



Grad Expectations

Took Kit

GRAD expectations

The essential guide for all
graduates entering the work force



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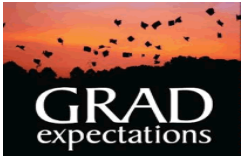
How do I deal with a Difficult Boss?

The questions and templates below are provided to help you develop a plan on how to deal with your difficult boss.

Step 1 – Define exactly what makes them Difficult

What are the specific behaviours that your boss displays and what impact do these have on you.

Behaviours	Impact on You
<i>Example: Micro-managing – he’s always checking up on everything I’m doing and telling me how I should be doing every little task I have.</i>	<i>Makes me feel like he doesn’t trust that I’m competent to do my job. I’ve given up trying to use my own brain and just follow what ever he says.</i>



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Step 2 – Seek to understand what’s driving their Behaviour

What specifically do you think is driving your boss’s behaviour and why do you believe this (i.e. what evidence do you have to support your belief?).

What’s driving your boss’s behaviour?	What evidence do you have to support this?
<p><i>Example:</i> The project we’re doing at the moment is really important for our department and he’s feeling the pressure to get it right. He’s reputation is riding on this, so if we get it wrong it would be his head on the block. Ultimately he’s worried about his career.</p>	<p><i>His boss is continuously checking on him and he’s continuously present to the CEO. Every time he has to do this, he becomes more agitated and untrusting.</i></p>



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Step 3 – Determine how to make them Feel Safe

Based on your answers to steps 1 and 2, identify what you believe will help your boss to feel safe and why you believe this.

What will help your boss to feel safe?	Why do you believe this?
<p><i>Example:</i> Me seeking to reduce some of the unnecessary stress from him such as needing to constantly create new reports. If I could automate these, then it would significantly reduce his work load.</p>	<p><i>He currently spends a lot of wasted time pouring through spreadsheets, which could easily be automated. This would easily give him back a few hours a week.</i></p>



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Step 4 – Take Action

Using the table below identify what action you are going to take to make your boss feel safe. Also consider what outcome you are seeking to achieve by taking this action and when you will have completed the action by. As you identify your actions, be sure to select those simple high value ones first.

What actions will you take?	What is your specific desired outcome (result) by taking this action?	By When
<i>Example: Seek to automate the finance reporting by using the macro functions with Microsoft Excel – I will speak to a colleague about how to do this effectively.</i>	<i>Free up 2 hours a week of unnecessary administration work from my boss.</i>	<i>Complete by end of this week.</i>