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Titolo	Managing upward [[electronic resource] ] : a partnership plan for employees and bosses / / Patti Hathaway and Susan D. Schubert
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Note generali	On Cover: Managing upward : strategies for succeeding with your boss. How to effectively "manage your boss."
Nota di contenuto	<p>""TITLE""; ""COPYRIGHT""; ""PREFACE""; ""ACKNOWLEDGMENTS""; ""CONTENTS""; ""SECTION I Introduction""; ""WHAT IS A BOSS?""; ""WHO MANAGES WHOM?""; ""WHAT THIS BOOK WILL DO""; ""BENEFITS""; ""WHY ARE YOU READING THIS BOOK?""; ""DEFINING THE PARTNERSHIP AND HOW IT CAN WORK BETTER""; ""THINK ABOUT YOUR SITUATION""; ""CLARIFY YOUR RELATIONSHIP""; ""SECTION II Focusing on the Big Picture""; ""WHERE DO I START?""; ""OTHER WAYS TO FIND OUT YOUR BOSSa€? PRIORITIES""; ""BLEND GOALS""; ""BLOCKS TO GOAL ACHIEVEMENT""; ""OVERCOMING BLOCKS""; ""SECTION III Communicate with Impact""</p> <p>""WHAT IS EFFECTIVE COMMUNICATION?""""COMMUNICATION GAPS""; ""How Well Do You Comprehend or Listen?""; ""SECTION IV Talka€?s Not Cheap: Building Bridges via Meetings""; ""Leta€?s Talk!""; ""BEFORE YOU JUMP INa€?""; ""GETTING STARTED""; ""GETTING ACTION FROM BI-WEEKLY MEETINGS""; ""THE HIGH COST OF MEETINGS""; ""IF YOUR BOSS IS THE MEETING LEADER""; ""SECTION V Confronting with Compassion""; ""HOW CAN YOU CRITIQUE YOUR MANAGER?""; ""CRITICIZING YOUR BOSS""; ""FIVE Sa€?s OF PROVIDING UNSOLICITED FEEDBACK""; ""STEP 1: Select Your Timing""; ""STEP 2: Secure The Bossa€? Permission""</p> <p>""STEP3: Share Specifics""""THE DASS SCRIPT""; ""STEP 4: Show Team Benefits""; ""STEP 5: Summarize Your Agreement""; ""SECTION VI How to Read Your Boss""; ""READING YOUR BOSS""; ""Step 1: R=Review""; ""STEP 2: E=Evaluate Established Patterns""; ""STEP 3: A as Apply Appropriate</p>

Approach"; ""SECTION VII The Care and Feeding of a Boss"; ""SIX WAYS TO BECOME A STAR"; ""SUCCESSFUL EMPLOYEE ACTIONS"; ""KEEP YOUR BOSS INFORMED"; ""MONTHLY STATUS REPORT"; ""TURN COMPLAINTS INTO PROPOSALS"; ""PRAISING UPWARD"; ""Praise Example"; ""THINGS BOSSES DONa€™T WANT""  
""SECTION VIII Managing Time Management Monsters""""PRODUCTIVITY PRINCIPLES"; ""PLANNING STEPS"; ""How to Manage the Monsters"; ""BARRIER 1: INTERRUPTIONS"; ""Saying No to Your Boss"; ""BARRIER 2: CHANGING PRIORITIES"; ""BARRIER 3: COPING WITH MULTIPLE BOSSES"; ""BARRIER3 4: LACK OF INFORMATION"; ""BARRIER 5: UNAVAILABLE BOSS"; ""BARRIER 6: DISORGANIZED BOSS"; ""A FINAL THOUGHT"; ""SECTION IX Coping with Dreadful Bosses"; ""ALL BOSSES ARE NOT CREATED EQUAL"; ""INTOLERABLE BOSS BEHAVIOR"; ""WHAT CAN YOU DO?"; ""RISK TO ACTION STEPS DIAGRAM"; ""SCALE 1: Level of Risk""  
""SCALE 2: Severity of Problem""""SCALE 3: Risk, Severity and Action Steps"; ""CASE STUDY 1: GOOD GUY/BAD GUY"; ""CASE STUDY 2: THE BOTTLENECK BOSS"; ""SECTION X Chutes or Ladders"; ""ASSESS YOURSELF"; ""EVALUATING YOUR SCORESHEET"; ""HOW TO ACHIEVE GOOD PERFORMANCE EVALUATIONS"; ""STEP 1: Set Performance Goals"; ""STEP 2: Keep Score All Year Long"; ""Types of Criticism"; ""Coping with Criticism from Our Boss"; ""RESPONDING TO UNJUSTIFIED CRITICISM"; ""FOGGING"; ""REQUEST SPECIFIC FEEDBACK"; ""Case Scenario"; ""ADMIT THE TRUTH"; ""Valid Criticism Scenario""  
""Potential Responses to Situations 1a€?3""

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