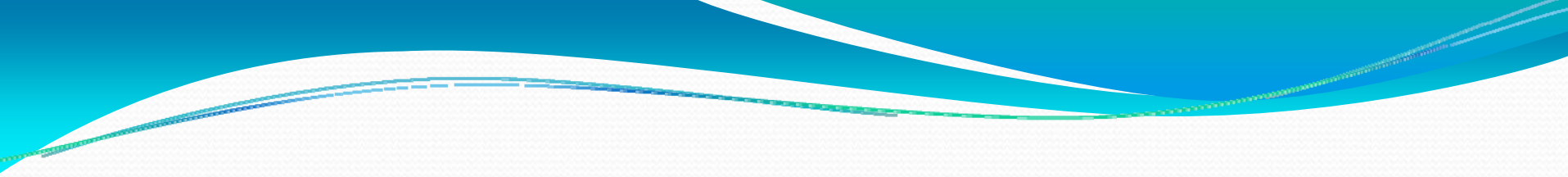
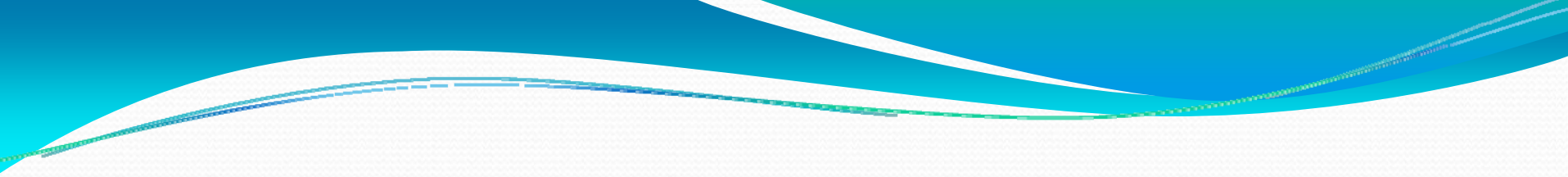
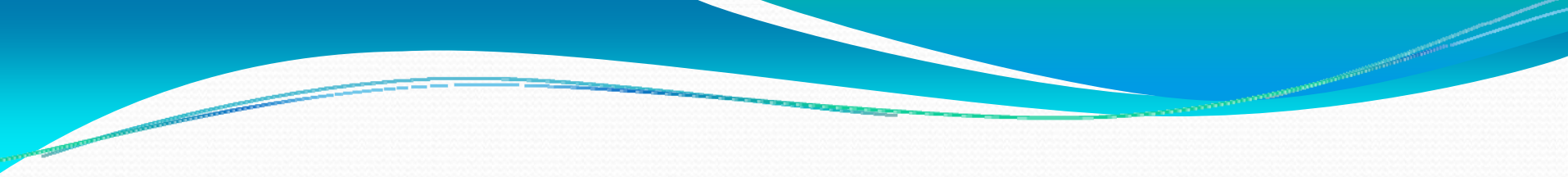


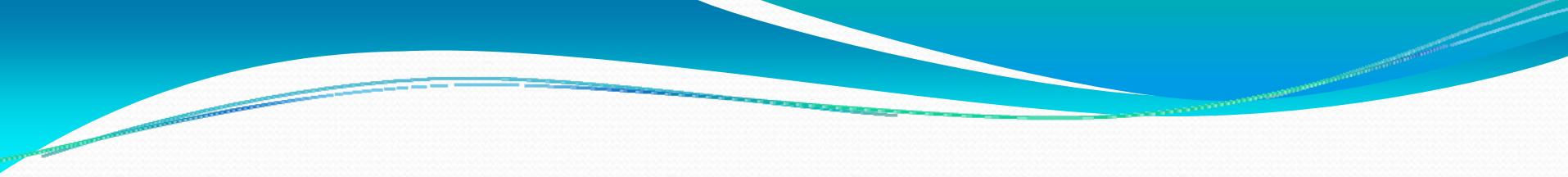
How To Get Along With Your Boss

Mary Polonowski
MTSA Conference 2009

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- Develop a “Positive Relationship” with your Boss
 - Don’t try to be friends, simply try for a friendly, professional relationship
 - Learn to respect your boss’s time
 - Act as a team player
 - Relationships are based on trust-
 - Do what you say you’ll do
 - Keep timeline commitments

