

MANAGING UP

**NATIONAL INSULATION ASSOCIATION
NOVEMBER 14, 2018**

We're excited to be here!

Finish emails/Insta - it's a no-tech hour

Have a question? Come ask!

Come say hello!


Thank you to our hosts!

**PRESENTED BY
JENNY RAE LE ROUX**


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MC INTRO

A team of ex-consultants who train companies and individuals on management, problem solving, presentation, and persuasion

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**BACKGROUND –
Jenny Rae**




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HOW WE WORK

Interactive Group Presentations


Individual Coaching

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WHO WE WORK WITH



**HARVARD
BUSINESS SCHOOL**

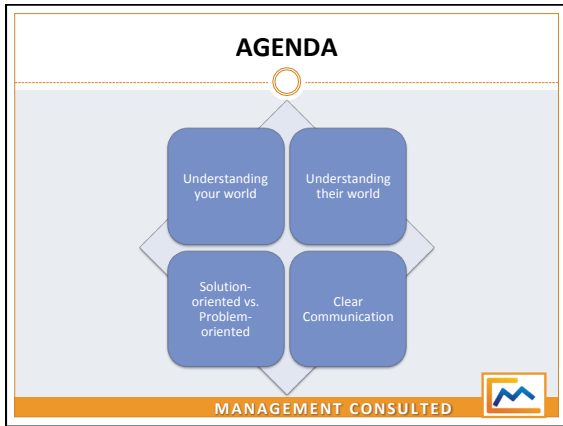


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QUESTION

*What is one management insight
that would make this short training
a win for you?*

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UNDERSTANDING YOUR WORLD

Make an honest assessment of your strengths and weaknesses

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QUESTION

What % of your time do you spend operating from your strengths?

What % of your time do you spend operating from your weaknesses?

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UNDERSTANDING YOUR STRENGTHS

- Spend 80% of your time on your strengths
 - Delegate, delegate, delegate
 - You deliver better work, and set your team (and boss) up for success
- Don't focus more than 20% of time on improving weaknesses. Manage to them
 - Deadline driven? Set up calendar reminders and alerts
 - Naturally shy? Push yourself

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TOOLS : MYERS-BRIGGS HIGH LEVEL

- Quick Myers-Briggs : 16 different personality types
 - ✦ Introvert vs. Extrovert
 - Where you draw energy
 - ✦ Intuitive (N) vs. Sensing
 - How you gather information
 - ✦ Feeling vs. Thinking
 - How you process information
 - ✦ Perceiving vs. Judging
 - How concrete you are

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QUESTION

What is one strength and one weakness your personality style brings to a management role?

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UNDERSTANDING THEIR WORLD

Putting yourself in your supervisor's shoes

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QUESTION

What is one thing you've never thought about or asked your supervisor about?

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TOOLS TO RELATE: MYERS-BRIGGS

- Myers-Briggs assessment: 16 different personality types
 - **ISTJ – The Inspector:** Love tradition, patience, hard work, social responsibility
 - **INFJ – The Counselor:** Visionary, idealist
 - **INTJ – The Mastermind:** Prefer independence; most interested in ideas
 - **ENFJ – The Giver:** People-focused; high value for ethics
 - **ISTP – The Craftsman:** Logical yet enthusiastic
 - **ESFJ – The Provider:** Stereotypical extrovert
 - **INFP – The Idealist:** Quiet and reserved; signs and symbols have meaning
 - **ESFP – The Performer:** Love learning and then sharing
 - **ENFP – The Champion:** Individualistic; hate “cookie-cutter” in the box ideas
 - **ESTP – The Doer:** Leap before they look; action over ideas
 - **ESTJ – The Supervisor:** Organized, dedicated; happy to be approached for help
 - **ENTJ – The Commander:** Quick decision-maker; challenges are opportunities
 - **INTP – The Thinker:** Logic above all, yet value for creativity
 - **ISFJ – The Nurturer:** Philanthropists, generous
 - **ENTP – The Visionary:** Constant need for mental stimulation
 - **ISFP – The Composer:** Present takes precedence over future

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TOOLS TO RELATE: ADDITIONAL

DISC assessment

StrengthsFinder

Enneagram

Takeaway: learn what makes your supervisor excited, and what makes them anxious

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TACTICS TO RELATE

Ask supervisor to lunch (and pay)

Ask them for their top 3 priorities over the next 6 months

Now, you're connecting on a personal AND priority level

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BECOMING SOLUTION-ORIENTED

Bringing good news with the bad


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STEP 1: IDENTIFYING PROBLEMS

Work hard to identify problems not just in your purview, but your supervisor's purview as well


An essential part of Managing Up: seeing problems before they arise

Set aside 1 hour a week for forecasting (and strategizing for) potential future hazards

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QUESTION

What is one problem either you or your business are facing in the next 3-6 months?

