

POWER SKILLS FOR INTERACTING WITH YOUR LEADERS

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

Communicate with Your Leaders

1. **Make it brief.** Your leaders don't have time for the unabridged version.
2. **Promote dialog.** Your leaders need your response, your ideas, and your participation.
3. **Don't take it personally.** Your leaders may not handle stress any better than anyone else. Cut them some slack as you would hope others would for you.
4. **Keep your leaders informed.** Don't work in a vacuum; keep your leaders informed of important news.
5. **Offer professional criticism.** Your value increases when your interest, honesty and passion are apparent.
6. **Offer praise.** When you observe noteworthy ideas, actions, or deeds by your leaders, show that you appreciate their behavior.
7. **Wear one face.** Choose the same face regardless of the audience.
8. **Solicit feedback on your performance.** Ask for constructive criticism as well as praise based on your performance.

Take Ownership of Your Performance

9. **Don't dump and run.** Be willing to champion ideas and become part of their solution.
10. **Bring solutions with problems.** Clearly state the support you need from your leaders in terms of solving problems.
11. **Close issues.** Don't allow issues to linger, to drift.
12. **Meet commitments.** Demonstrate that you can be counted on; that you are reliable.

Build a Reputation

13. **Don't complain.** If you are complaining, you are not solving; you are part of the problem.
14. **Make your leaders look good.** Your job is to make your leaders look good, which makes you look good.
15. **Support your peers.** Choose the collaborative path rather than the competitive or contentious path.
16. **Show you can be trusted.** Earn the reputation of being a trusted confidant.
17. **Be a role model.** Without fanfare or recognition, behave in a manner that others can emulate.

"Ideas to help you become more successful."