

BEING THE BEST BOSS

Bosses come in all shapes, sizes, colors, ages, and sexes. Below is list of what it takes to be the best boss for your employees.

- 1. Know your employees and their family by their first name.*
- 2. Take time to ask how they are doing and really mean it.*
- 3. Know their birthday and give them the day off.*
- 4. Tell them what is expected and turn them loose.*
- 5. Teach them how to do their job properly.*
- 6. Show them genuine interest in their work.*
- 7. Discipline them, when necessary, but make sure they go away feeling good about themselves.*
- 8. Don't be afraid if you position is unpopular.*
- 9. Always treat them with respect.*
- 10. Always take time to listen.*
- 11. Always keep them informed.*
- 12. Be decisive, but at the same time be flexible.*
- 13. Be loyal to your boss, and never blame him for controversial decisions.*
- 14. Always give credit where credit is due.*
- 15. Always pass credit around the company or department to your people.*
- 16. Don't be afraid to admit when you made a mistake.*
- 17. Apologize when you act out of character.*
- 18. Always weight both sides of a story before passing judgement.*
- 19. Learn how to delegate authority.*
- 20. Learn and practice to instill a sense of responsibility.*
- 21. Hold in perfect balance your objectives and your personnel resources.*
- 22. Bring your people into the decision process whenever possible.*
- 23. Include in your character impeccable integrity.*

24. *Do not play favorites.*
25. *Make your staff aware that, “they are only as strong as their weakest link.”*
26. *Always command their respect.*
27. *Hold those accountable for their actions.*
28. *Administer punishment fairly and equitably.*
29. *Instill organization pride and cohesiveness.*
30. *Demand they speak their minds and chastise “yes” men.*
31. *Always be able to explain why they are doing something.*
32. *Be consistent and try not to “fly off the handle.”*
33. *Always exude confidence.*
34. *Ask for you people’s counsel and opinions often.*
35. *Always stand up for your people.*
36. *Let them know if they disappointed you.*
37. *Always confront adverse situations head on.*
38. *Do not tolerate incompetence.*
39. *Do not make snap decisions.*
40. *Communicate in terms your people will understand.*
41. *Be in excellent physical shape.*
42. *“We work hard and we play hard.”*
43. *Trust your staff and use them productively.*
44. *Make sure you praise publicly and criticize or reprimand privately.*
45. *Set high standards for your staff to achieve.*

Note: No boss is perfect; and every boss makes mistakes. No boss can do anything by himself or herself. Every boss takes care of his people. Don’t judge your boss, help him do better.

46. NOW, GO OUT AND BE THE BEST BOSS !!!