



FIRST STEPS TO WORKING EFFECTIVELY WITH EACH OTHER

We would like to know about people but we over look the obvious. We don't ask. Here are a few jump start questions

1. Want to know how to manage a direct report? Question: What is the best boss you have ever worked for? What did they do? Take notes since this is what you will want to model. If they say something that is difficult for you to follow, talk about it and negotiate.
2. Want to know how to manage your boss? Question: What is the best direct report you have had work for you? What did they do that resonated with you? Take notes since this is what you will want to model. If they say something that is difficult for you to follow, talk about it and negotiate.
3. Want to know what they enjoy or are good at? Question: What do you see as your strengths? If they need help ask them, Describe some of the things you did or experienced in the last three months that you enjoyed or felt good about. Another approach, What kinds of tasks or situations do you get involved in that you lose track of time? Take notes.
4. What them to be successful? Question: How can I play to your strengths? How might I get in the way of you using your strengths?
5. Want to avoid pushing their buttons? Question: Share with me what actions or behaviours drives you crazy? What are your hot buttons?
6. Want to help them be a quick study? Question: How do you learn? That is do you learn by reading, by touching, by listening or seeing, or some combination of these?

Close with two points.

a) Ask permission to call to the person's attention when they are doing the opposite of what they answered in the question(s) above. Explain that you would be clarifying what you heard.

b) Ask if you can answer any of the same questions.