

HOW TO REPORT TO YOUR BOSS

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Agenda

1. Introduction
2. Expectations from Your Boss
3. Understanding Different Types of Bosses
4. Effective Communication with Your Boss
5. Words and Phrases to Avoid
6. Managing Your Boss
7. Myths and Troubleshooting
8. Self-Improvement Strategies
9. Tips for Success
10. Conclusion

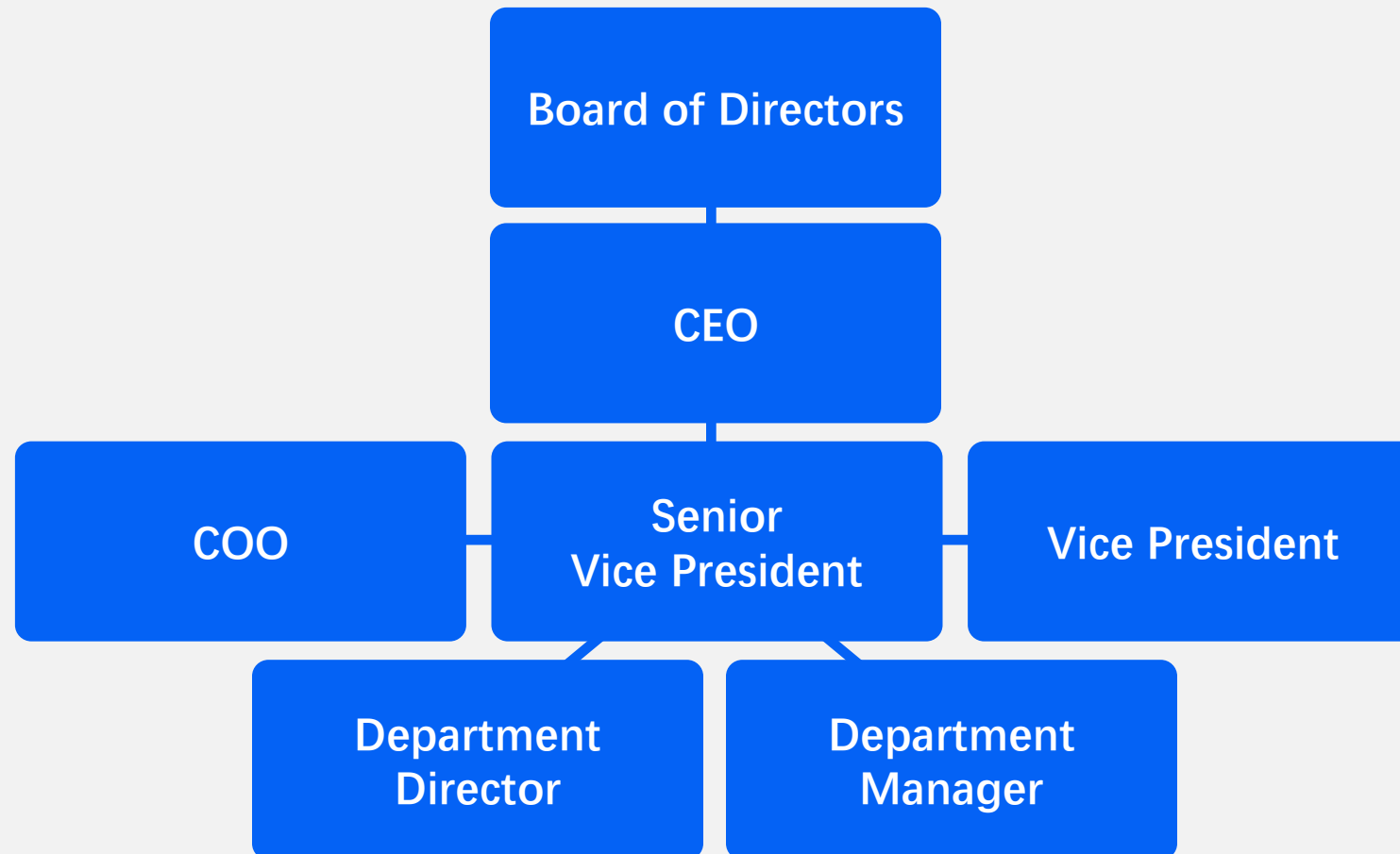


Introduction



01

Who is Your Boss?



