

the office professional
interactive audio conference

PRESENTED BY

**The Office
Professional**

Managing Your Manager To Improve Your Work Life

A 60-Minute Interactive Audio Conference

with **Lee Vikre**



*Did you miss out on
an audio conference?
No problem!*

All of our audio conferences are available
on CD. For a complete listing visit

www.theofficeprofessional.com

Manage Your Manager to Improve Your Work Life

- ▶ **Manage your manager with style**
- ▶ **Strategies for managing your manager**
- ▶ **8 ways to make your manager think you're a star**
- ▶ **Managing a “problem” manager**
- ▶ **Six career-damaging actions to avoid**

DiSC: Four Different Leadership Styles and How To Manage Them

- ▶ D (Dominant)
- ▶ I (Influential)
- ▶ S (Steadiness)
- ▶ C (Conscientious)

- ▶ Start with trust and confidence.
- ▶ You can change you, you can't change your boss.
- ▶ Do top-quality work.
- ▶ Treat your manager like a customer.
- ▶ Understand your manager's times of day.
- ▶ Make your manager look good.
- ▶ Communicate directly and assertively.
- ▶ Be the bearer of bad news skillfully.
- ▶ Give your manager useful feedback.

1. Do a weekly 5-15 report.
2. Ask for a monthly 1-10 evaluation.
3. Make yourself a follow-through linchpin.
4. Do something within 10 minutes.
5. Fill in the “thin” areas for your manager.
6. Show initiative and be proactive.
7. Embrace change.
8. Be an optimist.

1. New manager
2. “Over his head” manager
3. Uncommunicative manager
4. Micromanager
5. Burned-out boss
6. Attila the Boss
7. Politician/ladder climber/self-promoter
8. Roadblock manager

1. Bad-mouthing your boss
2. Blaming your boss for your lack of career satisfaction
3. Leaking confidential information (to anyone, even your best friend)
4. Competing with, undermining, or sabotaging your boss
5. Letting yourself get down in the disses.
6. Going over your boss's head except in the rarest of situations.

- ▶ Write down five things you are going to do in the next week to better manage your manager.

1.

2.

3.

4.

5.

- ▶ How will this improve your work life?