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- Don't blindsides your Boss with surprises. If there is a problem, if you have made a mistake, if a parent is upset, let your Boss know
 - Know your job – if there is something you need to learn more about, find it and learn it

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- Recognize that Success at Work Is Not All About You; Put your Boss's needs at the Center
 - Understand your boss's goals and priorities
 - Place emphasis in your work to match those priorities.
 - Think in terms of overall success of your organization.
 - Example: How does transition work fit in the overall goals of special education)

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- Look at Focusing on the “Best Parts” of Your Boss
 - Focus on the positive because it doesn't help to be negative
 - Compliment your boss on something that is going well
 - Provide positive recognition for contributing to your success
 - Do not bad mouth your Boss!

Try to Understand Your Boss's Work Style

Your Boss is not likely to change

Identify what she values in an employee.

Is it:

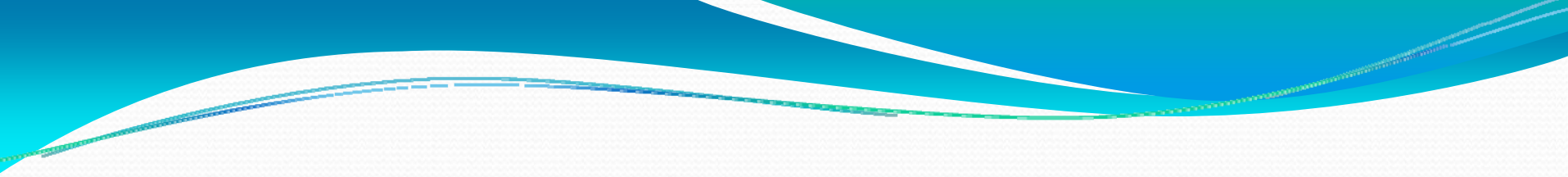
frequent communication?

autonomous employees?

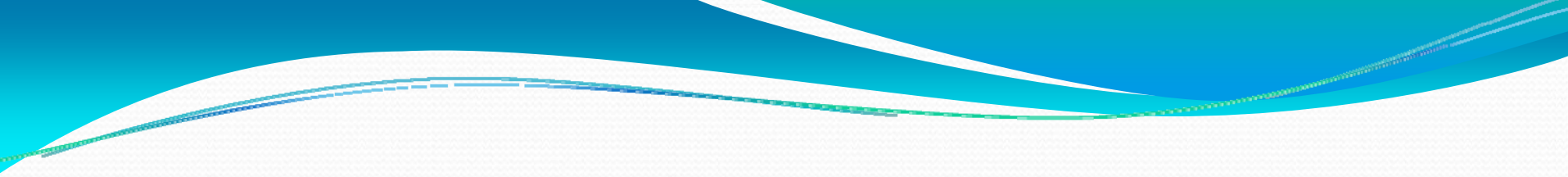
requests in writing?

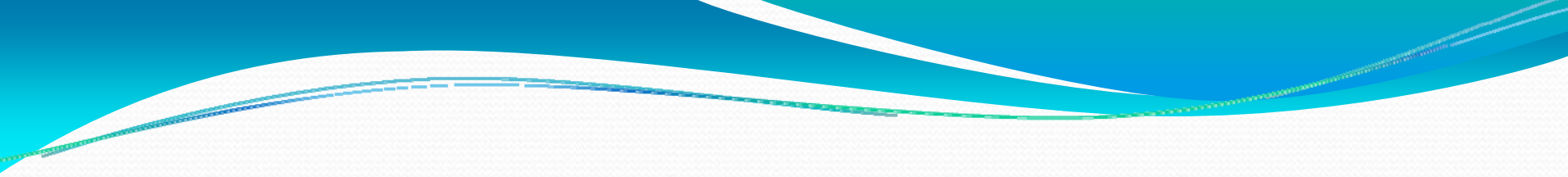
or informal conversations?

