

# Managing Your Boss without Kissing Up

## Bibliography

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### Articles

Sills, J. "*How to be a Rising Star.*" Psychology Today. March/April 2006:30-31.

Lynn, M. "*How to Manage Your Boss.*" Management Today. January 2000:66-69.

Phillips, K.J. "*I Can Manage, Boss!*". Supervision. January 1995; 56 (1):17-18.

Gabarro, J.J, and Kotter, J.P. "*Managing Your Boss.*" Harvard Business Review.  
Boston: Harvard University Press; 1993:150-157.

- Classic article

### Books

Patterson, Kerry ... [et al.] Crucial Confrontations: Tools for talking when stakes are high. New York: McGraw Hill, 2002.

- If you read any professional books this year, make it this one.

Dobson, Michael & Deborah. Managing Up: 59 Ways to Build a Career-Achieving Relationship with Your Boss. New York: AMACON, 2000.

- Pretty much covers everything you need to know.

Hathaway, Patti and Schubert, Susan D. Managing Upward: Strategies for Succeeding with Your Boss. Boston: Thompson Learning, 1992.

- Workbook style, lots of exercises for you to practice techniques.

Hoppe, Michael H. Active Listening: Improve Your Ability to Listen and Lead. Center for Creative Leadership, 2007.

Mann, Sandi. Managing your Boss. Hauppauge, NY: Barrons, 2001.

- For those of you like me with short attention spans, only 101 pages, with lots of bullets.

Scott, Gini Graham. A Survival Guide to Managing Employees from Hell: Handling Idiots, Whiners, Slackers, and other Workplace Demons. New York; AMACON, 2007

- The worst employees from a boss' perspective.

Useem, Michael. Leading Up: How to Lead your Boss so you Both Win. Crown Business, 2003.

## Web Sites

“Building an Alliance with Your Boss” by BNET Editorial

[http://www.bnet.com/2410-13068\\_23-68754.html](http://www.bnet.com/2410-13068_23-68754.html)

“Delegating Upward” by BNET Editorial

[http://www.bnet.com/2410-13056\\_23-95610.html?promo=713&tag=nl.e713](http://www.bnet.com/2410-13056_23-95610.html?promo=713&tag=nl.e713)

“How to Manage Your Boss” by Geoffrey James. BNET Crash Course

[http://www.bnet.com/2403-13056\\_23-57287.html](http://www.bnet.com/2403-13056_23-57287.html)

“Reach Your Career Goals by Managing your Boss.” Teri Fisher, Career Journal

<http://www.careerjournal.com/myc/climbing/20020424-fisher.html>

## Videos

“Manage your manager” BNET

[http://www.bnet.com/2422-13722\\_23-162137.html](http://www.bnet.com/2422-13722_23-162137.html)

- Short, overview with smart tips

“What’s the hardest part of being a manager” BNET (short)

[http://www.bnet.com/2422-13722\\_23-162653.html](http://www.bnet.com/2422-13722_23-162653.html)

- A good way to see reality from your manager’s point of view

Managing Up (discussion of emotional components from boss perspective)

<http://www.youtube.com/watch?v=RpCQgFTrCF8>

- Discussion of emotional components of managing employees from the boss’ perspective

Manage your Boss

<http://www.youtube.com/watch?v=QBBga63YZrQ>

- Five key techniques

Getting to Know your Boss

[http://www.youtube.com/watch?v=zf\\_cKrdDpFc&mode=related&search=career%20job%20money%20boss](http://www.youtube.com/watch?v=zf_cKrdDpFc&mode=related&search=career%20job%20money%20boss)

- Explores relationship building between boss and employee