Some Tips for “Managing Up”

- Gain clear understanding of boss’ expectations
- Over communicate, at first
- Tailor style of sharing information to fit boss’ style (ask, if you’re not sure)
- Help your boss to achieve his/her performance goals/expectations
- Be sure to bring bad news up – with a solution, if possible
- Stay on the high road – be positive, not cynical or negative towards others (even if he/she does)
- Be careful – they have their best interests at heart, not yours!
- If you want to move up, have your successor ready