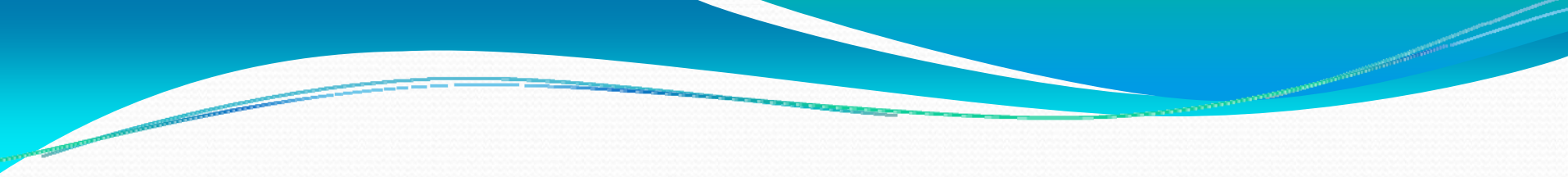
(I recommend that you put significant agreements in writing)

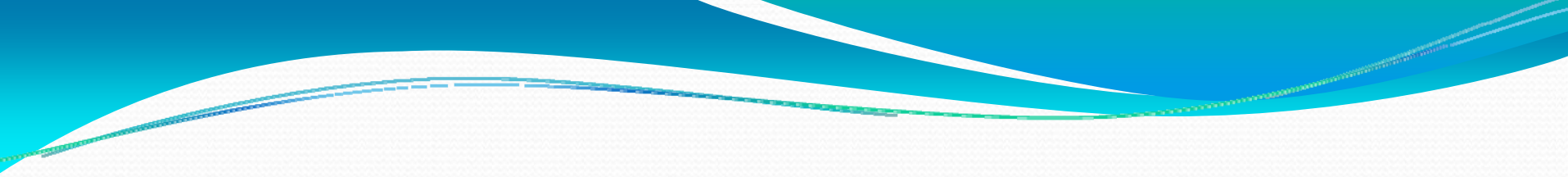
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- Learn How To Read Your Boss's Moods and Reactions
 - Your Boss has supervisors that may be causing an emotional “roller coaster”
 - It may just be a bad day, etc.

 - Learn From Your Boss
 - Listen more than you speak

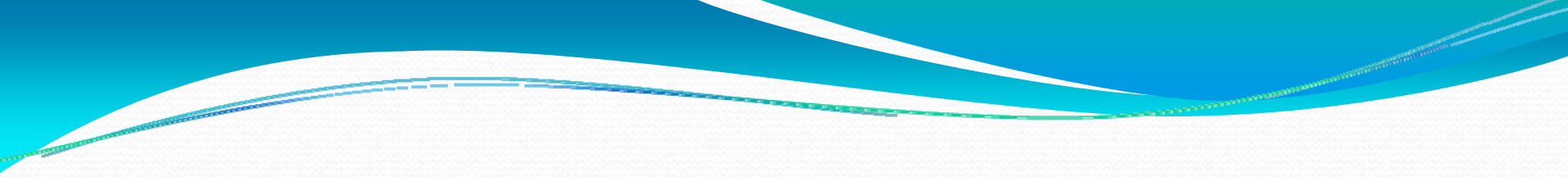
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- Ask Your Boss For Feedback. Let Your Boss Play the Role of Coach and Mentor
 - Remember your Boss can't read your mind
 - Make sure he knows what you have accomplished
 - Accept criticism gracefully

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- Value Your Boss's Time
 - Try to schedule a meeting and give your Boss the option of choosing when and where
 - Prepare a list of what you need and questions. You may want to e-mail ahead of the meeting.

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- Tie Your Work, Requests and Your Direction to Your Boss's and District Goals
 - Try to see the big picture from your boss's perspective
 - Maintain strict confidentiality. If your Boss confides in you, respect the confidentiality. Do Not Gossip

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- Sometimes You and Your Boss Will Disagree
 - Get over it
 - Don't hold grudges
 - Don't make threats
 - Disagreements happen. You are unlikely to always get your way.

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- Remember your Boss is human. They may have a “bad” Boss. And sometimes there job is just hard.

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- Resources:
 - How to Win Friends and Influence People - Dale Carnegie
 - Stop Managing, Start Coaching - Terri Levine
 - Yes, 50 Scientifically Proven Ways to Be Persuasive - Goldstein, Martin and Cialdini
 - Getting to Yes; Negotiating Agreement Without giving In - Fisher, Ury and Patton





