

**Chapter 1 : Six lines your boss should never cross - TechRepublic**

*Start your campaign by understanding that your boss may not know that he is a bad boss. Just as in situational leadership, the definition of bad depends on the employee's needs, the manager's skills and the circumstances.*

Our tough-love culture makes it hard for us to confront office bullies head-on. But no one deserves to be harassed or abused in the workplace. Dinkin 5 minute Read Assertive people—even aggressive people—thrive in American workplaces. According to a survey of employees in the U. However, there is a silver lining. Here are some tips on how you can diffuse common bullying situations that you might encounter in the workplace. In this instance, the best course of action is not to yell back. Truly, the best thing you can do during an outburst like this is resisting the urge to fight fire with fire. Wait patiently until your boss or coworker has finished, and then acknowledge and summarize what you have heard them say to you. Next, take time before you respond. During this pause, ask yourself: Above all, in all of your communication with this person, focus on respect. Of course, if this behavior is ongoing even after attempts to de-escalate the situation, you need to report it to HR. These colleagues may not be speaking up for themselves, and it might be hard to determine what to do especially if there are office politics involved. However, as a bystander you can speak up, and often should. Here are three things you can do during the interaction: For example, if you are concerned about two people in an isolated space, find a reason to go in that space and make your presence known. Taking a direct approach means confronting the situation openly through effective communication that stops the action in the moment. As a bystander, there is a fourth communication technique that is as important, or even more so, as the first three. That is the dialogue you have with the target or person responsible after the harassment has occurred. This is, by far, the hardest and least appealing step for bystanders to take. You should, however, continue to employ basic principles of respect. However, one small step that we can take to stop them from inflicting further harm is to hold them accountable for their actions and refuse to accept their behavior. Over time, we can start to create a healthier work culture in America as a whole. He has coauthored two books on conflict resolution:

**Chapter 2 : How to Handle a Hothead Boss - Your Office Coach**

*o Awareness is not enough; help your boss figure out what to do. Specify the behavioral change you want. "Your boss is likely to brush off criticism with, 'That's just my style,'" observes Marquand.*

But how do you tackle the issue? This article looks at the three choices you have when confronted by a dilemma such as this and what the repercussions might be for each one. It also goes over the various reasons that your boss might be acting like this - something that might help you decide on your course of action. By Steve Kaye "How do I get my boss to treat others with respect in a meeting? Of course, this depends upon the boss. If the boss is a mean, vindictive person who fired the last person who made a suggestion, attempting to change the boss could be a bad idea. Here, you find ways to cope. For example, you could avoid meetings held by your boss or you could ignore the painful behaviour. In this case, such an approach may seem cowardly, but people do this because survival may be more important than valour. If the first two options are impossible, then the only remaining option is to find another job. Admittedly, the cost of leaving may be large. And so once again this choice depends upon what you can do, want to do, and will tolerate. That is, a boss who treats others with disrespect may be doing so for a variety of reasons, such as: Your boss may not know that respectful communication is possible. In this case your boss would benefit from personal coaching or a positive role model both provided by his or her boss. Lack of communication skills. Your boss may not know how to communicate respectfully. This can be resolved by attending a workshop that shows people how communicate effectively. Here, the boss chooses to treat others with disrespect. This reveals a personal or ethical weakness that requires counselling to resolve. And such work can be effective only when the boss recognises its importance and decides to undertake corrective action. Steve Kaye helps leaders hold effective meetings. His meeting facilitation and leadership workshops create success for everyone. Call for details.

### Chapter 3 : How To Deal With 3 Breeds Of Bad Bosses

*The idea is not to accuse your boss, but simply to bring the behaviors and their possible unintended consequences to his or her attention. You never know, they may simply be unaware of the behavior and the effect it is having on you.*

You wince, you shake your head. She asks you inappropriate details about your personal life. She overreacts to small issues. She never accepts blame for her mistakes. She makes jokes that are in poor taste. How to Cope with an Unprofessional Boss 1. Give An Inch If the inappropriateness is a couple of awkward jokes now and then, okay. But sometimes what we give attention to, grows, so pick your battles if you like your job. A physical response means Mr. Boss may have crossed a line. It may behoove you to remind them gently that what they are saying can be used against them in a court of law. Today we say XYZ. This is when you draw your line in the sand about what you will and will not allow. Lay it down respectfully but firmly. Let them know unconditionally what you will and will not tolerate. Keep a notebook handy and start documenting with dates, exact times, and infraction details. Enlist Help Whether human resource departments can help is debatable. Your best bet is to have plenty of support from family and friends. Take a poll to see if any of your peeps have gone through something similar. Sometimes, you just have to move on to a better job. And a better boss. She writes all about it on her blog, [aloveyinconsequence](#).