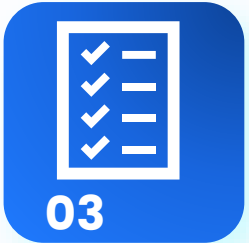
Create a Partnership with Your Boss



Trust



Accountability



Performance



Execution





Expectations from Your Boss



02

What Your Boss Expects

Credibility – Do what you say you're going to do.

Professionalism – Be serious about what you do.

Integrity – Be truthful even if it is unpopular.



Caring – Show concern for what the boss is saying and respond with solutions rather than complaints or excuses.

Knowledge – Have a command for what you do and be able to articulate it.

What Type of Boss Do You Have?



Bureaucrat



Dictator



Hatchet Man or Woman



Social Director



Climber



Motivator



Understanding Different Types of Bosses



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The Bureaucrat

Key Trait: Centered on rules and regulations

Quote "If it's not broken, don't fix it."

Pros: Predictable and thus easy to manipulate.

Cons: Ineffective during major change, can limit your creativity.

Tips: Learn to love red tape, document everything and share that documentation.

The Hatchet Man or Woman

**Key Trait: Hired to
downsize**



Quote: "There is no truth to that rumor."



Pros: None.



Cons: Effective at what they're hired to do. You could be in their crosshairs!

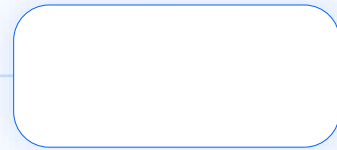


Tip: Do more with less.

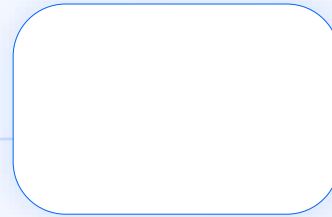
The Climber



Key Trait:
Desperately
wants to get to
the top



Quote: "We need to look good for the big boss at all costs."



Pros: May create an opening for you if he or she is promoted.



Cons: Will dump you if you make him or her look bad.



Tip: Make him or her look good.

The Dictator

Key Trait: Likes to give orders



Quote: "Because I am the boss, that's why."



Pros: Has no problem making decisions.



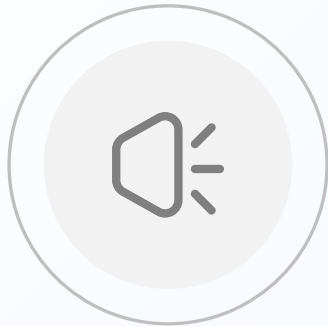
Cons: Often makes the wrong decisions, and will yell at you like a drill sergeant.



Tips: Be quiet and work hard.

The Social Director

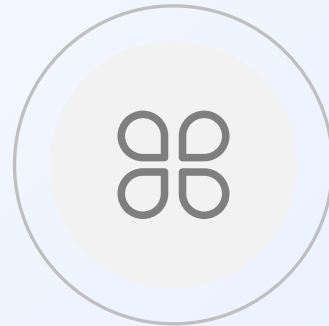
Key Trait: Engages everyone



Quote: "There's cake in the break room."



Pros: Pleasant and friendly.



Cons: Avoids decisions that might ruffle feathers and may get cranky under pressure.



Tips: Be the one to bring the cake, and build team consensus.

The Tough Motivator

Key Trait: A competent leader with high expectations



Quote: "We will be successful!"



Pros: Will make you see your potential.



Cons: Tough on those who do not meet high expectations.



Tips: Get ready to roll your sleeves up.



