

# Get your boss to like you

IT FEELS good to be praised by your boss. It is even better if your ideas are accepted by him and implemented in the company.

Wouldn't you feel over the moon if your boss regarded you as a key employee in the company and implemented almost every proposal of yours? A promotion and a bigger pay cheque would be easier to justify.

But how are you going to make it all happen? Below are eight simple steps you can follow:

## 1 Make every meeting with your boss worth his while

The boss is usually the one who calls for a meeting. The rest of the time, he is preoccupied with working on policies and projects that affect the company's lifeline. If you need to conduct a meeting with him, you need to let him know that the time spent with you will be worthwhile. Otherwise, he will respond to the next request for a meeting with a "sorry, I am tied up now".

## 2 Choose the appropriate mode of communication

The chances of your messages getting read are greater if you know his preferred mode of communication — whether it is face-to-face meetings, memos, e-mail or text messages. This will also enhance your chances of getting a prompt reply.

## 3 Observe proper communication etiquette

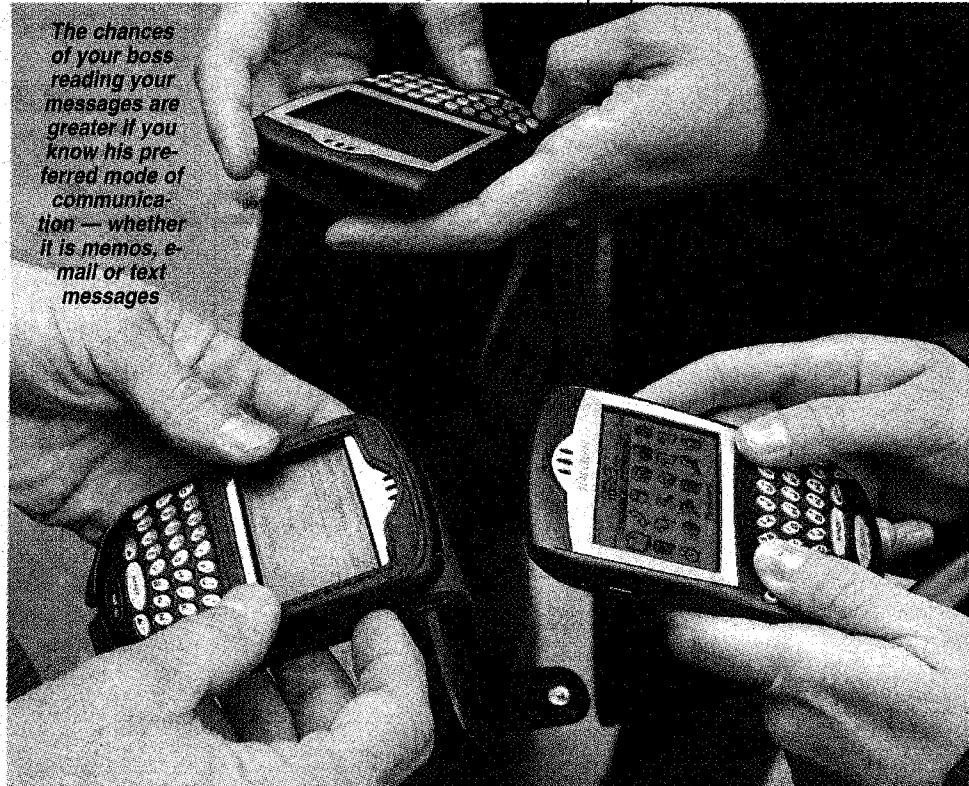
Poor communication etiquette not only prevents you from putting your messages or ideas across, it may also put you in a poor light. Remember to treat your boss with respect. Never raise your voice and do not lose your cool if he has any objections to your proposals.

## 4 Important topics and issues come first

There is no harm in having a casual conversation with your boss when he is free, after office hours or when he initiates one. However, important issues are best discussed during working hours. Be well prepared for what you want to discuss to emphasise its importance.

## The best way to get into the good books of your boss is to be a loyal, honest and efficient worker

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## 5 Be constructive and inspirational

Most bosses are practical people. They look at the bottom line. When you present a well-drafted proposal that is constructive and inspirational, your boss knows that he can benefit every time he has a discussion with you.

## 6 Adopt an open and honest attitude

Most employees tend to "go along" with the boss for fear of being labelled rebellious. But a fair boss or superior appreciates honesty rather than hypocrisy. Be truthful and let your boss know what you actually think. If it is a genuine issue, your boss will definitely appreciate it.

## 7 Provide alternative solutions

Even the most creative bosses would like to have a powerful brainstorming team. Your value will increase if you can look at a problem and suggest various solutions. This also increases the value of the brainstorming session.

## 8 Bosses are not always right

Be bold enough to challenge the mistakes made by your boss, but do it with tact and in private. An understanding boss will appreciate that your feedback prevented him from doing something that could have led to disastrous results. He may not thank you openly, but he will remember it when it is time for the annual appraisal.

Many employees hope to get into the good books of their bosses, as they view it as a way to get promotions and pay raises. However, bosses value employees who possess "real substance" rather than merely perform lip service. To be valued highly by your boss or the company, you have to do it the right way. — Source: ST/ANN

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