



Dealing with a Difficult Boss

Wondering how to deal with a difficult supervisor? Here are some suggestions:

- Meet with a job coach, who can help you determine whether your work style, communication skills, etc., are contributing to the problem, and work with you to improve matters.
- Arrange to meet with your supervisor several times to find out what s/he expects and needs from you, and talk about how you can meet those expectations and needs.
- Keep a detailed written record of any problematic interactions. When did it happen? Where were you at the time? What did your boss say to you? How did you respond? What happened next?
- Don't blow up, slink away, or whatever else you instinctively do when people are angry at you. Losing control makes you look bad, and walking away makes you look like you're challenging your supervisor's authority.
- If you're cursed at, threatened, physically or sexually harassed, or otherwise being treated abusively, take your written record of the event to your union rep, the employer's HR department and your boss's manager.



For further assistance, contact your employee assistance program at _____.