

## **Leadership Guide: *Building Effective Relationship with Your Boss***

Agreements set forth mutual expectations that provide a foundation for an effective relationship based upon trust and accountability. Consider the following questions as you talk with your boss about your relationship.

### **PURPOSE:**

- ⦿ What are our shared goals in this relationship? How can we take the organization to the “next level”?
- ⦿ What outcomes are we looking to achieve? How will we measure our success?
- ⦿ What expertise and capabilities do we each bring to the table that will help us in achieving our shared purpose?
- ⦿ What outcomes/results are you looking for me specifically to produce?
- ⦿ What do you want other team members to be saying about how I fulfill my role?

### **ROLES:**

- ⦿ For what situations, do you expect to be consulted and/or informed?
- ⦿ What situations would warrant me skipping the chain of command and talking to your boss or other leaders in your absence? If I need to communicate a change to or make a request of another department, what guidelines would you like to me to use?
- ⦿ What kinds of decisions are out of bounds for my position? (dependent)

- ⦿ What kinds of decisions do you want to be consulted on? (interdependent)
- ⦿ What kinds of decisions am I on my own? (independent)
- ⦿ What can we expect from one another in working together?
- ⦿ What commitments will we make to each other to ensure success in our respective roles?

### **COMMUNICATION & PROCESS:**

- ⦿ How often will we meet (frequency and duration)?
- ⦿ How should our communication be structured (telephone, face to face or e-mail) to identify agendas and prepare for our meetings together?
- ⦿ How far in advance should we discuss the agenda for our upcoming meetings?
- ⦿ How will we give and receive feedback about our relationship?
- ⦿ How will we hold each other accountable for following the processes we establish?
- ⦿ When we are in meetings, what are our respective roles with others?
- ⦿ How do our communication styles differ and what are the implications of the differences for how we should interact?

### **CONTACT:**

- ⦿ How do you prefer to be contacted (phone, email, text)? How quickly do you typically respond?
- ⦿ What is the best time of day for us to connect?

- ⦿ How often would you like to speak? Should we set up weekly meetings? On an as needed basis? Both?

**OTHER IMPORTANT QUESTIONS:**

- ⦿ What do you need to know about my working style that would be helpful?
- ⦿ When you consider our current roles, what do you think will help us build and sustain a positive relationship?
- ⦿ What one conversation, if we had it, could have the potential to significantly improve our working relationship?