

Being assertive with your supervisor – additional information and explanations

Handle delegation skillfully

Record: Write down your supervisor's instructions as they speak, and read them back to check for accuracy.

When instructions are repeated it may be noticed that an important piece of information is missing, as well as the degree of commitment to getting the work done

Schedule: find out about firm or final deadlines. Check for flexibility around dates so that you have a buffer to work within.

In order to meet deadlines, input or information from your supervisor might be required. Let them know what you will need and when you need to have.

Find out what your supervisor means

Listen to your boss's words, and watch their behaviour over time to determine what the words mean. If you're uncertain what your supervisor means by something, it's okay to check with them.

Example: Supervisor: "Your presentation went well,"

It could mean a number of different things. It could suggest that they think your presentation

- was fabulous,
- it just did the job it was supposed to do,
- there were no problems with your presentation significant enough to discuss them directly with you.

Asking clarifying questions helps you gain a better understanding of your supervisor's words which you can take into consideration when doing your work.

Example: You: "Thank you for your feedback. What stood out for you the most about the presentation? What areas could be strengthened?"