Effective Communication with Your Boss



04

The 6 P's



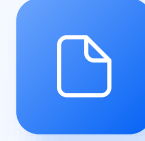
Proper



Prior



Planning



Prevents

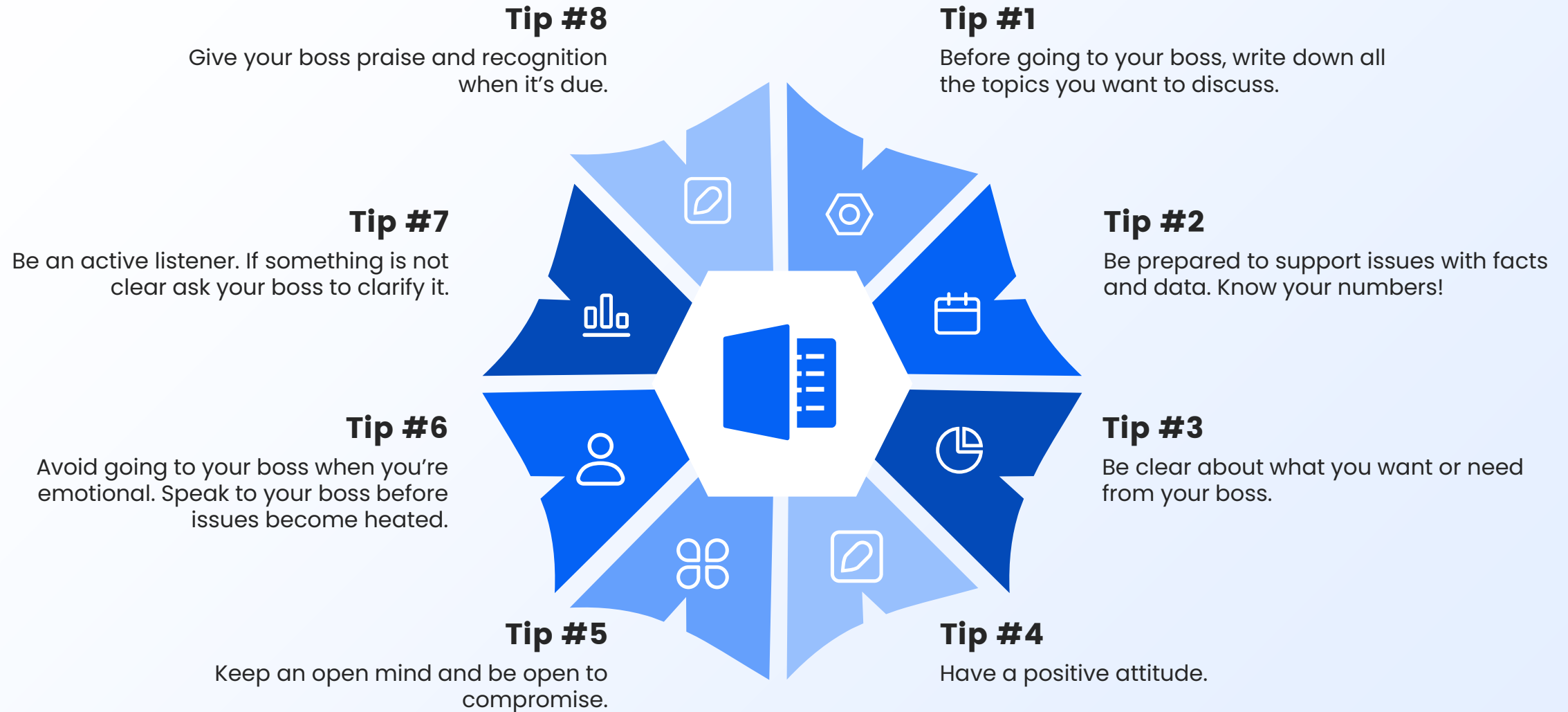


Poor



Performance

Communication Tips





Words and Phrases to Avoid



05

Words that Don't Work with the Boss

1

Hopefully

2

Should

3

Maybe

4

Ahhhhh....

5

I think so

6

Possibly

7

I can't....

