

# Meeting Your New Supervisor

## STRATEGY

Your goal when meeting your new supervisor is to clearly demonstrate you're not a problem. You're smart, but not so smart as to possibly be construed as any kind of threat. If you're given the opportunity, make a full verbal presentation and then leave behind a formal memo outlining what you presented. If you're told there's no time, make your elevator pitch and set up another appointment; don't leave behind the full memo since it could be used to avoid a full meeting. If you're confronted with a problem that you anticipated, frame it as an obstacle and launch into your pitch. If you're surprised, explain that the problem is news to you and offer to get back to the supervisor with information as soon as possible.

## TACTICS

- **Attitude:** Be welcoming but entirely businesslike. You're a good soldier with a sense of urgency.
- **Preparation:** Draft a formal memo reporting on the status of all your projects, your staff, and your budget projections. Use this memo to prepare an oral presentation that touches on all the important points. Then, develop an elevator pitch.
- **Timing:** Initiate the meeting by setting up an appointment with the supervisor or their assistant.
- **Behavior:** Dress the way you normally would at work. Make sure to maintain eye contact and use your formal body language.

# 1. Meeting Your New Supervisor

**Icebreaker:** Ms Smith, I'm [your name]. It's good to meet you. I wanted to introduce myself and give you a status report on the projects I'm working on.

**An ambush:** *I'm glad you're here. I was going to call you in. I hear there's a problem in your department and we're going to take a financial hit.*

**Not much time:** *It's good to meet you too. I have a very busy schedule and usually set these meetings up on my own. I've only got five minutes for you.*

**Not me:** *I'm glad to meet you, but I'm the wrong person for you to speak with. I'm reorganizing and you'll be reporting to John Doe.*

**Let's hear it:** *Great to meet you. I'm glad you set this meeting. Tell me how things are going?*

**You're surprised:** Could you be more specific? I haven't had any indication of a problem I'll look into it immediately and get back to you.

**Not surprised:** I assume you're talking about the apprentice project. I wouldn't characterize it as a problem. It's just an obstacle we're in the process of overcoming. [Launch into full report and leave memo behind]

**Quick pitch:** I know you're very busy. I'll be as concise as possible and wait for our next meeting for a full report. [Launch into elevator pitch]

**Will do, but:** I'll set up a meeting with Mr. Doe right away. What I'd like to do now is just give you a very quick status report. [Launch into elevator pitch]

**Planned pitch:** First, we're not facing any major problems. [Launch into full report and leave memo behind]

## **ADAPTATIONS**

This script can be modified to:

- Meet one of your company's major clients or customers.

## **KEY POINTS**

- Initiate the contact.
- Have a detailed memo, a full verbal presentation, and an elevator pitch prepared.
- If you're short on time use your elevator pitch and set up another meeting.
- Use the written memo as a leave-behind, but only to back up your full verbal presentation.

