



## **Managing the Boss/Managing Up**

*Duration:* 1day

*Audience:* all employees

*Pre-requisite:* none

This full-day program provides awareness and understanding for employees who want to increase communication, productivity and ease within the boss/subordinate relationship.

Participants will use a communications assessment to learn how their communication style may differ from the boss's style and what they must do to communicate clearly and directly with the boss. They will also learn a process for setting mutually agreed-upon goals and prioritizing their time and workload in order to maximize productivity. Finally they will practice a model for giving and receiving feedback with their boss.

*Learning Objectives:* At the completion of this program participants will be able to:

- Understand their boss's mindset (look through his/her eyes).
- Use a style model to understand their own vs. your boss's style.
- Learn to communicate in their boss's style.
- Define what you expect of their boss.
- Define what their boss expects of them (goal setting)
- Increase their boss's awareness of challenges you face in diplomatic way.
- Learn to give their boss feedback.
- Learn to receive feedback from their boss.