



# MANAGING UP



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## Managing Up (Part 1 the Basics)

### How do you get the most out of your Managers?

This is relevant to any employee in a company. You may be at the bottom of the 'food chain' or the number 2 in a large organisation. Either way everyone is a manager in their own way. Being able to work with your Director / Manager / CEO / Team Leader will only enhance your working day, ensuring you are happy and productive in the workplace. [[Please see my blog on mental health too](#)].

You may think that your manager should adopt their style to deal with you individually, yes this is true in a way but, think of it as you are asking them to compromise, so you should be able to as well?? Right?? Well if you don't agree you probably need to stop reading right here and start your own company so you don't have to interact with people or colleagues every day!!!

For those of you who are able to comprehend the concept of compromise, then we will go through a few of the common traits of a manager and how you can adjust your way of working to suit you and the organisation's needs.

There are many different types of management styles and all managers fall into at least 1, it does though start to get quite difficult if your manager then falls into multiple categories. We will go through the exact categories in part 2 but for now we will cover the dos and don'ts of managing up.

## Managing up; Do's

- **Communicate** – How does she communicate with you and the other staff? Is it always verbal, i.e over the phone or face to face, or is it via an email or even a text? If he always calls you or speaks to you face to face, you will not get the most out of your engagement firing off emails or texts. She will appreciate it more if, you call or go and speak to him, she will then be able to solve a problem in the best method for him. On the other hand, if she always talks via email, this will be the best way to communicate with her, he may well be the type of manager who has to think and weigh up all angles prior to making a decision, so emailing will give them the comfort to take their time.
- **What to Communicate** – So you need to discuss something with your manager, once you have figured out the best way to communicate with her, you will need to have a strategy for that actual communication. Now I have never met a manager who likes to be drip fed information. Get your facts correct, make the whole process as easy as possible for him to make a judgement, the last thing you want is for them to ask you a question and you don't have the answer (been there and done that). Think can I actually make the decision myself? Do I actually need to get my manager involved? You will find 80% of things you get your manager to decide for you, you could of quite easily come to that decision yourself?
- **Their Goals and Values** – Where does she see the company in the future? What are the company's values, and do they align with your goals and values? Make sure you respect these as they will be the driving force behind all of his decisions. If you buy into the company's goals and values, you will have a long and successful career with your chosen company. If they do not match and you cannot adjust, well you are in the wrong job, I'm afraid. As over time you will end up with bad conflict and either move on or drop down the pecking order.
- **What's their background** – Finding out what has made her the person today. This will also help you understand his decision making and how she deal with things. The following quote sums this up in one go “the best way to predict the future is to study the past, or prognosticate” ROBERT KI-YOSAKI. You can only predict by looking at the past, so understanding his background will help you in turn make decisions that will align with hers.

- **Jump in When needed** – When the proverbial hits the fan, you need to be there for her, you need to show him that you are willing to fight in the trenches for her and the company. Doing this shows you are in it for the fight when the chips are down. Put yourself in his shoes, would you want someone who just shy's away, or someone who will be there when it really matters. Anyone can shine when all's going well, it's the actions you take in adversity that always matter.
- **Attitude** – Now this one is just so simple and basic, but many people just don't have it or think that the world revolves around them. Bomb shell here for those people it just doesn't, and everyone is replaceable..... Be positive, be the first one in the office, don't be the person who clock watches to the end of the day and are out the door at exactly finish time. Little things impress like keeping your workstation tidy weather it's a kitchen to an office desk. Sit / stand up straight and look engaged. If your manager asks you a question or sends you a email, just reply to it. Make sure your uniform is on point and in line with your company standards, how difficult is it to iron a shirt???

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## ■ Managing up; Don'ts

- **Dishonesty** – This will get you nowhere, you need to be honest with him as she will make decisions on your lies and deceitfulness. If you have done wrong, or not actually done what you have been asked to do, just admit it. Yes, there is the potential that it will not go down well but, it's better than him finding out days/ weeks down the line when she finds out what's happened. All relationships weather they are at work or personal are based on trust. If your manager cannot trust you then the relationship will break down. You will see other colleagues get the promotions you want, and you will fall by the wayside.
- **Workplace Politicians** – Now there's things in the workplace you can get involved in and some you just can't. There is always one member of staff, whose been there for quite a while and thinks they know better than everyone else, they always speak bad about the company and any decision that is made by, above they say is rubbish and will not work. They are always the first to gossip about someone and spread a rumour. They are the disgruntled one who didn't go to bat when needed and has seen everyone go above her. He's the one that when it actually matters in a

group discussion with her manager has no actual input, but when outside of work the first to say it won't work and the company should do this or that. DO NOT GET involved with him and more than anything do not become her. If this is you, well I'm sorry mate, you need to have a good look in the mirror and sort yourself out, as the reason your still where you are is because your manager has figured you out quite quickly and has no time for you.

- **Manipulate Things** – When making decisions yes you need to manipulate some things in order to get the jigsaw puzzle to fit, but make sure you everything you do is realistic. There is no point in telling you manager that things are bright and rosy when they are not. If clearly one of your colleagues is better at an important task than you, but it's the nicer task don't manipulate yourself into that role. Be genuine and even recommend your colleague and ask to jump on with her, he may in turn teach you something that you didn't know.

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## Summary

We have gone through some of the basics here, you may be thinking well I knew all of that. Well you may well know it, but do you put it into practice? If yes that's brilliant news, you on the way to successfully managing your manager. If you don't, have a look at how you act in the workplace, look at how you communicate with your manager? Do you get the most out of them, or do you feel ignored? If you do, try and look at ways to talk to her.

I am not saying this is fool proof however, some managers should simply not be managers. They may have achieved the position because they were the best in their field or by default. This does not automatically make them a great manager. This is where their team must pull together and identify solutions.

## Quote

*“the whole is greater than the sum of the parts” - Aristotle*



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