

# WORKING EFFECTIVELY WITH YOUR BOSS

Strengthening a Relationship  
Important to You and Your  
Organization



December 1, 2023 | **NIU NAPERVILLE**



# Introductions

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*Statewide Professional Development Coordinator  
Illinois ASBO*



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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 applied behavioral science 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 applied behavioral science 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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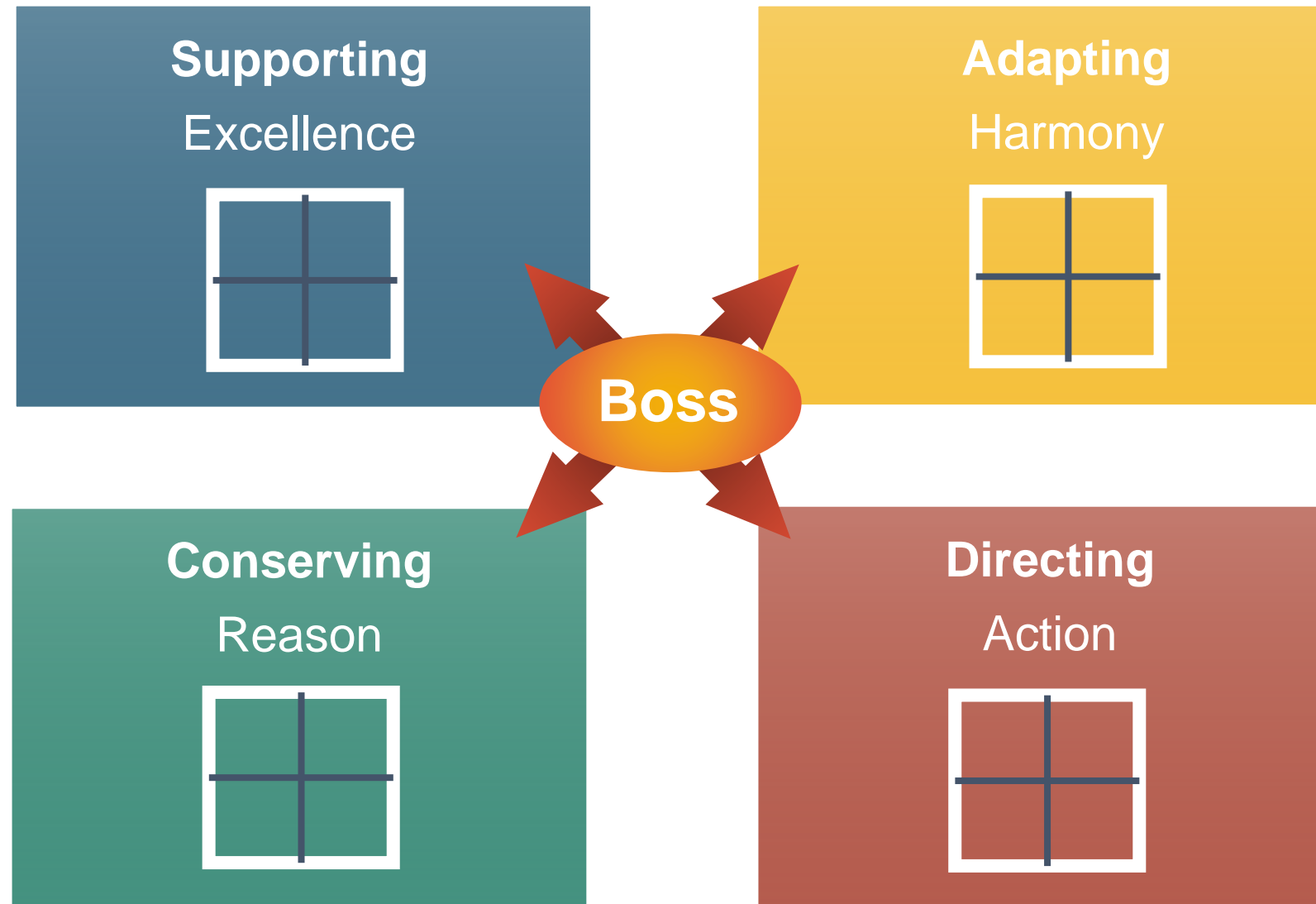


1. Check any of the adjectives that describe your boss
2. Of the adjectives you have checked, choose the 15 that are most like your boss
3. On the 4-quadrant document, locate the 15 adjectives that are most like your boss and darken the corresponding circle.
4. Add up the number of darkened circles in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

*Set these documents aside to use later in the session.*

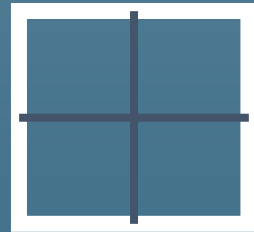


# Four Possible Boss Orientations/Styles



# 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





# 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

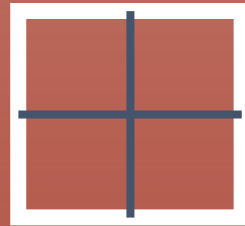
- Adaptable
- Animated
- Empathetic
- Enthusiastic
- Experimental
- Flexible
- Inspiring
- Negotiating
- Sociable
- Tactful





# Four Productive Orientations

## Directing 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

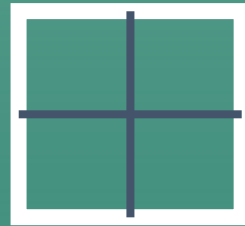
### Strengths

- 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



# Bridging to Your Boss

## Bridging

Improve your communication with your boss by matching your approach to their most preferred orientation/style.



# The *New* Golden Rule in Communication:

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



# Supporting Boss Video



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# Supporting Boss Summary

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





# Adapting Boss Video



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# Adapting Boss Summary

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



# Directing Boss Video



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# Directing Boss Summary

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



# Conserving Boss Video



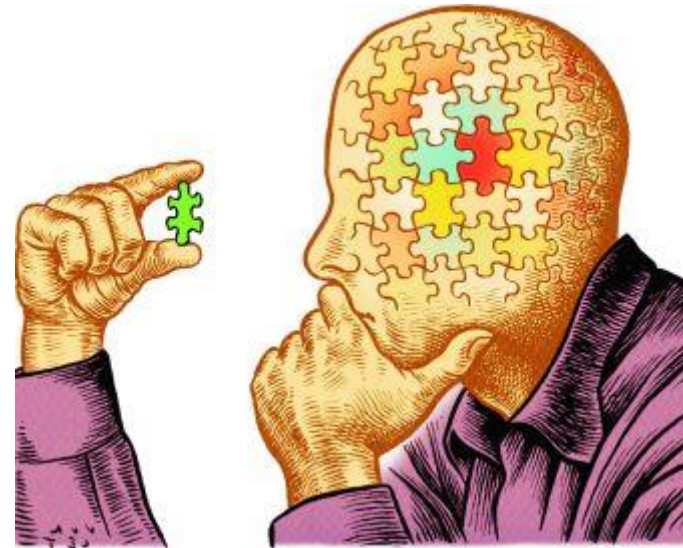
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# Conserving Boss Summary

- 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 – Working with a Supporting Boss

## I will start:

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

## I will stop:

- *Criticizing others in front of my boss*
- *Saying to the boss, “That’s impossible.”*

## I will continue to:

- *Show loyalty to the boss*
- *Show concern for my boss and others*
- *Be a team player*





# Bridging Plan – Working with a Directing 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 – Working with an Adapting Boss

## I will start:

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

## 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 – Working with a 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



# Facilitator Contact Information

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*Thanks for your time!*



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