



THE UNIVERSITY OF TULSA

Continuing Education for Science & Engineering

ELITE LEADERSHIP INSTITUTE

My User's Manual

Think about how much easier relationships would be if people just came with a user's manual that told you the things they liked and disliked. Wouldn't things be much easier if people just told how they like to be treated?

Perhaps if your boss had a user's manual it would remove a lot of the guess work. Chances are that your employees would love to read your user's manual. That's what this document is for. Please answer the following questions and consider giving it to the people who report to you.

The best way to give me feedback is....

Here's what constitutes good work to me...

The best way to request things of me is...

When giving me bad news...

To be on my good side...

My pet peeves are...

What I value most in employees is...

When you are nervous about discussing something with me, you should...

My promise to you as a leader/manager is...

If you feel I somehow broke my promise, you should...

**add anything else that you think should be included to create clarity between you and your staff.*

*Used with permission by Adam Seaman, Positive Leadership, Tulsa, Oklahoma
ELITE Leadership Institute Facilitator
Module: Leveraging Communication for Greater Alignment and Engagement*