Article 1

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I chose the article “Admin Skills: How to Manage Your Boss” by Charlene Kesee at the URL of <http://www.iaap-hq.org/publications/officepro/admin-skills-how-manage-your-boss>.

According to Charlene Kesee there are many relationships between employers and employees that are “strained because either the boss or employee is not getting the management he or she needs in order for that relationship to thrive”. This is why, as unorthodox as managing the boss is, that it is needed.

Employees are expected to know how to manage time, work, projects, and other aspect of their lives by their employers. This leads to the employee having the responsibility of keeping the man in charge informed and knowing how to overcome obstacles in the line of work.

Charlene then writes that Webster’s Dictionary has defined the word manage as “to carry on business affairs” or “to handle with a skill.” Being able to manage upwards will have a positive reflection on you and will help your boss have what he/she needs to keep business affairs in order. This management that your boss will give you can only help in your career and if your boss does not participate in the managing of office affairs, you may need to take action.

Stress in the office is normal and can either be negative or positive on you. Inform your boss of any key information about projects you were assigned or volunteered for that was omitted when the project is given to you. “Rather than suffering in silence, speak up about your difficulties.” If you keep silent then your boss will never know that there was a problem to begin with and this problem will most likely continue in the future.

If you have any needs or concerns do not be afraid to voice them. According to Kesee, you should be vocal about what you are lacking and should keep the lines of communication open.

An good employee is always informed and asking your boss to keep you informed is a good idea. Kesee says that a lack of details and surprises will cause performance problems and the possibility of it will be eliminated for the informed employee.

Another good idea is keeping your boss informed. Let you boss know of your current projects and what you can handle. Make sure he/she is informed of your daily routine and be flexible about your routine when needed while also telling him/her when your very busy. This will let your boss know of your availability so that your workload will not be over crowed.

You should meet regularly with your boss in scheduled meetings to discuss what is currently going on in the workplace. Having a time to exchange updates on these projects is another good idea. Growing accustomed to these routine meetings will make everything go smoother.

You should provide feedback to your boss. “The American Management Association suggests adapting your work style to the style that works best for your boss”. You boss should also be informed of your work style so that you and your boss can find a way to compromise on working styles. You should be honest about your laminations and get your boss involved in guiding your daily tasks.

You should also learn your boss’ personality to maintain a good working relationship. This is a big deal, especially if there are cultural differences which factor into communications and management styles.

You should understand that not every working relationship is perfect and that some bosses will not adapt to your working style but will want you to adapt to theirs. “Rather than accepting that stress is a normal bullet point on your job description, take charge of your office and get involved in managing your boss”.