

Effective Communication With Your Boss

Communication is essential in all aspects of business but communicating with your boss may cause stress or anxiety due to an inadequate feeling or feeling intimidated by an authority figure. There are ways that you can prepare and practice to create confidence and effectively communicate.



- ◆ Make a list and prioritize the topics that you want to discuss.
- ◆ Make sure you are clear on the outcome that you would like to see.
- ◆ Create a plan on how you believe the outcome could be achieved and why your plan would be effective.
- ◆ Rehearse privately what you would like to discuss.
- ◆ Practice good body language. Make eye contact, relax and lean into the conversation on critical points of interest.
- ◆ Use suggestive words such as “perhaps” or “maybe”.
- ◆ Use words that promote team work such as “we” and “our”.
- ◆ Use sentences that suggest that you take responsibility such as “I could...” or “I would be glad to...”
- ◆ Keep an open mind to suggestions and be open to a compromise.
- ◆ Be an active listener. Try to repeat or rephrase points in a conversation and if you do not understand, ask your boss to clarify the point.
- ◆ Have a positive attitude when entering and leaving a meeting.
- ◆ Try to nip situations in the bud by talking to your boss early about work situations and make sure your thoughts are calm and collected before going to your boss.
- ◆ Avoid office gossip or negative behavior towards any co-workers.

Regular communication with your boss as well as co-workers will develop a comfortable working relationship and a more productive work site.

For more information please contact your Employee Assistance Program at 800-862-3398