

# Managing Up

Learn the Art of Getting Along With Your Boss

**Who is Your  
Boss?**

**Talk It Over**



Your Boss'  
Style

Who is your boss?

- Identify Your Boss' Style
- Understand Your Workstyle
- Choose How You Want to Adapt

Your Style

Your Plan



# Let's Explore

## Your Boss' Style

- Introvert or Extrovert
- Driver
- Charismatic Innovator
- Data-Driven
- Team-Centric
- Influencer

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- Micromanager
- Workaholic
- Houdini
- The Fickle Boss
- Egomaniac
- Toxic



# Introvert or Extrovert

- Where you get your energy
- How you communicate

INTROVERT  
EXTRAVERT



# Driver



- Move fast
- Talk Fast
- Think Fast
- Act Fast
- Accomplish Much



## Charismatic Innovator



- Passion, Energy and Ideas
- Positive Impact
- Fast Paced
- Fast Movers
- People Oriented

## Data-driven



- High quality, accurate work
- Move at a moderate perhaps
- Quality over speed
- Care about the details



## Team-Centric



- Warm and Friendly
- Display empathy and compassion
- Build a team that is positive, happy, and cohesive
- Slow decision-makers
- Decisions by consensus
- Have difficulty holding people accountable

## Influencer



- Active, people-oriented bosses who lead through motivating, inspiring, influencing, and communicating
- Desire enjoyable environments
- Respond positively to recognition and praise.
- Appreciate your enthusiasm and camaraderie
- Appreciate people who listen to them

## Micromanager



- One of the most dreaded bosses
- Always looking over your shoulder
- Always checking in on everything you do
- They give you no autonomy
- Frustrating and a little soul crushing



## Workaholic



- Always at work
- They're there before you arrive in the morning
- They're definitely there to leave in the evening
- They text you all weekend
- Bring your A-game every single day

## Houdini



- "Hands-off" - they throws your project and poof they disappear
- You get a lot of autonomy and independence
- Not enough attention
- They can vanish but you can't

## The Fickle Boss



- Always changing their mind
- Shifting priorities
- Sometimes hit on a great idea
- Need positive "Yes and," language



## Egomaniac



- Raise themselves up by lowering others down
- To change their mind, appeal to their image
- Like any personality trait, egomaniacs exists on a spectrum
- Mild to moderate can be OK, you may have to leave the extreme ones

## Toxic



- 56% of Americans claim to work for mildly to moderately toxic bosses
- Have to adopt survivor personality
- Stay as far away as possible
- Plan your exit
- Know when to quit

## Which is Your Primary Style?

- Introvert or Extrovert
- Driver
- Charismatic Innovator
- Data-Driven
- Team-Centric
- Influencer

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- Micromanager
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## Your Plan

Pause here to write down what style you believe your boss demonstrates at work.

Now think about the ways you can adapt to meet his/her needs based on our discussion earlier.



## Talk It Over

What you need to know to be successful working with your boss

Preferences

Priorities

Pet Peeves

# Preferences

- How do they like to communicate?
- How do they like to work?
- How often do they want to be kept updated on projects?
- How do they like feedback?
- How often do they want to see your lovely face in their office?



## Priorities

- What's most important to them right now?
- What's less important?
- What do they want to focus on this week? This month? This year?
- What are they trying to accomplish their your career? For their team? For the organization?

## Pet Peeves

- What drives them crazy about working?
- What drives them crazy about working with other people?
- What really annoys you the most?

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