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STEP 2: PROPOSING SOLUTIONS

Many managers stop at Step 1

You're not "Managing Up" if you only bring problems to your supervisor's attention


Bring 2 potential solutions to your supervisor with any problem

If you don't have 2 solutions, it's not time to share the problem

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QUESTION

What are 2 potential solutions to the problems you just mentioned?

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CLEAR COMMUNICATION


You never get a second chance to make a first impression

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**CLEAR COMMUNICATION
INSIGHT**

A sales study assigned 55 percent of perception to the speaker's body language, and another 38 percent to the tone and music of their voice.


They assigned only 7 percent of their credibility assessment to the salesperson's actual words.

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QUESTION


Which of the 3 is your biggest hindrance to clear communication:

*Your timing?
Your tone?
Your words?*

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3 STEREOTYPES TO AVOID


<p>1. The Mouse</p> <ul style="list-style-type: none">• Doesn't participate unless invited• Reactive communicator• Doesn't pre-plan for meetings• Doesn't clarify expectations 	<p>2. The Ghost</p> <ul style="list-style-type: none">• Doesn't get to know support staff• Misses face-time• Works from remote locations• Assumes you've already proven yourself 	<p>3. The Cricket</p> <ul style="list-style-type: none">• Asks too many questions• Works with colleagues who are too senior, too soon• Doesn't take the job seriously enough 
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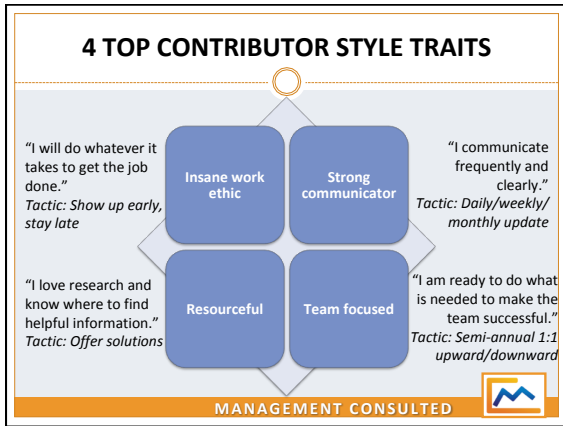
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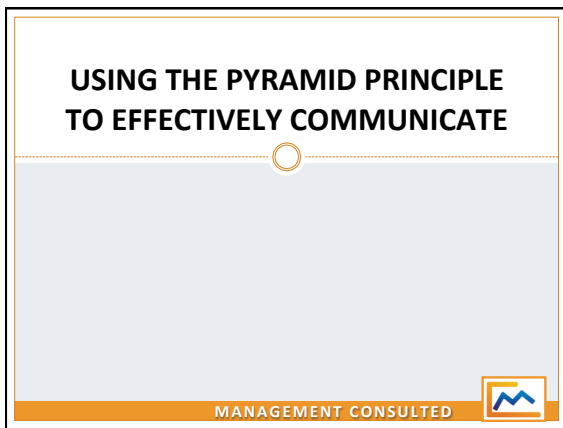
QUESTION

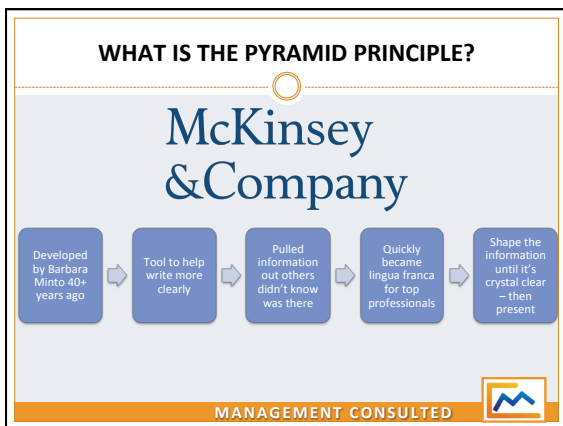
Which stereotype are you most likely to be?

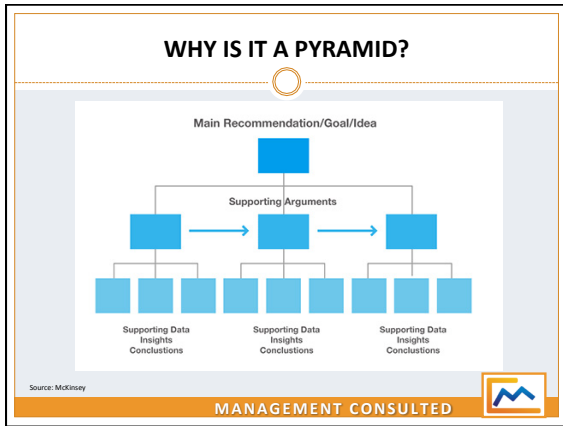
Which one bothers you the most?

