



Employee Assistance Services

Confidential Helpline

24/7

800.236.4457

Help and support to you
and your household
family members through
short-term counseling.

CONNECTING WITH YOUR BOSS

Your relationship with your boss is a very, if not the most, important relationship at work. Whether you get along with your boss or not, here are some tips that can help you feel more connected and probably enhance your connection with him/her.

Rather than make a practice of asking “Is this a good time to talk?” ask “When is a good time to talk to you if I have a question or a particular need?” This is a more proactive approach. It also shows your boss that you’re being considerate of their schedule. Your boss will also be more focused as you’ll have his/her full attention.

Be solution-focused should you bring up a problem or a concern to your boss. It can be very frustrating to only hear what the problem is. By bringing up ways to solve issues, you not only reduce or eliminate the problem; you will win favor from your boss by not simply complaining about what’s wrong.

Not sure what your boss expects from you? Don’t just gripe—ask (diplomatically) what the expectations are or what they need from you. Use this opportunity to also express what’s on your mind. Your boss can’t read your mind, so clue him/her in on what you’re thinking, too!

Set times and dates for follow-up communication after an important meeting. This will hold you and your boss accountable and it’s, once again, a proactive stance that may be greatly appreciated by your boss. Remember, if you like your boss to have an open-door policy, it goes both ways. Be available, keep an open mind, and keep the lines of communication open with your boss.

11/17/16