



ASSIST-U YOUR EAP 800.750.5595

How to Talk So Your Boss Will Listen!

Sometimes our biggest work place challenge is getting along with the boss. How can we communicate so that our manager/supervisor hears our needs and concerns?

Tools to communicate effectively with your boss include:

- Establish a good relationship with your boss. It's good for your well being and for your boss' success.
- Form an alliance with your boss - understand and recognize the bigger picture of his/her goals and help him/her achieve those goals
- Approach problems or conflicts in a solution-focused way – voice concerns constructively
- Be willing to accept new challenges
- Look for mutual goals
- Avoid “black and white” thinking - attempt to weigh each issue fairly based upon what is best for the organization
- Work collaboratively with your boss - understand his/her expectations

This can all be orchestrated effectively, if you:

- Listen – be attentive and ask questions in a non-challenging way
- Make eye contact – this shows you are focused and interested
- Be respectful – avoid sarcasm or insulting comments
- Be aware of body language – slouching, or eye rolling can convey a message of anger or disinterest

Always remember, your attitude and intensions can be the cornerstone of an effective working relationship with your boss. This can lead to your success and better health in the workplace.

**Call Assist U, Your EAP if we can help
1-800-750-5595**