

GETTING ALONG WITH YOUR SUPERVISOR WORKSHEET ANSWER KEY

1. List 5 specific items in your personal plan of action to help you get along with your supervisor.

Acceptable responses include: Don't blame the boss, don't fight the boss, use initiative, accept responsibility, tell the truth, be prepared, be willing to implement new procedures, keep the boss informed, fix problems as they occur, put in an honest day's work, etc.

2. List 5 skills you need to communicate effectively with your supervisor.

Acceptable responses include: be able to follow instructions, know how to ask questions, report problems, report results, record what you do accurately, give all messages, discuss job performance, concentrate, listen, watch, question, write, practice, etc.

3. Which 2 of the above skills do you need to work on the most?

Any two from the above question.

4. What are the 3 steps to asking questions?

Answer: ask immediately, summarize the results, and memorize the answer.

5. What will you do to help you with step number 3 above?

Acceptable responses include: bring in a notebook and take notes, look for any procedure manuals, practice until it becomes second nature, etc.

6. Of the 6 behaviors needed to meet your supervisor's expectations, which two will you find the most difficult?

Any two of the following: be truthful, don't extend breaks, get your work done, be cooperative, be adaptive, take initiative.

7. What will you do to help you successfully incorporate those behaviors into your work habits?

Use your judgment based on the two behaviors selected in number 6 above.