



TOP 10 THINGS THAT MAKE A GREAT BOSS

SOURCE: BUSINESSKNOWHOW.COM

1. SHOWS APPRECIATION OF SUBORDINATES' EFFORTS – VERBALLY, WRITTEN, AND MONETARILY!
2. HAS REALISTIC EXPECTATIONS THAT ARE CLEARLY EXPRESSED.
3. IS FRIENDLY & KIND BUT KEEPS A PROFESSIONAL DISTANCE.
4. DON'T PILE ON WORK SIMPLY BECAUSE THEY DON'T FEEL LIKE DOING IT.
5. SHARES CREDIT FOR A JOB WELL DONE, BUT ALSO ACCEPTS BLAME WHEN APPROPRIATE.
6. IS UNDERSTANDING ABOUT THE OCCASIONAL PERSONAL PROBLEM.
7. GOOD AT SETTING PRIORITIES & STICKING TO THEM.
8. WILLING TO LISTEN TO SUBORDINATES' IDEAS - NEW WAYS TO DO THINGS.
9. HAS GOOD SENSE OF HUMOR.
 - DOESN'T MIND OCCASIONAL JOKING AROUND IN THE OFFICE
 - ISN'T TOO SERIOUS ABOUT EVERYTHING.
10. REMEMBERS WHAT IT'S LIKE TO BE ONE OF LITTLE PEOPLE.

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WHAT ARE THE SIX SIGNS OF A BAD BOSS?

SOURCE: LIFESCRIPT.COM

1. HAS YOU DO SOMETHING THEY WOULDN'T DO.
2. TAKES CREDIT WHERE NO CREDIT IS DUE VS. GIVES CREDIT TO YOU.
3. MISSING IN ACTION (ALWAYS LATE)
4. COVERS UP (LYING)
5. POINTS THE FINGER TO MAKE THEMSELVES LOOK GOOD.
6. -DOESN'T SET YOU UP FOR SUCCESS
-DOESN'T WATCH YOUR BACK

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