

The Main Report's Top 10 – Communicating with the Boss

Here are ten tips for communicating better with your boss.

1. Make an appointment. If you want to speak to your manager arrange a time unless it's an emergency. She/he has work to accomplish too.
2. Don't think the boss is your friend. Don't be lulled into thinking your boss is your friend, even if they are friendly. When it comes to judging your performance or laying you off, most will not hesitate to act, to your detriment.
3. Don't be too friendly. It can cause co-workers to distrust you.
4. Avoid being a tell tale. Do it only if it's a serious offence, such as theft or a life threatening safety violation.
5. Watch your timing. When you ask for something can be almost as important as what you're asking for.
6. Be specific. If you have a complaint to discuss with your boss be detailed, and, ideally, have a solution to suggest.
7. Be patient. Legally and ethically your manager must give troublemaking employees a chance to correct their behaviour before taking such a drastic step.
8. Be sure to discuss your long-term goals and interests with your manager. Then they won't have to make assumptions on your behalf.
9. Ask up front what makes an excellent employee. Don't wait until your annual review to find out what you thought was important doesn't matter.
10. There is often more pressure on the boss than he or she will ever be placing on you.