8

I won't....



Managing Your Boss



06

Managing Tips

01

Meet with him or her for an hour or two weekly.

02

Get chocolates or other items for the boss's administrative assistant.

03

Know your "Done" list.



Myths and Troubleshooting



07

4 Myths of Managing Up

Myth #1

Always be in the office before your boss arrives.

Bosses care more about you getting the job done.



Myth #2

Ask permission before bringing up difficult issues.

With email and cell phones, word travels faster than ever. If you don't tell your boss the bad news somebody else will.



Myth #3

Suggest ways to make the boss more popular with the team.

If your boss is unpopular, there's little you can do to change that perception.



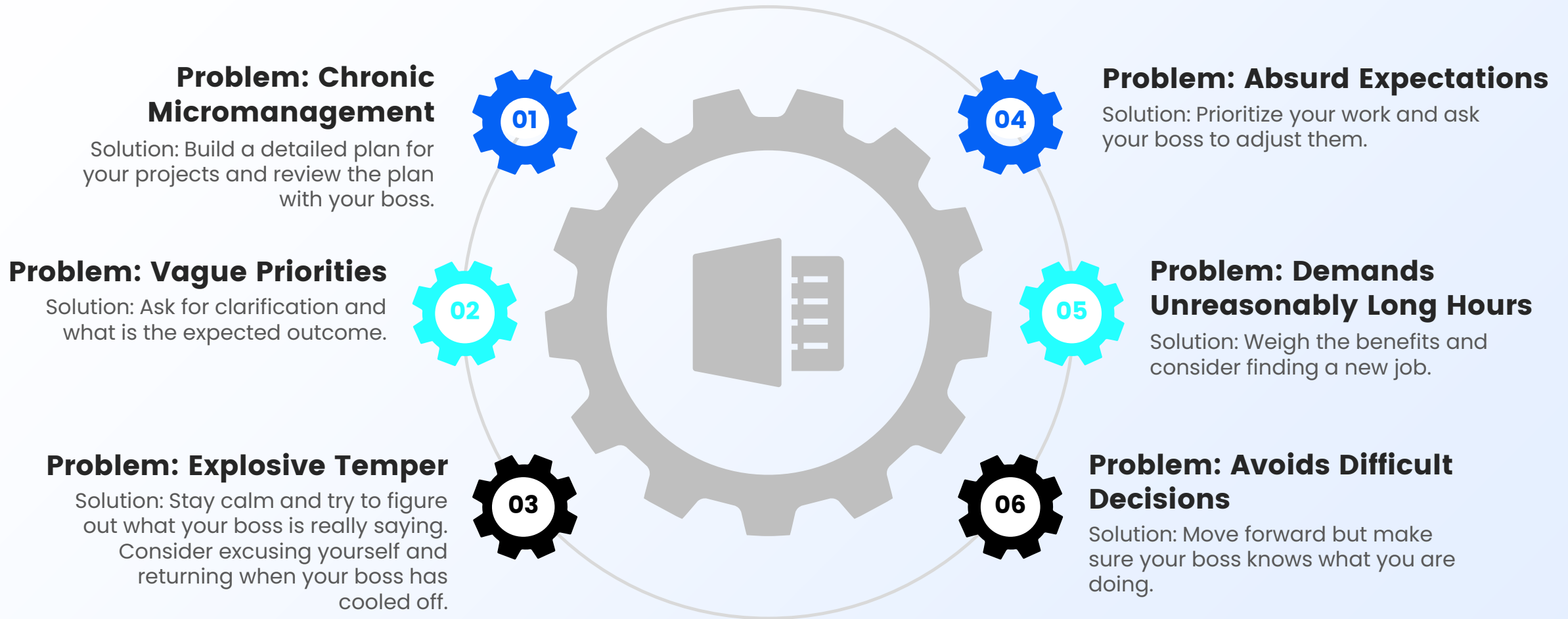
Myth #4

Protect your boss from your underlings, and vice versa.

Attempting to control the flow of information in the "info age" is pointless.