Chapter 4 : How to Complain About a Bad Manager | [www.nxgvision.com](http://www.nxgvision.com)

*If your boss' behavior and rude comments are threatening, you need to do something about it. Contact the company's human resources department. If that elicits no changes, you might even consider filing a complaint with your state's labor department against your boss and the company.*

Managers should strive to be role models, setting an example of mature, professional behavior. Unfortunately, however, some managers do just the opposite. These immature individuals refuse to control their emotions and freely vent their frustrations by yelling at employees. Amazingly, however, their own bosses seldom see this childish behavior. Accept the fact that you have an immature manager. This boss is never going to be the wise, mature mentor of your dreams. So just expect him to act like a tantrum-throwing two-year-old. Hothead managers yell at everyone except people who have more power. So remember that this has nothing to do with you personally. Yelling back at your hothead boss will only escalate the situation. And since this person has some power over you, that could lead to career suicide. And watch your non-verbal behavior – grimacing and eye-rolling will not be helpful. Remember that one of you needs to act like an adult. That will have to be you. If two people act like children, the result is a playground fight. Take a deep breath and mentally disengage. To stay verbally calm, you must first be physically and emotionally calm. Breathe deeply to reduce your physical tension. Then mentally take yourself outside the situation. One trick is to think about something totally outside of work, like a vacation spot or fun activity. Another is to mentally step back and view your raging manager as an outside observer might. He will then look pretty stupid. Wait until the storm passes. Focus on the topic, not the tantrum. Once your boss is able to converse normally, forget about his outburst and just continue with the discussion. Keep your sense of humor. Although being yelled at is certainly no laughing matter, sometimes these ballistic managers really look like idiots. If you can find anything amusing about the situation, it will help you retain your sanity. Provide feedback in a calm moment but only if your hothead boss is a reasonable human being. Some otherwise okay managers simply lose it from time to time. These folks may be open to hearing about the effects of their behavior. And some of them actually try to change. Educate about the costs of anger. Hothead managers usually fail to realize that their volatile behavior will cost them in the long run. Employees avoid giving them bad news. In fact, people tend to avoid them altogether. As a result, they are often blindsided by problems that could have been avoided and not given information that might be helpful. Strategize with other victims. See if your colleagues have found any strategies for heading off tantrums or calming them down. BUT – if your boss crosses the line and becomes abusive, talk with HR or upper management. A hothead manager is one thing, but an abusive boss is another. Companies should not tolerate such managers, so someone in HR or upper management needs to know. Perhaps you can learn to cope with the situation. Or perhaps you can change it. But if neither seems possible, you need to find a more professional place to work. Abusive managers can be damaging to your mental and physical health, and no job is worth that. Managing Your Boss Subjects.

**Chapter 5 : NBRI 10 Employee Behaviors Bosses Hate Most**

*Most of you would not put up with this type of behavior in your own children and should not tolerate this type of treatment from your boss. The problem is your boss has a significant amount of.*

This type of boss takes pleasure in completely and thoroughly nitpicking and degrading everything you do and who you are at every turn, while flooding you with compliments the minute they want something or want you to avoid doing something. Mormons are evil people in the workplace. They Manipulate management and prey on co-workers and see themselves as better than other people in the workplace. Extremely sick individuals who should be run off the planet. But i have found in the last few years that i have grown to not put up with a tyrant by letting them know up front,that i will not put up with the abuse or ignorance from a boss. Unfortunately,i have lost a few jobs because of that,but i feel i done the right thing for myself. She is a pathological liar and a complete bully. I am a very strong person but I have remained humble because she is the one who will let corporate know if I am ready and I am afraid that she will misrepresent me. He lies so often, he forgets his own lies and then tells a different story later. I have resorted to keeping a log so that I can keep track of conversations. He keeps me dangling all of the time and is basically a bully. Be nice, but not too nice â€” professional. Have an air of confidence about you and protect yourself is right. As a female, you have to be strong, which can be difficult if you have the wrong personality. I spent 8 years already with such Boss manipulator-owner of company. He destroyed my family. I lost everything what I loved and my health. I am old, not attractive anymore, without value, with 2 small children. I cry every day. My hard work 10 hours per day incl. Sat and Sunday is nothing. I do not need good salary because his company as he is an owner pays my flight tickets and hotel during few the business trips. Those that are good in their church are good at Manipulative Management. They use what the Mormon Church teaches to their advantage at work to manipulate their employees. Keep your wits about you and tell them where they can shove their angel Moron-I.

