



NLE Quick Tip: A Rewarding Relationship with Your Manager

**Presenter: Christine Geiger, Partner, Senior Director of Training,
Next Level Exchange**

In this NLE Quick Tip, Christine Geiger, Senior Director of Training at Next Level Exchange, shares this essential primer on getting the most out of the professional relationship with your Manager. It's also about self-managing and proactively seeking best practices, assistance, and knowledge transfer from your Manager - the Owner or Big Biller that hired you.

Meeting: "A Rewarding Relationship with Your Manager" by Christine Geiger

(Facilitator): This Quick Tip is 17 minutes of practical advice on getting the most out of the professional relationship with your Manager. It's also about self-managing and proactively seeking best practices, assistance, and knowledge transfer from them. This is about learning to understand your Manager and effectively creating a rewarding professional relationship born out of mutual respect. This, in turn, benefits not only you and them but also the company!

Christine Geiger draws upon her three decades of experience in this business in addition to sourcing the expertise of fellow trainers Greg Doersching, Stacy Napoles, and Rob Mosely to pull together this power-packed session!

A Quick Tip for using this facilitation guide: Watch the entire Quick Tip first, and then devote time to answer and reflect on the topics below.

UNDERSTANDING YOUR MANAGER'S BRAIN:

- How would I describe my Manager's management style?
- What is my challenge in getting knowledge from them? Best practices? Assistance?
- What could I do differently to get what I need?

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DEMONSTRATING SELF-SUFFICIENCY:

- When did I last go to my Manager with a problem?
- Could I have offered a possible solution?
- What is a problem I plan to approach them about? Do I have an idea of how to handle it?



DEMONSTRATING SELF-SUFFICIENCY (continued):

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LISTENING ATTENTIVELY:

- How would I rate my listening skills when it comes to interacting with my Manager?
- What is my process for documenting, recording, and organizing what they share and teach me?
- Am I good when it comes to absorbing what they share, or do I have some room to improve?
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TIMING:

- How's my timing when approaching my Manager? Do I reach out at appropriate times?
- Am I ever asking for help on non-urgent issues in the middle of the workday?
- How often do I already have the answer I need *somewhere* but find it easier to ask them?
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GUARDING YOUR TIME AND BEING RESPECTFUL OF YOUR MANAGER'S TIME:

- Do I tend to e-mail or IM in a 'stream of consciousness' fashion as questions come up?
- What does my Manager typically do? What justifies an urgent situation? An emergency?
- How can I work at guarding my time better? Respecting their time?
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ASKING FOR WHAT YOU NEED:

- What is something I need from my Manager but haven't asked yet?
- What am I going to do about it?

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SEEKING THE DETAILS:

- Do I have the necessary details on my current searches to attract candidates effectively?
- Do I need details on anything else to do my job effectively?
- How will I go about getting those details from my Manager? What's my plan?

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UNDERSTANDING AND OWNING YOUR METRICS:

- Do I fundamentally believe that metrics will help diagnose and drive my business?
- What am I asked to track? What metrics do I personally track for myself?
- What metrics *should* I be tracking to hold myself accountable?
- Am I committed to logging accurate data? Am I open to the story the numbers paint?

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SAVE THE DRAMA FOR YOUR MAMA:

- When was the last time I brought unnecessary drama into work?
- How will I cultivate a drama-free work environment?

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BEING DEPENDABLE, RELIABLE, AND CONSISTENT:

- Have I established myself as someone who is dependable and reliable?
- If not, how will I demonstrate *through my actions* that I'm dependable and reliable?
- What can I consistently do to show my commitment to being dependable and reliable?

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PROACTIVELY SEEKING AND STAYING OPEN TO FEEDBACK:

- Am I truly open to feedback from my Manager and others, even when I disagree?
- How consistent is my Manager about giving me feedback, and do I need to seek more?
- Does my firm do performance reviews? If not, I commit to creating my own...

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DEALING WITH MICRO-MANAGEMENT:

- Do I feel like I am being micro-managed? Could it possibly be warranted?
- How can better self-manage to *possibly* alleviate some of my Manager's micro-management?

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EXCEEDING EXPECTATIONS:

- Am I willing to exceed expectations, or am I content to do the minimum requested?
- How can I demonstrate a desire and drive to learn and do more? One thing I can volunteer to do?

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WORKING WITH A DISENGAGED MANAGER:

- I realize that "if it is going to be, it is up to me!" I accept that I am in charge of my career!
- What will I proactively do to seek and learn best practices, knowledge, and assistance?

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