

A Practical Guide to Delivering Difficult News to Your Boss

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How to Bring It Up?

- Start with a Heads-Up
- Be Direct and Respectful

Can we schedule 15 minutes to discuss an urgent matter? I'd like to update you on a challenge we've encountered and discuss how to move forward.

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Prepare Your Message

- Outline Key Points: Clearly state the issue, avoiding vague language
- Anticipate Questions: Prepare answers for potential concerns
- Plan Solutions: Propose actionable steps to address the problem

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Choose the Right Environment

- Private Setting: Whether in-person or virtual, ensure privacy
- Timing Matters: Schedule at a time when your boss is least likely to be stressed or distracted

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Communicate Clearly and Respectfully

- Start with Empathy: Acknowledge the difficulty of the news
- Focus on the Issue: Avoid assigning blame; emphasize problem-solving

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Propose Solutions

- Lead with Actions: Share a plan to mitigate the issue
- Seek Input: Invite your boss's feedback to ensure alignment

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Next Steps

- Document the conversation and action items
- Take ownership to show commitment to a solution
- Provide regular updates on progress

As discussed, here's a recap of our plan moving forward. My next steps will be to... I'll also regularly provide updates so we can stay aligned moving forward.