

秘书从业经验：讨老板欢心的十大绝招秘书资格考试 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/645/2021_2022__E7_A7_98_E4_B9_A6_E4_BB_8E_E4_c39_645283.htm id="gggaaa">Every boss wants employees who do their jobs well. But even among highly competent employees, there are distinctions. Here are 10 tips for making sure youre on the boss A-list: 每个老板都想要可以将工作做好的员工。但是即便员工们都很能干，不同人之间还是有差异。下边是十点建议，教你如何保证自己是一直是老板的“爱将”。

1. Communicate, communicate, communicate. 交流、交流、交流Especially at the beginning of your relationship. That is, when either you or the boss is new to the job -- err on the side of giving your boss too much information and asking too many questions. 尤其是在建立关系的初期，即：当你、或者老板新上岗的时候。为老板提供信息和向老板提出问题都要宁滥勿缺。 "Theres no such thing as a dumb question," says Marianne Adoradio, a Silicon Valley recruiter and career counselor. "Look at it as information gathering."来自硅谷的招聘人员、执业顾问Marianne Adoradio说：“问老板的问题没有笨问题。把提问题作为一项信息收集活动来做。” Dont keep up the constant stream of communication unless your boss likes it, though. Its best to ask directly whether youre giving the boss enough information or too much. 不过除非老板喜欢，否则别交流起来没个完，最好直接问老板信息是否给足了、问题是否太多。
2. Acknowledge what the boss says. 对老板的话有反馈。 Bosses appreciate "responsive listening," says John Farner, principal of

Russell Employee Management Consulting. When your boss asks you to do something or suggests ways for you to improve your work, let her know you heard. Russell员工管理顾问机构负责人John Farner说老板们喜欢“有响应的倾听”。当你的老板让你做某件事，或者提议你改进工作时，那么让他知道你收到了信息。

3. Collaborate. 协作。 When your boss has a new idea, respond to it in a constructive way instead of throwing up roadblocks。 当你的老板有了一个新想法，那么用建设性的方式做出回应而不要抛出拦路石。 "Be willing to brainstorm ways to get something done," says Michael Beasley, principal of Career-Crossings and a leadership and career development coach。 Career-Crossings培训公司负责人、领导及职业发展教练Michael Beasley说“要愿意一起去探讨出如何完成某个任务的方法”。

4. Build relationships. 建立关系。 You'll make your boss look good if you establish a good rapport with your departments customers, whether they're inside the company or outside. Bring back what you learn -- about ways to offer better customer service, for example -- to your boss. This is also helpful for your own career development。 如果你和自己部门的顾客(不论是企业内部还是外部的)建立了紧密的联系，这就会让你的老板脸上有光。把你所学的(例如：如何能提供更好的客户服务)告诉给你的老板。这对你自己的事业发展也有帮助。 "Everybody wins in the long run," Adoradio says。 Adoradio说：“从长远来看大家都会获益。”

5. Understand how you fit in. 了解老板对员工的期待。 Is your boss detail-oriented, or someone who keeps his head in the clouds?你的老板关注细节吗？还是一位“空想家”？ "The boss's personality

is just incredibly important," says Norm Meshriy, a career counselor and principal of Career Insights。 “老板的性格无比重要。” Career Insights负责人、职业顾问Norm Meshriy如是说。

Equally important is understanding what your boss wants in an employee. It may be, for example, that a boss who is detail-oriented will expect his employees to be as well. But a boss who has no time for details may actually appreciate an employee who does。同等重要的是了解老板对员工有什么期待。例如，一位关注细节的老板可能会期待自己的员工也一样关注细节。不过没功夫花在细节上的老板也许就只关心员工完成了什么工作。

6. Learn the boss pet peeves. 了解老板讨厌的事情。 If your manager has said repeatedly that she hates being interrupted first thing in the morning, dont run to her office to give her a project 0update when you first get in。如果你的经理已经反复说过她讨厌在早晨一上班就被打扰，那么刚上班的时候千万不要拿着计划冲进她的办公室。

7. Anticipate the boss's needs. 预测到老板的需求。 Once you have worked with your boss for a while, you should be able to guess what information he will want before approving your purchase order, for example。例如，你和老板一起工作了一段时期后，你就应该能猜出他需要什么信息来批准你的采购订单。 If you provide it ahead of time, "thats a gold star," Farner adds。如果你提前提供，按Farner的话说这就是“优异”。

8. Think one level up. 在更高的层次上考虑问题。 You still need to do your own job, of course. But when managers consider who deserves a promotion, they look for people who understand the issues that their bosses face。当然你还是要完成自己的工作。但是当经理考虑

谁该获得提拔时，他们就会考虑那些懂得领导面临着什么问题的员工。

9. Open yourself to new ways of doing things. 接纳新的工作方法。 When your boss comes to you with a new idea, dont simply dismiss it. If you dont think it will work, offer to discuss it further in "a mature, responsible, adult-like way," Beasley says。 当你的老板带着一个新点子来找你，不要轻易否定这个想法。如果你认为这想法不会奏效，以“成熟、负责的、成年人的方式”提议进一步讨论，Beasley 建议。

10. Be engaged in your work. 积极投入工作。 Arguing with your boss over every request is not a good strategy, but neither is simply shrugging your shoulders and agreeing with everything your boss says. "The manager would like to see an engaged individual," Beasley says. That means both showing enthusiasm for your work and speaking up when you see room for improvement。 在工作中对每个要求都和老板争吵并不是一个良策，但是光耸耸肩去同意老板的每句话也不行。Beasley说：“经理希望在工作中看到有主人翁精神的个体”。这意味着对工作即要有热情，也要在发现有改进空间的时候直言。

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