Troubleshooting Bad Boss Behavior



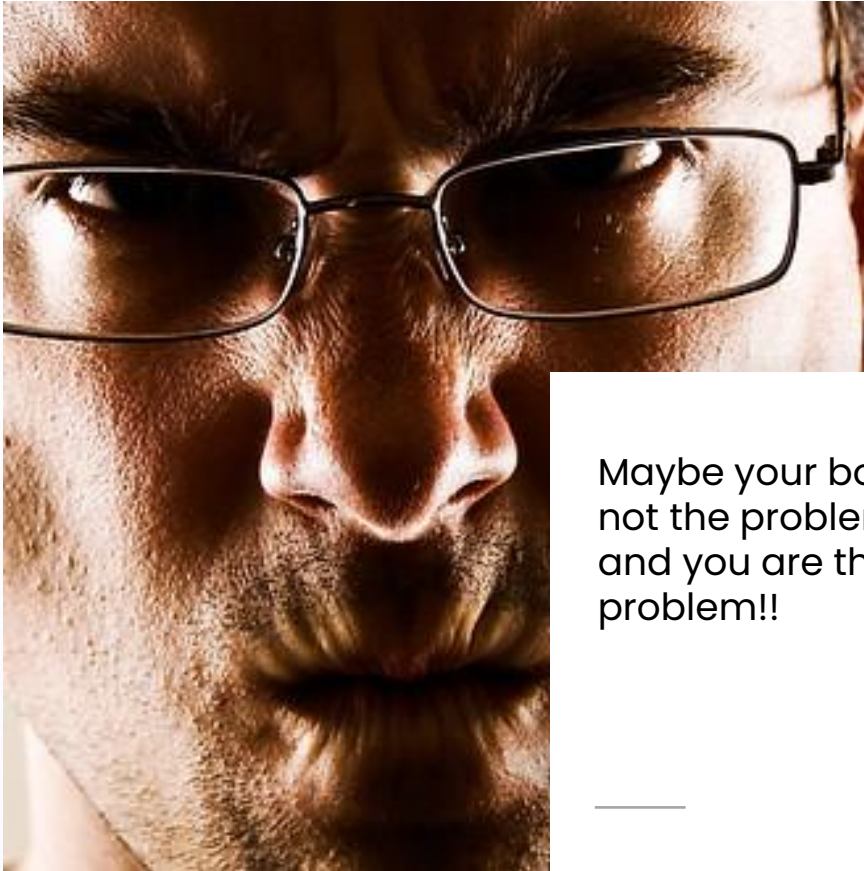


Self-Improvement Strategies

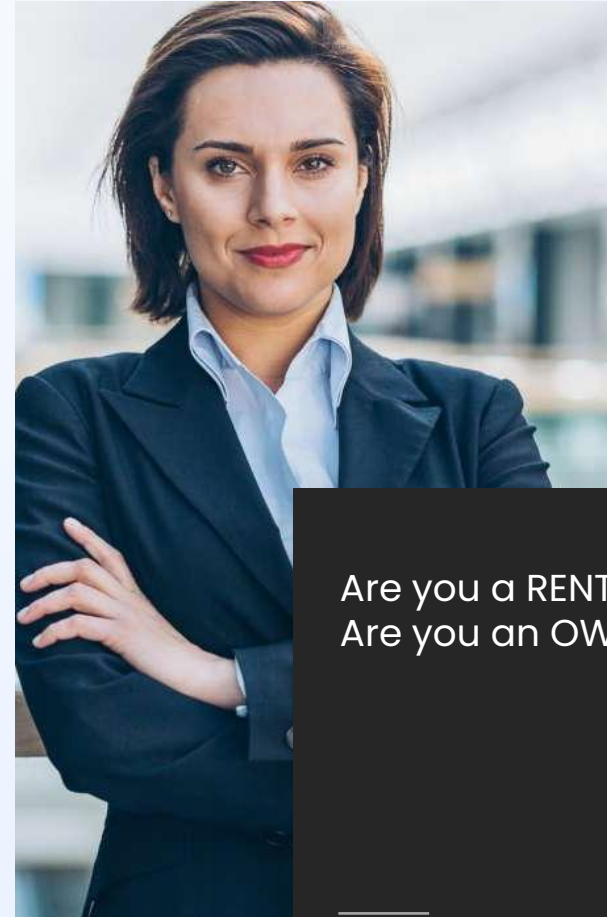


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Are You Battling Your Boss?

