



Manage UP & Building Your Professional Tribe

Presented by: Coach Jackie

Manage UP Workshop

Overview Biggest

Customer

- Job Crafting
- Assembling your Professional Tribe
- Next steps





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



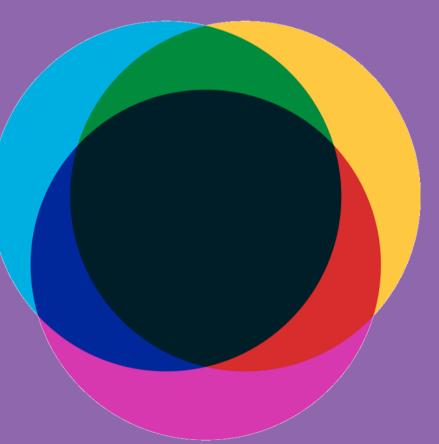
Who is your biggest customer?

boss.

Personality

Strengths & Weakness

Communication Style



Preferred Work Style

Preferences: giving & receiving feedback

Priorities/Pressures & Blindspots



Introverted or Extroverted

Sensing or Intuition

Thoughts or Feelings

Judgement or Perception

Preferred Work Styleboss a doer? Executer

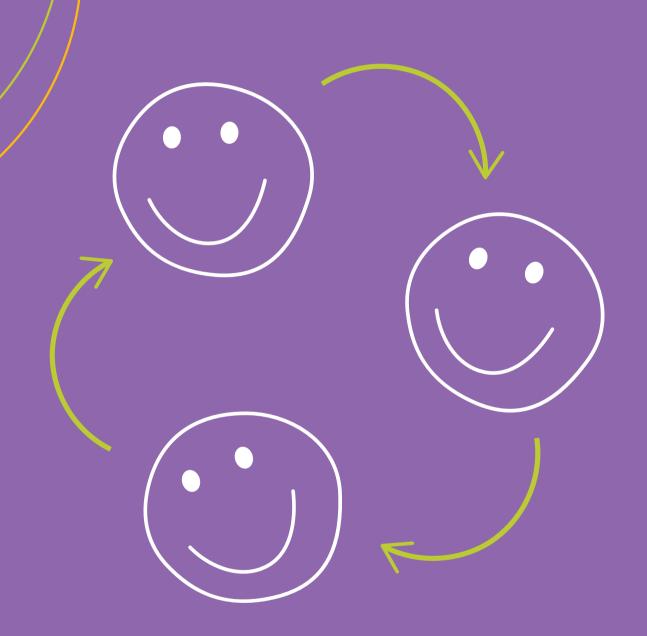
- Is your boss a leader? Influencer
- Is your boss loving? Relational
- Is your boss a learner? Strategic
 Thinker





Strengths, Weaknesse S, 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

bv?

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Job Crafting aka "Jackify"

- Change Relationships
- Change Perceptions





Task, Relationship, & Cognitive Crafting

Task Crafting:

Changing up responsibilities

Relationships Crafting:

Reshape type & nature

Cognitive Crafting:

Changing your mindset



Build Your Professional

- assets; harness and optimize what you can obtain from them.
- Create, build and engage your network beyond your boss.





Assemble Your Professional

Tribe

Mentor

Subject Matter Expert



Coac h

Truth Teller



Reverse Mentor

Showcasing Is Not Showboating 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?





Appreciatio

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



Get A Free Copy of 20 Questions to Ask Your Boss Email:

Jackie@CoachJackieRoss.com

