
LIFE PRO TIPS: MANAGE YOUR MANAGER

Tips on how to foster open communication, trust, and develop rapport with your manager.

TIP 1: BE HONEST

- When your manager asks you about your workplace, be honest.
- When your manager asks you about you, be honest.
- When your manager asks for feedback, be honest.



BEING HONEST

- Being *positive* while being honest can be difficult.
 - Positive Phrasing
 - Focus on what is in their control
 - Have a discussion beforehand with your manager.
 - Preferred *avenue* for receiving feedback
 - Preferred *styles* of receiving feedback
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TIP 2: COMMUNICATE

- Clear, open, and honest channels of communication.
 - Need to know
 - Regular updates
 - Chat when you can
- Frequency is key
 - Weekly/Bi-Monthly 1:1 Meetings



COMMUNICATE



- Communication Preferences
 - Update Frequency
 - Types of Contact
 - Digital vs. Physical
 - Non-verbal Communication
 - Recognition
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TIP 3: UNDERSTAND SYSTEM GOALS



- Steering the Ship
 - Where can I help?
 - “Big Picture”
 - Vision, Purpose, and Goals
 - What are we here for?
 - What do we need to achieve daily?
 - How does your role fit into everything?
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EXAMPLE

- At Hillsborough County Public Library Cooperative (HCPLC) in Tampa, FL, one of their goals is to provide our customers access to cutting-edge technology.
 - Librarians
 - Library and Technology Guide 2
 - Library and Technology Guide 1
 - Library Associate
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TIP 4: SOLVE PROBLEMS



- Solutions-based
 - Try to answer questions
 - Repair and Patch if you can
 - Don't leave it leaky
 - If it is within your sphere, own it.
 - Branch technology?
 - Book displays?
 - Simple clean up?
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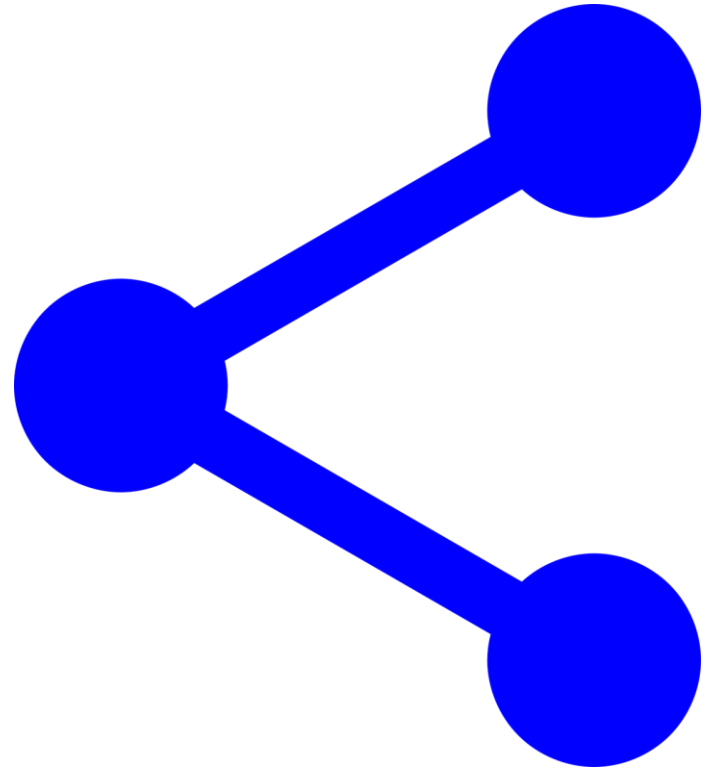
TIP 5: STAY CALM AND COOL

- Calm and Cool
 - Proactive vs. Reactive
 - Tempering Expectations
 - Feedback
- Teamwork!



TIP 6: SHARE YOUR KNOWLEDGE

- All knowledge is important knowledge.
 - Tenure is a resource
 - Degrees are a resource
 - Random facts are resources
- Share your skills
 - Programming
 - Arts & Crafts
 - Teaching
 - Motivating
 - Listening and Team Building



LET'S RECAP

- Managing your Manager = Building a Relationship
 - Managing your Manager = Building Trust
 - Managing your Manager = Being Your Best
 - Six Tips:
 - Be Honest
 - Communicate
 - Understand System Goals
 - Solve Problems
 - Stay Calm and Cool
 - Share Your Knowledge
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QUESTIONS?



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TODAY'S PRESENTER

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