

DISCLOSURE

- Robin Catinio, C-TAGME has no conflicts of interest to report
- Laura Gibson, C-TAGME has no conflicts of interest to report



BR12

MANAGING UP: HOW TO PARTNER FOR SUCCESS

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WHAT IS **MANAGING UP**?

- Establishing and maintaining a productive relationship with someone you report to
- Meeting your administrator, manager or program director's needs

WHY MANAGE UP?

- Ensures your needs are met
- Provides opportunities for support and recognition
- Provides the opportunity to hone your leadership skills
- Can add to job satisfaction

HOW TO MANAGE UP

- Find out what is important to your boss
 - What is their management style
 - What can you learn from them
- Let your boss know what is important to you
 - What is your work style
 - What can you do to complement each other
- Deliver on results
 - Make your boss look good

HOW TO MANAGE UP (CONT'D)

- Respond promptly to requests
 - Provide a response time
 - Avoid being micromanaged
- Establish trust
 - Set trust as an expectation
 - “Protect” your boss
- Reinforce desired behavior
 - Let your boss know how much you appreciate their actions

HOW TO MANAGE UP (CONT'D)

- Proactively address any issues
 - What behavior bothers you
 - Appropriately deal with feedback
- If you bring up a problem, have a potential solution
- Communicate
 - Communicate with your boss
 - Communicate with your boss's boss

PRACTICE SCENARIOS