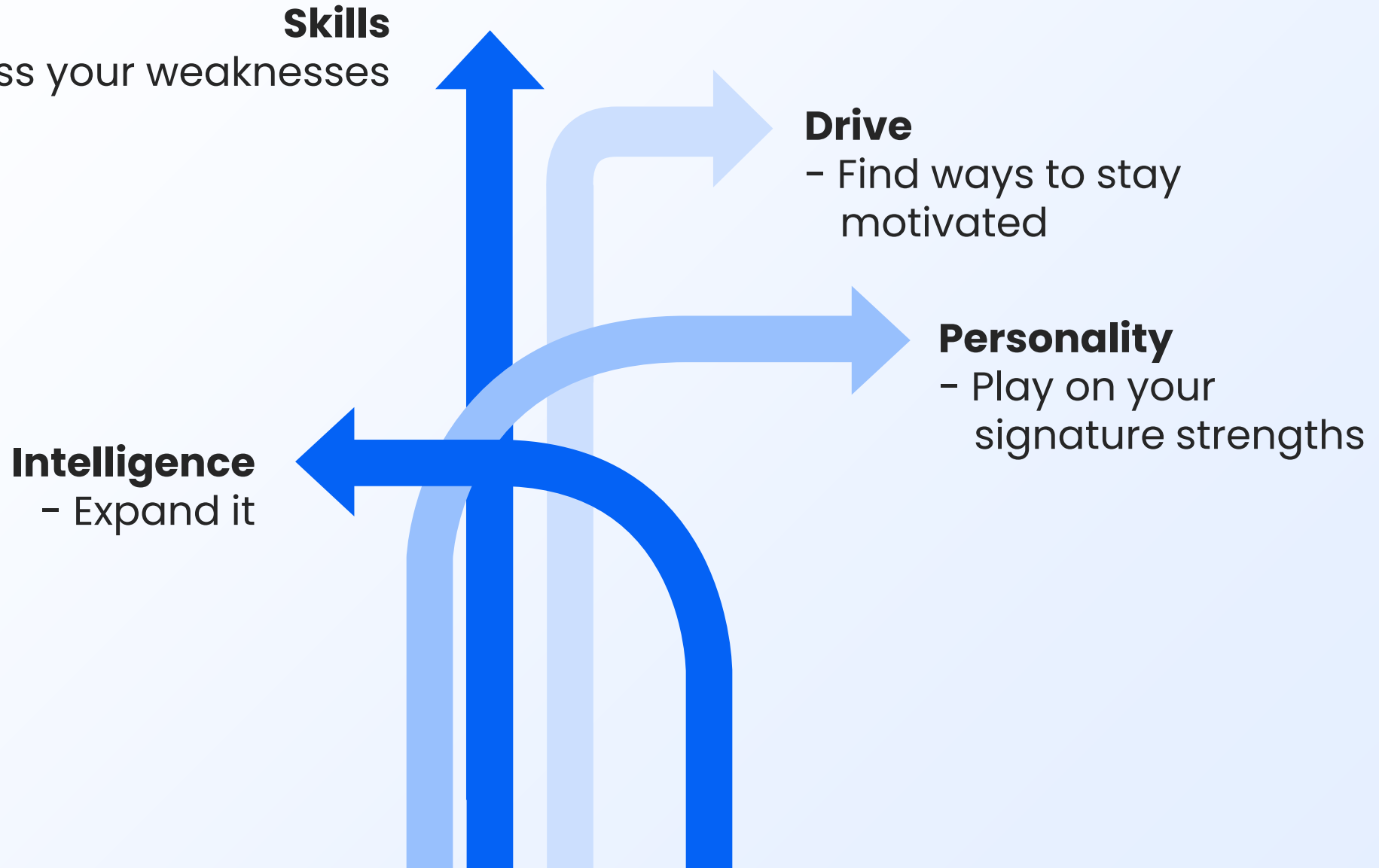


Maybe your boss is
not the problem
and you are the
problem!!



