

WORKING EFFECTIVELY WITH YOUR BOSS

Strengthening a Relationship
Important to You and Your
Organization



September 19, 2023 | **SPRINGFIELD**



Introductions

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What this session is about ...

- Helping you better understand, communicate more effectively, and work more collaboratively with your boss (develop a plan)
- Learning about an analytical tool and a strategy that you can use to increase your productivity in the workplace
- Learning a little bit more about yourself using the same analytical tool featured in this session



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What this session is *not* about ...

- Changing your boss
- Criticizing your boss
- Conspiring against your boss



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Life Orientations Survey

1. Check any of the adjectives that describe your boss
2. Of the adjectives you have checked, choose the 15 that are most like your boss
3. On the 4-quadrant document, locate the 15 adjectives that are most like your boss and darken the corresponding circle.
4. Add up the number of darkened circles in each quadrant and write this number somewhere in the quadrant

Set these documents aside to use later in the session.



The Core of LIFO® Training

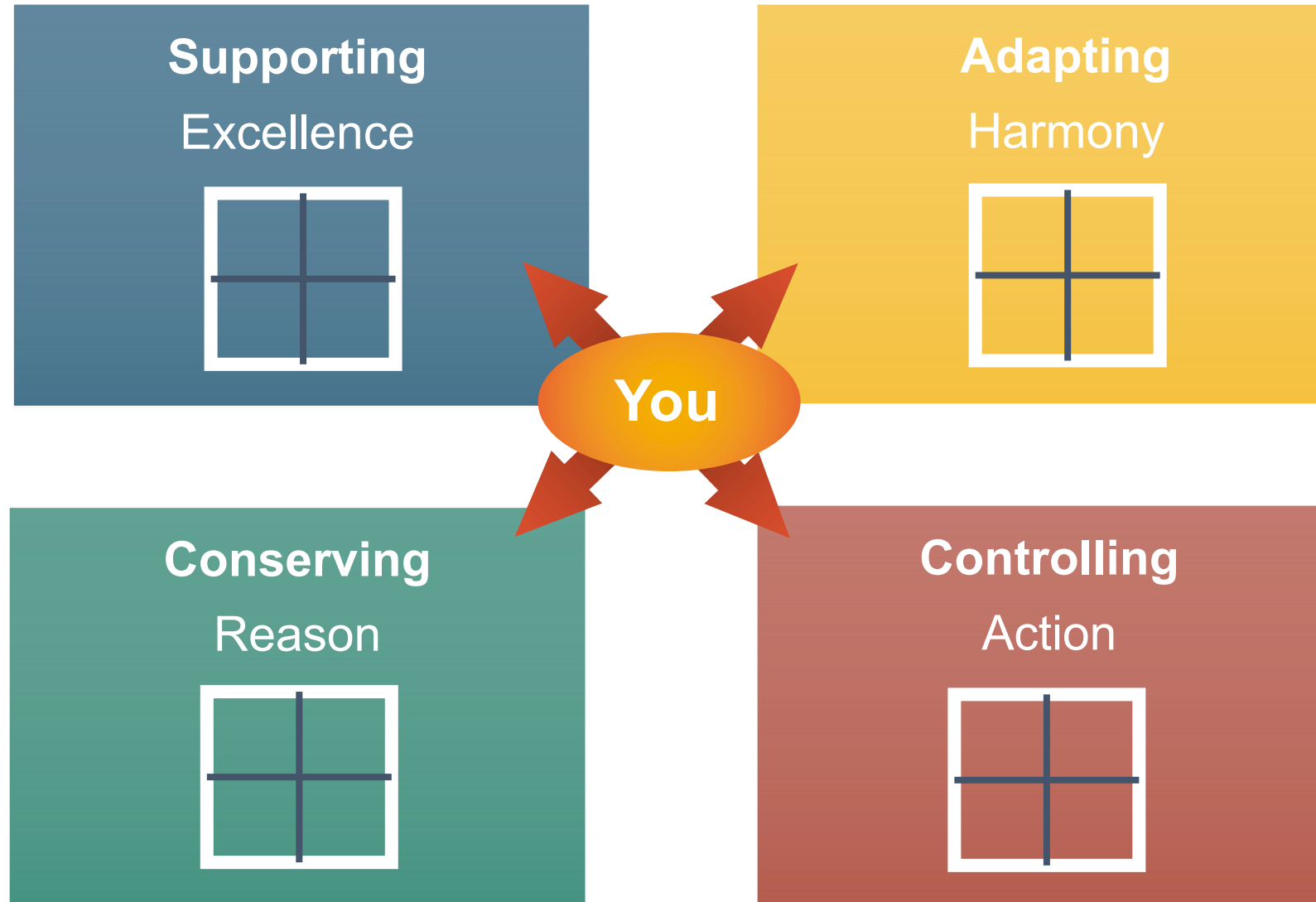
LIFO®

Our **orientations** to life are the directions we take through life—our game plan of **values, goals, strengths**.

This plan determines how we approach our work and how we treat others. It influences what we **think, say, do, and write**.

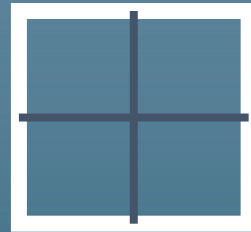


Four Windows to the World



Four Productive Orientations

Supporting Excellence



Philosophy

“If I prove my worth by working hard and pursuing excellence, I will be able to realize my goals.”

Goals

Prove worth
Be helpful

Strengths

- Thoughtful
- Idealistic
- Modest
- Trusting
- Cooperative
- Helpful
- Receptive
