

## **TIPS FOR DEALING WITH A BAD BOSS**

**By Gini Graham Scott, Ph.D.**

**Author of A Survival Guide for Working with Bad Bosses (AMACOM)**

1. Don't take it personally, if the boss treats everyone that way. Just relax and don't let the boss's comments bother you.
2. Communicate your concerns or frustrations in a diplomatic way, if your boss is open to a conversation about it. Set up a meeting to discuss these issues and explain what you don't understand, would like clarified, or would otherwise like to improve or change. Express these concerns in a positive way with ideas about what you would like to obtain from the boss so you can be more productive and better help your boss.
3. Send your boss a memo describing your concerns or what you would like clarified so you can be more productive and better help your boss, if your boss isn't open to a conversation about this.
4. Are there other people who are getting along well with the boss? If so, observe what they are doing or, if you have a comfortable relationship with them, have a conversation with them to ask how they are able to get along with the boss.
5. Keep a list of specific problems that occur, being as specific as you can as to when, where, what, how, and who. Notice if there are particular patterns. Then, seek to meet with your boss to discuss the problems to see what you can change. Or if your boss isn't amenable to a discussion or making changes, at least you have a list you can add to and later use if you pursue legal charges on the matter.
6. If all fails, try to leave with a good recommendation. Make nice with the boss even though you may be seething or feeling demoralized inside, and look for another place to work. Then, when you find it, give the appropriate notice and describe this as an opportunity to move ahead and ask for a good recommendation. Don't go into the negatives about why you are leaving, so you try to leave with a good feeling on the part of the boss – even if you don't feel that way yourself.