

## BEHAVIORS TO MASTER WHEN DEALING WITH YOUR LEADERS

*Meeting your leaders' expectations can enhance your image, effectiveness, and career.*

- **Don't dump and run:** *Be willing to champion ideas and become part of their solution.*
- **Make it brief:** *Your leaders don't have time for the unabridged version.*
- **Clearly state the support you need:** *Make it clear what you need from your leaders in terms of solving problems.*
- **Don't complain:** *If you are complaining, you are not solving; you are part of the problem.*
- **Close issues:** *Don't allow issues to linger, to drift.*
- **Meet commitments:** *Demonstrate that you can be counted on; that you are reliable.*
- **Promote dialog:** *Your leaders need your response, your ideas, and your participation.*
- **Make your leaders look good:** *Your job is to make your leaders look good, which makes you look good.*
- **Keep your leaders informed:** *Don't work in a vacuum; keep your leaders informed of important news.*
- **Demonstrate integrity:** *Do not support or condone illegal, unethical, or immoral behavior.*
- **Don't take it personally:** *Cut your leaders some slack as you hope others would for you.*
- **Solicit feedback on your performance:** *Ask for constructive criticism as well as praise based on your performance.*
- **Show you can be trusted:** *Earn the reputation of being a trusted confidant.*
- **Be a role model:** *Without fanfare or recognition, behave in a manner that others can emulate.*

***"Ideas to help you become more successful."***