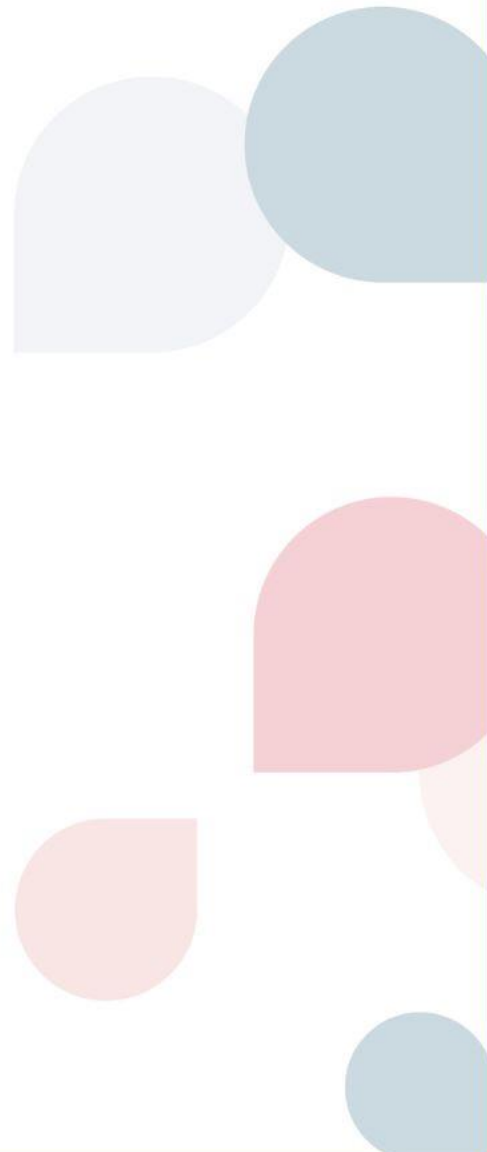


Leadership Masterclass: Managing Upwards

August 2023



How well do you know your manager?

My Manager's Personal Goals	My Manager's Professional Goals	How I can help his or her success

How well do you know your manager?

Thinking Styles

- Faster / Slower to Process Information
- Processes verbal information from you quicker or slower
- Communicates verbal information quicker or slower than you
- What about numerical information
- Spotting insights v data

Implications of Each of These

- >
- >
- >
- >
- >

How well do you know your manager?

Behaviours

- Energy levels
- Quick / slow decisions
- Decisions based on objective / facts or intuition
- Sociability
- Focus on bottom line or process
- Team player or individual
- Assertive or go with flow
- Fight / flight / freeze under pressure
- Accommodate or inflexible
- Risk
- Levels of trust towards others

Implications of Each of These

- [illegible]

How well do you know your manager?

Communication

- Medium Preference:
 - Written / Email
 - Text
 - Phone
 - Teams
 - Zoom
 - In Person
- Frequency of Connection
- Length of time / day of week

Implications of Each of These

- >
- >
- >
- >
- >
- >
- >

Alignment on Expectations

Expectations

- Clear definition of and metrics for success in your role?
 - How formal / informal?
 - Company culture
- How to behave, attitude, professionalism, etc.?
- Leadership success competencies
- What should not be said....

Implications of Each of These

- >
- >
- >
- >

Assess Your Relationship

[illegible]

Action Plan

Action	Deadline
Questions I will ask my line manager about my performance	
Areas I will take responsibility and clear up past mistakes	
What I will do differently to help my manager succeed professionally and personally?	
Other actions I plan to take to strengthen the relationship	