals aligned?

Take your Doctor _____ Off

You have a _____ Account between you and your boss.

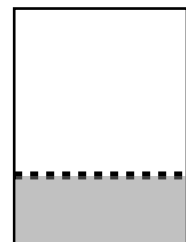
How do you build a positive Trust Balance?

Regular Meetings - Clear _____

Align with their goals - _____ Rule

Who schedules your meetings? (circle one) [They do] [I do]

TRUST



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DUAL AWARENESS

Schedule regular _____ with your direct reports too!

Stay in Alignment Build _____ Trust Builder Ratio is ____ :1

WHEN YOU NEED A YES – STACK THE DECK

Build a _____ : _____ Solution

Take into account
_____ and Manpower Mission and _____

Overlap in your _____ Your _____ Account Balance

POWER TIPS:

- 1) No _____
- 2) The Continuation Rule: Always end on a _____ note
- 3) _____ important conversations
- 4) Volunteer to be an _____ Project

Self-Evaluation:

UPSTREAM:

- I know and understand my boss's goals and vision. __ / 10
- I know how to present information so he/she can make a decision. __ / 10
- My trust account balance with my boss is __ / 10
- My last boss meeting was _____ My next boss meeting is/will be _____

DOWNSTREAM:

- My teams know the goals and vision for our projects and larger team. __ / 10
- I have meetings with each of my direct reports at least quarterly. __ / 10
- My trust account balance with my team(s) is __ / 10

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7 STEP ACTION PLAN:

- 1) Figure out who your boss is
 - If you don't have a boss, consider taking the position -- ONLY if that leadership position is in your Ideal Career Description
- 2) Begin to observe them closely and take notes
 - What is their personality/communication/decision making style?
 - Practice the Platinum Rule
- 2) Arrange a meeting in the absence of any problems or crisis
- 3) Create your list of questions
 - What are their goals/projects/vision?
 - How might you help them?
- 4) Hold the meeting, keep it real and take great notes
- 5) Schedule your next meeting as the last step in this one
- 6) In the Meantime:
 - Get on your Ideal Job Description
 - Build your Master Plan
- 7) When you need their help ...
 - Build a Win:Win and ask for it
 - Make sure you have a positive Trust Account balance
 - Rehearse the conversation
 - Be ready to volunteer to be a Pilot Project

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Who is the relationship you want to begin to manage?

What is your first step?

When will you take it?