

MANAGING Your Manager

YOUR MANAGER SUPPORTS THOSE WHO:

- ☐ Are trustworthy
- ☐ Hit deadlines and goals
- ☐ Prevent problems
- ☐ Are competent
- ☐ Are easy to manage
- ☐ Think ahead

ARE YOU?

A Discussion to Get Your Needs Met

PREVIEW

I'd like to discuss...
or share...
or get your
opinion on...

ADVOCATE

My goal is...
The idea I have is...
A need that would help
us achieve is...

ASK, THEN LISTEN

Is that something you
could support?
From your POV, would
that work?
Is there any reason you
couldn't support this?

SUMMARIZE

It sounds as if you are
willing to...
It seems as if we are in
agreement on...
I will...and you will...