**Chapter 6 : How to Cope With a Bipolar Boss or Coworker | Career Trend**

*Decide what types of behavior you will not tolerate. For example, you may tell your boss or coworker that he may call you at 2 a.m. only when there is an emergency, not to discuss a great idea. Irritability can be a problem during both the depressive and manic phases.*

Because sometimes you have to manage your manager. Pozen 5 minute Read If you and your boss disagree over a course of action but share a solid working relationship, you might be able to respectfully make your case by presenting data and engaging your boss in debate. However, what if your problem with your boss is more serious, resulting from repeated clashes rather than a onetime disagreement? In other words, what if you work for a bad boss? Here are a few types of bad bosses and suggestions on how to react to each of them. The micromanager A micromanager plays an overly large role in the projects of his or her subordinates. Instead of letting them use their own judgment, the boss makes every decision or dictates every step to take. This can be especially frustrating to capable workers, turning an interesting task into boring grunt work. Your next step should be to sit down with your boss and talk about his or her overbearing supervision. Admittedly, initiating such a discussion is a difficult task. In my experience, bosses like these often respond well to constructive criticism from their subordinates. After having this discussion, try to ease your boss away from his or her micromanaging tendencies. Many micromanagers have an underlying fear that something will go wrong if anyone is given managerial discretion. You can address this fear by frequently sharing information throughout the course of a project. This helps reassure your boss that, in fact, everything is under control. The neglecter Some managers are on the other end of the spectrum. In an extreme case, their subordinates may feel that their boss is ignoring them. As a result, they feel that they have to guess what their bosses want. If you receive an assignment with unclear goals, ask for clarification right then and there. During the course of the project, you should also communicate more frequently with your boss. For instance, if you send your boss a key email every Monday, Wednesday, and Friday at 4 p. Be specific about what you need and how your boss can be helpful. If your boss still ignores you at this point, look elsewhere in the organization for mentors who can provide you with some form of guidance. There is no excuse for this behavior—yet abusive bosses can be found in all sorts of organizations. If you want to stick it out with such a boss, try to identify what those triggers are. Does your boss go ballistic if you arrive five minutes late or if your desk is slightly messy? You can try to explain the key causes and suggest how you will address them in the future. If you provide calm, constructive feedback, your boss might have an epiphany and change his or her ways. The only way to succeed with such a boss is to stand your ground. Insist that your boss treat you with respect. Be specific about how his or her abusive behavior is affecting your work and which particular actions are intolerable. But whatever you do, keep your cool; nothing good can come from a yelling match. What else makes for a bad boss? And how do you deal with them? Flickr user Gary Martin ] advertisement.

## Chapter 7 : Tolerate Quotes (24 quotes)

*Even if your boss does not change his or her behavior, standing up for yourself can improve your mental health and keep you from feeling like a victim. In addition, your boss might decide that you're not such an easy target and leave you alone.*

