

Welcome To

How to *Effectively* Communicate With Your Boss



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Source: The Office

5 Main Points

1. *Understand* how and when to communicate with your boss.
2. *Prepare.* Make a business case and state what you need.
3. *Stay calm* and keep your emotions in check. NO drama!
4. *Ask* for feedback and actively *listen*.
5. *Show* and *prove* your value!

65% say a better boss would make them happy while **35%** choose a pay raise.

60% of Americans say they would do a better job if they got along better with their boss.

Source: Tellyourboss.com

How and *when* to communicate with your boss

1. open lines of communication
2. be professional
3. be honest
4. be flexible
5. think before you respond



Prepare. Make a business case and state what you need

1. do your homework
2. get the timing right
3. present your case — the pros and the cons
4. offer solutions to the cons
5. request an experiment



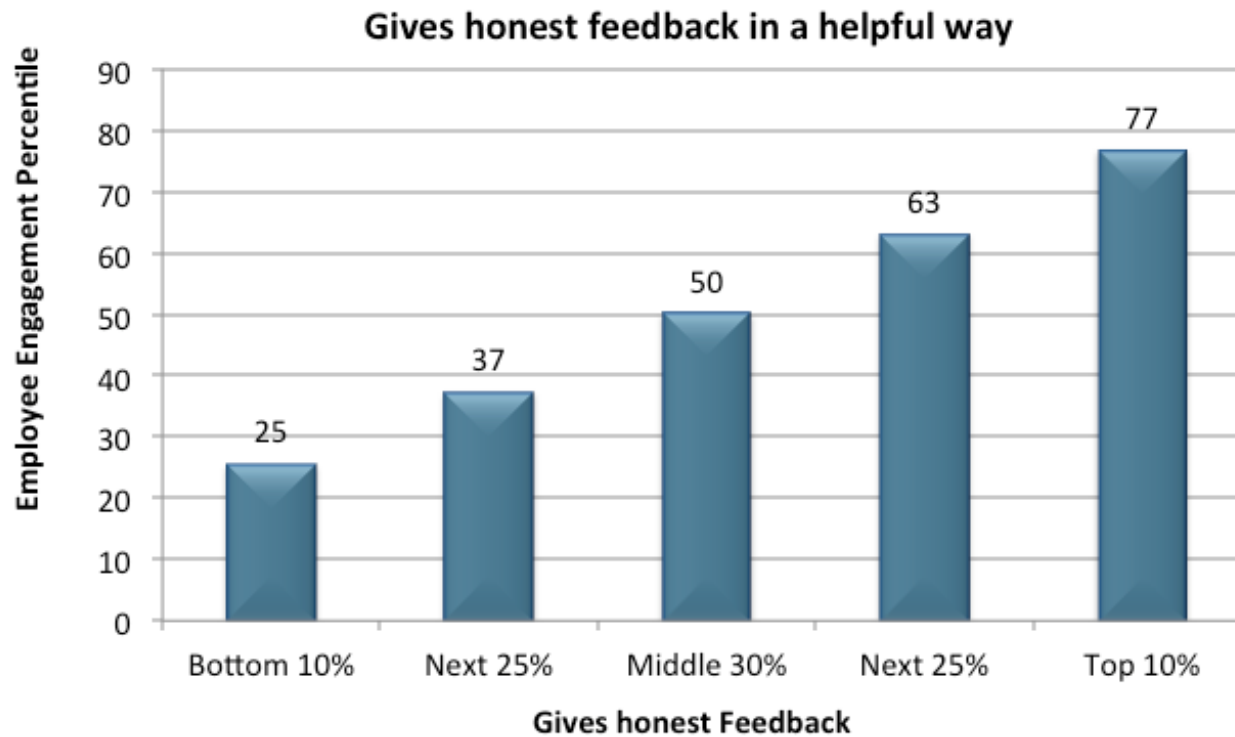
Research involving more than a million people reveals that 90 % of top performers are skilled at managing their emotions in times of stress to remain calm and in control.

Source: TalentSmart

Stay calm and keep your emotions in check. NO drama!

1. state what you need (notes)
2. get to the point
3. focus on the big picture
4. balance the volume of information
5. disclose your biases





Source: Forbes.com

Ask for feedback and actively *listen*

1. choose the right time
2. grab a notepad
3. ask open-ended and specific ?'s
4. begin? halt? resume?
5. say thank you



Show and prove your value

1. be an innovator
2. get smart
3. be a “real” and e-communicator
4. choose the right step
5. sing your praises (not too loudly)



Thank you! Want to learn more?

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