

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.*
- **Bring solutions with problems.** *Clearly state the support 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.*
- **Wear one face.** *Choose the same face regardless of the audience.*
- **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 or unethical behavior.*
- **Solicit feedback on your performance.** *Ask for constructive criticism as well as praise based on your performance.*
- **Support your peers.** *Choose the collaborative path rather than the competitive or contentious path.*
- **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."

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Many of these tips are discussed in the book, *Neal Whitten's No-Nonsense Advice for Successful Projects*,

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