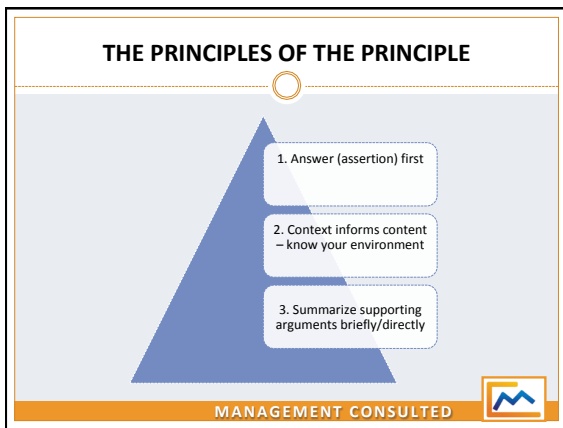
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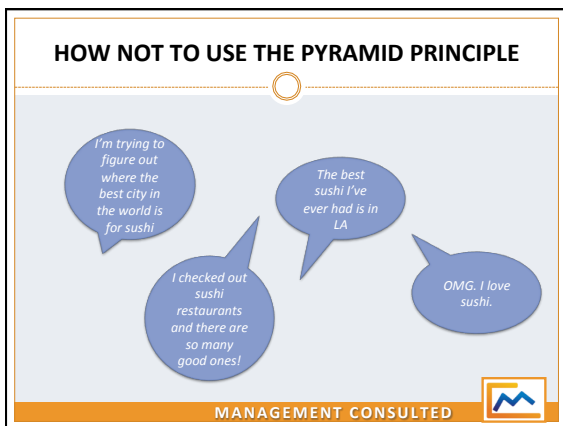


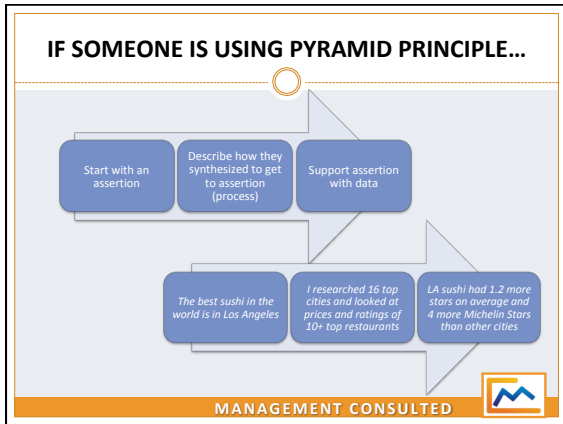


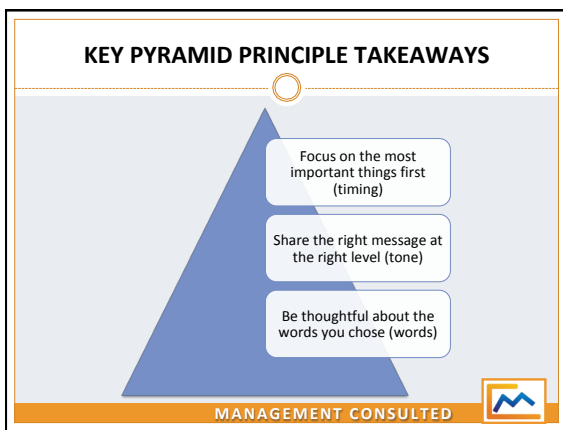


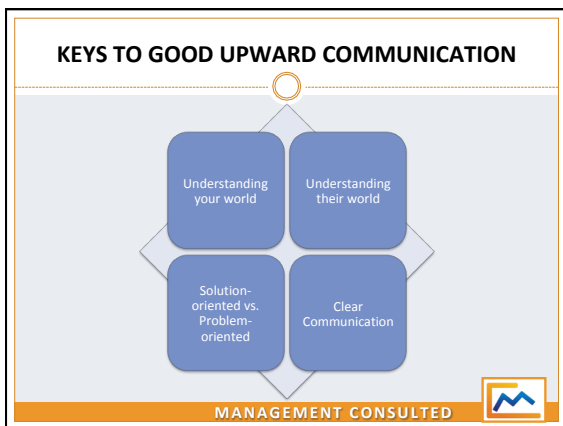












HANG OUT WITH US!

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