Search 10 Employee Behaviors Bosses Hate Most Every boss wishes for an office filled with happy, motivated and downright fantastic employees. The bad boss, as personified by C. The cantankerous and morally-bankrupt Burns takes on all the stereotypes of a manager, showing off his unquenchable need for wealth by once blocking out the sun in order to cash in on increased demand for electricity from his nuclear power plant. But maybe this fictional employer has a good reason to be cranky: The equally bad behavior displayed from his most incompetent employee, Homer Simpson. Bosses in the real-life workplace often get a bad rap, and for good reason. A recent poll conducted by CNNMoney. In fact, the majority of bosses are pretty good at what they do, and have to deal with at least one Homer Simpson-like personality on the job. Acknowledging that there are always two sides to every story, even in the Burns-Simpson battle, the following takes a look at the Top 10 Employee Behaviors Bosses Hate Most: A recent survey of 2, workers and managers found that 32 percent of employees admitted to faking illness at least once in the last year. Time Mismanagement Sometimes the boss thinks the best bonus he or she could give an employee would be a new watch. Chronically showing up late for work, late from lunch, and being late on assignments can send the boss to an early grave. Brown, President of a Florida-based consulting firm. And how exactly do you tell your employee that "you stink" literally? A touchy subject, indeed, but personal hygiene is a workplace issue that has to be dealt with, especially when co-workers begin to complain. No one said being the boss was easy. Cell Division Being on the phone at work all day is bad enough, but it has reached new heights of irritation with the invention of the cell phone. It starts with the ring-tone. The best advice is to turn it off and use it for important calls, outside the office and out of earshot from co-workers and, of course, the boss, who is keeping tabs now on the amount of personal calls. Factual Flops Bosses hate when names and numbers are constantly wrong. Not paying attention to the accuracy of reports may not make you the office jerk, but it is a sign of incompetence that has to be dealt with. This is a delicate balance, but must be addressed. Attitude Adjustment Break out the thesaurus when describing the bad employee attitude. Selling wares at the office may seem harmless, but if one person uses the company email system to announce the sale of their hockey tickets at a low, low price, then everyone will eventually get into the act. The guy constantly snorting and sniffing, the woman with the cackling laugh, the cubicle neighbor who thinks everyone should hear their webcasts. It all adds up to one big fingernail on a chalkboard. Chatty Kathy "or Ken Communication at work is important, but over-communicating is a problem. Work is just that, work. An employee who is not a team player leaves more hard work and stress for others.

## Chapter 8 : How to Deal With Disrespectful People: 12 Steps (with Pictures)

*No matter how bad your boss' behavior, avoid letting it affect your work. You want to stay on good terms with other leaders in the company (and keep your job!). "Don't try to even the score by working slower, or taking excessive 'mental health' days or longer lunches.*

It also can change the way that you interact with others. Being mistreated by the boss stays with you when you go home, where it can be unleashed on unsuspecting family members. To avoid these additional problems, you need to learn how to communicate with a rude boss and leave the stress at work. Confront the Rude Behavior Rude behavior is a form of selfishness and disrespect for other people, and is characterized by demeaning remarks, offensive comments and interrupting. Let your boss know that you do not appreciate his rude comments or remarks. When you make jokes about me being slow or stupid, I feel devalued despite my hard work. I take my job seriously, and if I am not meeting your expectations, please let me know how I can improve. Try a Humorous Approach Try approaching your communications with your boss with humor. This kind of communicative volleying can send a message without direct confrontation. His reaction to your humor will tell you a lot about him. Have a smile on your face and push back against his rudeness when communicating with him. If I had known it would be this tough working with you today, I would have worn my protective armor. Communicate Your Concerns by Email Consider using email communication instead of speaking with him. He might be less likely to be rude in email, because email provides a written record, which you can use as evidence of his behavior if it gets to the point where you need to speak with the human resources department. Keep to the facts; be concise, clear and to the point. Do not provide any ammunition he can use against you. I felt discounted this morning when you repeatedly interrupted me during staff meeting. Often, the interruptions were off topic. I think our team would function better if everyone is treated respectfully, and we focus on the task at hand. Respectfully, Tanesha Express Your Concerns in Person Rude bosses are also typically quick to anger, so it is important that you stay calm and keep your emotions in check. When you decide that you must let him know how offensive you find his behavior, speak with him privately. Keep your tone neutral and speak professionally. Be direct and face him squarely when articulating your frustrations. When you ridicule my opinions, I consider it disrespectful and rude, especially when you talk like that in front of others in the office. Please speak to me directly and privately if you have a problem with my ideas or work performance. I deserve the same respect that I show you. Other Considerations If you are getting too stressed out and taking the negativity home with you, consider looking for other work. Research the openings in the same company before looking for work outside the company. A internal transition can lessen the impact of looking for work elsewhere while still getting you away from the problem. Remember that as an employee, you have a right to work in a harassment- and hostility-free workplace.

## Chapter 9 : How to deal with a boss who is also a bully

*A tough boss does not coddle people or tolerate excuses, but he also is willing to roll up his sleeves and help get the job done. Additionally, a tough boss protects his team from adversity within the company and supports them when needed.*