



COACH JACKIE

Manage UP & Building Your Professional Tribe

Presented by: Coach Jackie



Manage UP Workshop

Overview

- Your Boss is your Biggest Customer
- Job Crafting
- Assembling your Professional Tribe
- Next steps



COACH JACKIE



Why is it important to be here today?

Self? • Team/Organization? • World?

- Share your story with your partners (1-2 minutes)
- Partners expresses appreciation (30 seconds)
- Repeat same process for each person
- Nominate a spokesperson



COACH JACKIE

Who is your biggest customer?

Yes! Your boss.

Personality

Strengths & Weakness

Preferred Work Style

Communication Style

Preferences: giving & receiving feedback

Priorities/Pressures & Blindspots



Personalit

y

**Introverted
or Extroverted**

**Sensing
or Intuition**

**Thoughts
or Feelings**

**Judgement
or Perception**



COACH JACKIE


Preferred Work Style

- Is your boss a doer? **Executer**
- Is your boss a leader? **Influencer**
- Is your boss loving? **Relational**
- Is your boss a learner? **Strategic Thinker**



COACH JACKIE






Strengths, Weaknesses, Pressures, Priorities & Blind Spots



COACH JACKIE

- What do they do well?
 - What do you admire about how they work?
 - What is outside of their wheelhouse?
 - What is their biggest problem that keeps them up at night?
 - What are their priorities?
 - What are their blind spots?
- 

What idea has been most powerful for you?

What idea are you most excited about?

Surprised

by?

- Share your story with your partners (1-2 minutes)
- Partners expresses appreciation (30 seconds)
- Repeat same process for each person
- Nominate a spokesperson



COACH JACKIE


Job Crafting aka "Jackify"

- Change Tasks
- Change Relationships
- Change Perceptions



COACH JACKIE





Task, Relationship, & Cognitive Crafting

Task Crafting:

Changing up responsibilities

Relationships Crafting:

Reshape type & nature

Cognitive Crafting:

Changing your mindset



Build Your Professional Tribe

- Your boss is one of your best professional assets; harness and optimize what you can obtain from them.
- Create, build and engage your network beyond your boss.



COACH JACKIE



Assemble Your Professional Tribe

Mentor

Coach

**Subject
Matter Expert**

Truth Teller



Reverse Mentor



COACH JACKIE

Showcasing Is Not Showboating

- Sing the praises of your team
- Keep a file of your completions
- Send a monthly update to your boss
- Prepare for your annual performance review





Managing & Coaching UP Tips:

- Influence how your boss perceives you.
- Start with the mindset that your boss is your greatest customer.
- Know what makes your boss tick.
- Make your role yours.
- Your boss cannot be everything to you...
build and assemble your Professional Tribe.
- Network, Network, and Network some more!
- Data is your ally.



Committment/Action

What are the biggest and boldest action steps you can take:

- **One day from now?**
- **One month from now?**
- **Three months from now?**



COACH JACKIE



Appreciatio

Is there anyone or anything that you would like to acknowledge about our time together?



COACH JACKIE



**Get A Free Copy of
20 Questions to Ask Your**

**Boss
Email:**

Jackie@CoachJackieRoss.com



COACH JACKIE