Are you a RENTER or
Are you an OWNER?

Make Yourself Better



DRESS to IMPRESS!



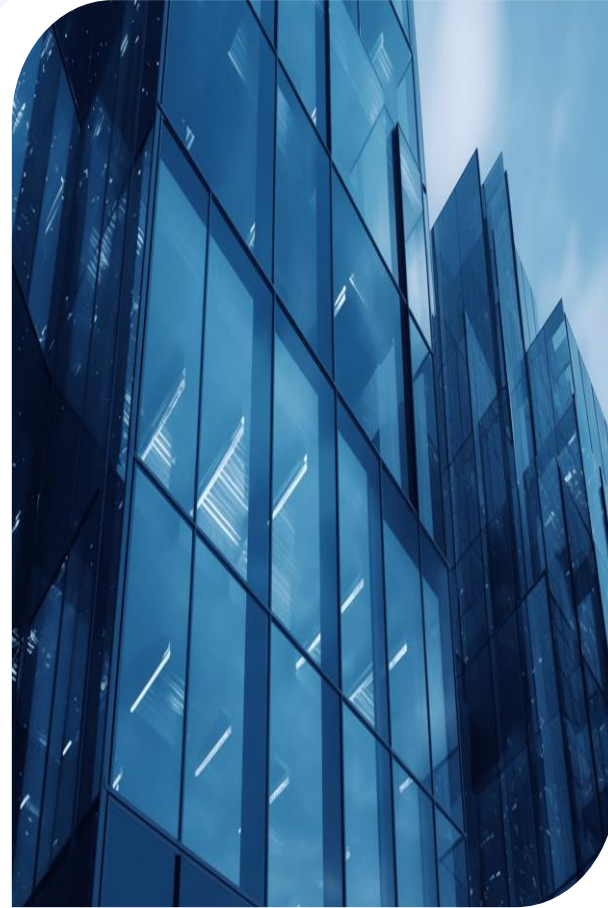
8 Soft Skills Sought in Today's Business Environment

Strong work ethic

Positive attitude

Great communication skills

Time management abilities



Team player

Self confidence

Accept and learn from criticism

Flexibility



Tips for Success



09

Top Five Tips for Success



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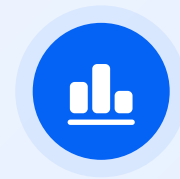
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Create

Bring something new to the existence.

Innovate

Find exciting ways to introduce your new product or service.

Stimulate

Excite your staff to achieve new goals.

Captivate

Introduce a new product or service with an irresistible appeal.

Motivate

Reward and recognize employees.

Tony Almeida's Top 10 Ways to Effectively Report to Your Boss

Tips 10 to 7



10. Make sure they get free food as often as possible.
9. Keep their favorite candy in your office.
8. Deliver lunch to their administrative assistant 3 times a week.
7. Tell your boss how great he/she looks and how much you love her new hair style.



Tony Almeida's Top 10 Ways to Effectively Report to Your Boss

Tips 6 to 4



6. Always let the boss win on the golf course.
5. Tell the boss how great they are and that you really love working for them.
4. Make sure the fruit is ripe on the fresh fruit platters.



Tony Almeida's Top 10 Ways to Effectively Report to Your Boss

Tips 3 to 1



3. Offer to take their car to the car wash twice a week.
2. Tell them that the new vendor wants them to try the new 8oz. Filet Mignon.
1. Always give them a bigger holiday present than they give you.





Conclusion

10

Final Thoughts and Questions





THANKS