- Responsive
- Seeks excellence
- Loyal



September 21 & 22, 2021 | **VIRTUAL**

support**Con**



Four Productive Orientations

Adapting
Harmony



Philosophy

“If I please other people and fill their needs first, then I can get the good things in life that I've wanted all along.”

Goals

Know people
Get along

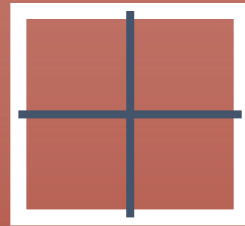
Strengths

- Adaptable
- Animated
- Empathetic
- Enthusiastic
- Experimental
- Flexible
- Inspiring
- Negotiating
- Sociable
- Tactful



Four Productive Orientations

Controlling Action



Philosophy

“If I can get results by being competent and seizing opportunity, the good things in life will be there for the taking.”

Goals

Be competent
Get results

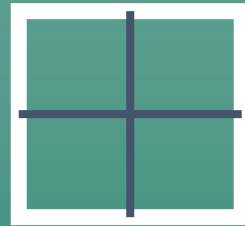
Strengths

- Competitive
- Confident
- Directing
- Forceful
- Persistent
- Persuasive
- Quick to act
- Risk-taking
- Seeks Change
- Urgent



Four Productive Orientations

Conserving Reason



Philosophy

“If I think before I act and make the most of what I’ve got, I can build up my supply of the good things in life.”

Goals

Go slow
Be sure

Strengths

- Analytical
- Detail-oriented
- Economical
- Factual
- Methodical
- Practical
- Reserved
- Steadfast
- Tenacious
- Thorough



Seeing New Perspectives



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Bridging to Your Boss

Confirming
Capitalizing
Moderating
Supplementing
Extending
Bridging

LIFO® Development Strategy Bridging

Improve your communication with people who are different from you by matching your approach to their most preferred communication style.



The *New* Golden Rule in Communication:

Do unto others as *they*
want to be done unto.

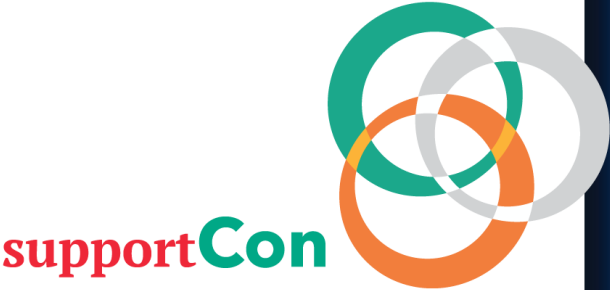


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Supporting Boss Video



Supporting Boss Summary

- All hands in the middle – “We”
- Reassuring/respectful
- Hard work is valued
- Loyal to subordinates
- Idealistic



