

Working with your Managers



Introduction



The relationships you form are **CRITICAL**

- They can affect your success in your role
- They can affect your career progression
- They can affect your happiness in your role, especially if you both live on campus
- However the relationship is in **YOUR** hands



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Your values



Your values should marry with the values of your school

- Listen carefully to the key stakeholders at the school
- Model the school values in your behaviours and initiatives
- Create a Boarding House Honour Code so that this becomes explicit



Meet Regularly



- Meet regularly with your manager
- Schedule regular meetings early in the year and diarise them
- Plan these meetings effectively ~ value their time
- Maintain confidentiality at all times.
- Ensure you communicate effectively
 - ~ Explain what you need from your manager
 - ~ Explain what you expect from your team
 - ~ Explain how you feel and where you are going



Take them on a journey through boarding



All managers have different expectations, skills and backgrounds and it is up to you to let them know what boarding is all about and its importance to the school

- Ensure that your line manager grows to know, understand and love boarding, as much as you do
- Invite them to special events and activities
- Celebrate boarding successes and initiatives with them and the whole school community
- Validate them in boarding



Get to know them as a person

- Acknowledge that they are one!
- Provide assistance and support to them
- Understand their goals, priorities and how they work ... what do they want from you?
- Become a member of the whole school team, not just boarding
- Keep your focus on boarding but also see the bigger picture
- Learn from your manager ~ they'll have much to teach you.



Get to know them as a person

- Take time to build a relationship with them.
- Trust is key
 - Be honest
 - Stick to your word
 - Meet deadlines
 - Be dependable
- No surprises!
- Let them get to know YOU too



Keep them informed



- Involve them in the life of the boarding house.
- Communicate with them regularly.
- Know when and where to have discussions.
 - Timing is everything!
 - All people have bad days!

"The man who does more than he is paid for will soon be paid for more than he does."

- Napoleon Hill

Understand what are the 'negotiables'

- Some things are negotiable, others are not
- Respect their authority
- Trust and support them
- Understand how they want things done



Plan together for Boarding Success

- Ask about their goals for boarding
- Get regular feedback
- Find out about what their expectations are
- Conduct your own analysis of boarding
 - ~ Ensure your goals are quantifiable
- Tell them and show them what you do
- Celebrate your successes



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What to do when things go wrong



- Take out the emotion
- Separate the personal and the professional
- Remember that the boss's word is final
- All good bosses have bad days
- Learn to manage your differences
- Seek assistance
- A bad boss is terrific to learn from:

*“Do the opposite of everything they do
and you will do well.”*

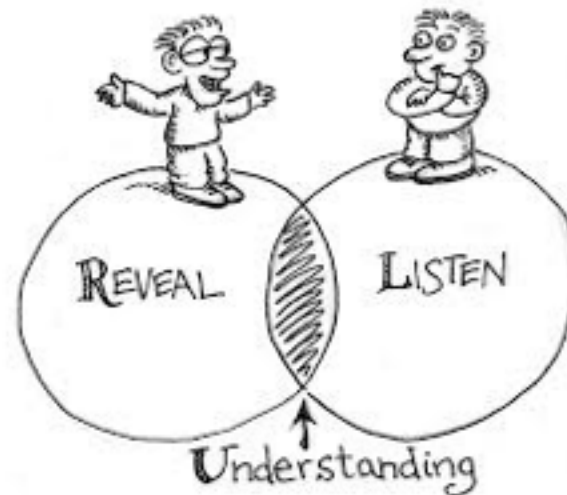
Never waste
a *Good* opportunity
to learn from
a **BAD** boss

YOU are in charge



- Remember that YOU are in charge of the relationships with your boss.

Disagreement is fine, Discord is not.



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SO Are you a good manager?

A good manager

- Respects people
- Tells people what is expected of them
- Allows people to make decisions
- Has integrity
- Delegates roles
- Is about the “we”, not the “me”
- Treats people fairly
- Avoids micromanaging
- Has the backbone to stand up for their team during tough times
- Leads by example
- Listens to all stakeholders
- Is self-aware
- Is consistent

- Gives their staff the tools to do their job
- Gives feedback (positive and negative) and praise when it's due
- Avoids gossip
- Has self control (no anger)
- Is secure about their role and sets goals
- Communicates clearly and confidently
- Is happy in the work place and enjoys their job
- Is confidential

- **IS SUPER HUMAN!**

