

APSEA So Chapter: April 2013 MINI-TRAINING SESSION

Topic: **“Meeting Your New Supervisor or Manager”**

(Condensed and modified from Working World Mag)

1. What would you do if you were told that your new Boss will arrive tomorrow?
Starting on the right foot, to ensure you develop a great productive relationship, helps.
2. **BE INFORMED** : Do your homework; get as much info on your superior prior to arrival time. Where did the Boss come from? What is the Boss' background-education, experience? Ask Boss' prior staff for info but be prudent. Don't appear it is for gossip; your inquiry may backfire. What are Boss' expectations and faults, if any?
3. **STAY POSITIVE**: This will be a new experience and not a threat to the status quo nor is it a challenge. A new boss is an opportunity to learn, grow, and be part of a new team; a great career stepping stone.
4. **SMILE** : Do so when you first meet. It's a great way to show your friendship, positiveness, and willingness to cooperate to be a Team Member.
5. **INTRODUCE YOURSELF**: Do so as quickly as possible when you know the Boss has arrived and has had a chance to settle in the workplace. Plan a short, 10 minute, closed door session.
6. **FOCUS ON YOUR ACCOMPLISHMENTS**: Boss probably won't have any preconceived notions about your performance, so start with a clean slate. Later, in a more formal discussion share and focus on your accomplishments, including your strengths, goals, and your short and long range plans.
7. **DON'T COMPARE**: Accept you have a new Boss with a new way of doing business. Don't compare your new Boss with your former Boss. Don't say things like, “That's not the way we used to do it”.
8. **ZERO GOSSIP**: Never gossip about your new nor about your former Boss! Likewise, do not say negative things about your co-workers. This can destroy Team Building efforts.
9. **OFFER HELP**: Your new Boss will be under stress trying to adapt to the new environment, . rules, and team. Don't add pressure by presenting all the problems or concerns all at once. Give the Boss space and offer help if needed.
10. See you at our next APSEA meeting to continue discussing our Mini-training series.