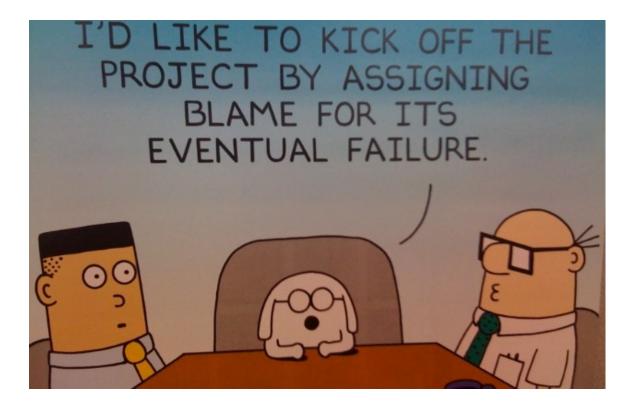


#### Managing Up in the Top Down World of Business

Presented by

Roberta Chinsky Matuson





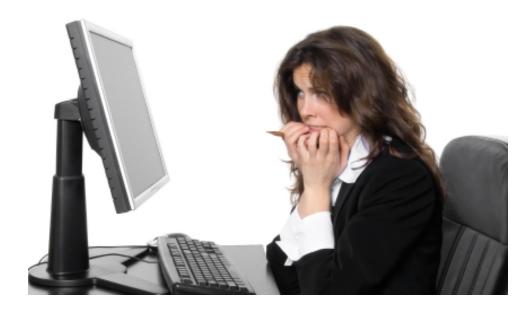




#### **Prepare for Success!**







#### **Really???**

#### Holy Cow...Did they *really* just give me the job I asked for?

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## **Managing Up**







## Decode Your Boss's Management Style

- 1. Gather information
- 2. Assess your needs
- Create a relationship that works for both parties
- 4. Maintain relationship





## **Volatility: New Workplace Norm**

- •Departments merge
- •Meet your new boss...again
- •Boss of a colleague







## **Office Politics**

• How work *really* gets done in the office









- 1. Make and keep commitments
- 2. Be consistent
- 3. Be respectful





## **Shine the Light on Others**

- Complement staff in front of others
- Invite boss to celebrations
- Have staff present to executive team





## Managing Across the Organization



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# **Building Productive Relationships**

- 1. All Relationships are built on trust
- 2. First impressions count
- 3. Jump in to help coworkers out
- 4. Be respectful
- 5. Flex your style
- 6. Listen more, talk less







### **Respect Vs. Love**







## **Tooting Your Own Horn**

#### Myths:

- 1. Your work speaks for itself
- 2. People won't like you if you brag
- 3. It's not ladylike to brag





## Manage Your Own Performance

- Prepare your own review
- No news is *not* always good news
- Ask for periodic feedback





## There's a New Boss in Town





## **Younger Bosses-Older Workers**

Age	Percentage
35 or older	43
45 or older	53
55 or older	69

Source: Career Builder Survey

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## **Nurturing relationships**





## Summary Navigating in the Top Down World of Business

Decode boss' s management style	Respect always trumps love
Volatility in workplace is new norm	Toot your own horn
Understand office politics	Manage your own performance
It's all about trust	Integrate the generations
Shine the light on others	Nurture relationships





### Questions





## How to Reach Us

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