

BEHAVIORS TO MASTER WHEN DEALING WITH YOUR LEADERS

Meeting your leaders' expectations can enhance your image, effectiveness, and career.

- ☛ ***Don't dump and run:*** Be willing to champion ideas and become part of their solution.
- ☛ ***Make it brief:*** Your leaders don't have time for the unabridged version.
- ☛ ***Don't complain:*** If you are complaining, you are not solving; you are part of the problem.
- ☛ ***Clearly state the support you need:*** Make it clear what you need from your leaders in terms of solving problems.
- ☛ ***Close issues:*** Don't allow issues to linger, to drift.
- ☛ ***Meet commitments:*** Demonstrate that you can be counted on; that you are reliable.
- ☛ ***Promote dialog:*** Your leaders need your response, your ideas, and your participation.
- ☛ ***Make your leaders look good:*** Your job is to make your leaders look good, which makes you look good.
- ☛ ***Keep your leaders informed:*** Don't work in a vacuum; keep your leaders informed of important news.
- ☛ ***Demonstrate integrity:*** Do not support or condone illegal, unethical, or immoral behavior.
- ☛ ***Don't take it personally:*** Cut your leaders some slack as you hope others would for you.
- ☛ ***Solicit feedback on your performance:*** Ask for constructive criticism as well as praise based on your performance.
- ☛ ***Show you can be trusted:*** Earn the reputation of being a trusted confidant.
- ☛ ***Be a role model:*** Without fanfare or recognition, behave in a manner that others can emulate.

“Ideas to help you become more successful”