Adapting Boss Video



Adapting Boss Summary

- “You’re perfect” – It’s about “you”
- Enthusiastic/shows emotion/animated
- Creative
- Inspirational
- Adaptable/experimental



Controlling Boss Video



Controlling Boss Summary

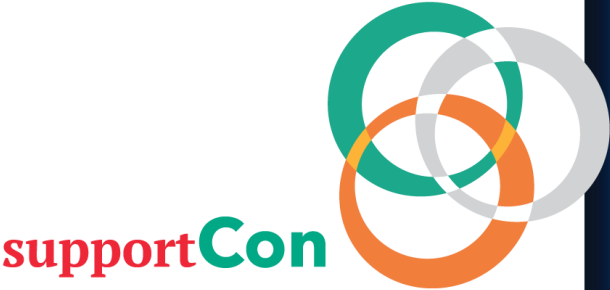
- Who is in control? “Me”
- Demands action/quick to act
- Directing/forceful
- Seeks change
- Competitive



Conserving Boss Video

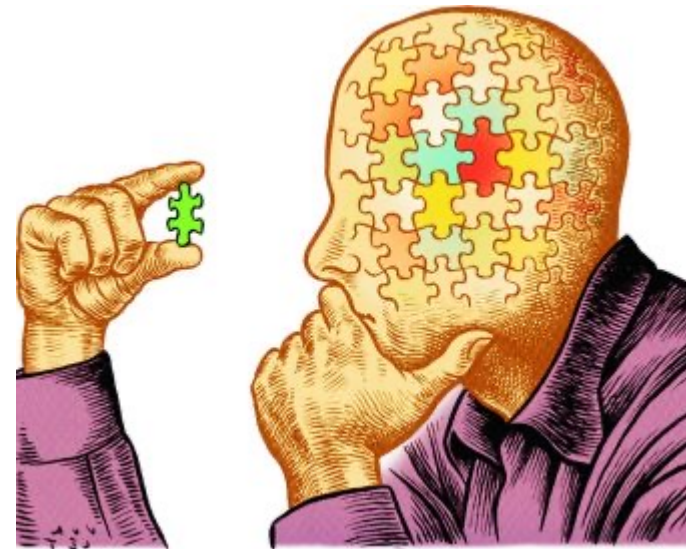


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Conserving Boss Summary

- Get “it” right
- Careful / cautious
- Systematic
- Detail-oriented / precise
- Calm and cool in a crisis



Bridging Plan

- I will start doing
- I will stop doing
- I will continue to do



Bridging Plan – Supporting Boss

I will start:

- *Emphasizing how this will help our district / school / team with the boss*
- *Strive for excellence and quality*

I will stop:

- *Criticizing others in front of my boss*
- *Saying to the boss, “We can’t do that.”*

I will continue to:

- *Show loyalty to the boss*
- *Show concern for my boss and others*



Bridging Plan – Controlling Boss

I will start:

- *Emphasizing results with the boss*
- *Being direct in my conversations with the boss*

I will stop:

- *Sending long emails and memos to the boss*
- *Saying to the boss, “That’s always the way we have done things around here”*

I will continue to:

- *Be responsive to boss’ requests*
- *Show the boss I know what I am doing*



Bridging Plan – Adapting Boss

I will start:

- *Anticipate this question: What will others think?*
- *Exhibit empathy, flexibility and fun*

I will stop:

- *Stressing details, procedures and routines*
- *Withholding praise and affirmation*

I will continue to:

- *Be friendly and uncritical of others*
- *Work to keep tensions low and smooth over disagreement*



Bridging Plan – Conserving Boss

I will start:

- *Anticipate this question: How does it work?*
- *Stress practicality, reason, and past practice*

I will stop:

- *Bringing “drama” to my interactions with this person*
- *Expecting this person to make a quick decision*

I will continue to:

- *Have a plan when I meet with this person*
- *Exercise logic and use facts*



Session Take-Aways

- Recognize that your relationship with your boss is important – to you and your organization
- Don't change your boss; change your approach to your boss
- Speak your boss' language
- Bridging is applicable to other relationships you have in the workplace



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Thanks for your time!



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