

## Chapter 1 : 10 Tips for Dealing with a Bully Boss - management - CIO

*Robert L. Mueller, JD - Workplace Abuse/Harassment Consultant & Coach AUTHOR OF: "Bullying Bosses: A Survivor's Guide. Survival Tips, Plans & Ideas -- Outlined Online.*

In a healthy job market, finding another job provides the simplest solution when a boss decides to make you appear incompetent to fellow employees and upper management. Another job may not exist during economic downturns, however. The right survival strategy can keep you from losing your job. Read your job description so you know the expectations the company has established for your position. Record the tasks assigned to you for one month. Note whether or not the tasks match your job description. Locate documentation for each task designating its timetable. Note whether you completed each task early, on time or late. Examine any tasks that were completed late, left undone or shifted to others. Write down the factors that led to the delays. Formulate a plan to complete similar tasks on time in the future. Create a written plan to prevent future problems. Communicate with your boss in person, via phone or through email that you have examined the issues raised and would like advice on which options of your strategy to implement first. Assess the Conflict 1. Record any instance that made you feel bullied. Include when and where the incident occurred, who may have witnessed the incident, and any words or behaviors used during the incident that made you feel demeaned, devalued or depersonalized. Document ridicule, sarcasm, sullen silences and dirty looks, exclusion from communications that affect your ability to do your job, and any evidence of manipulation, ostracism or rumormongering. Request a meeting with your supervisor. Bring your performance self-analysis, any documentation you have about tasks and deadlines, and any documentation you have of the dates and times you received inappropriate criticism in front of co-workers or upper management. Present your list of all the tasks assigned to you that month. Discuss whether any tasks that do not match your job description should ever take priority over those that do match. Ask your boss to help you decide which tasks should take priority when their deadlines conflict. Discuss the criticisms you received without any finger-pointing, emotional outbursts or insubordinate words, tones or body language. Use "I" statements, such as "I felt humiliated Request a meeting with the appropriate person or people above your boss if the meeting with your supervisor does not result in an improvement in the way he treats you in the future. Bring the documentation you prepared with you to the meeting. Things Needed Copy of your job description Tip Take note of the truths of each statement your boss makes and ignore any hurtful wording, tone of voice or body language.

*Bullying Bosses: A Survivor's Guide and millions of other books are available for Amazon Kindle. Learn more Enter your mobile number or email address below and we'll send you a link to download the free Kindle App.*

Before you march into battle, Mueller offers some observations about bully bosses: HR can be the chilliest place any employee can visit, and also one of the most dangerous. Approach rarely, with caution, and only when fully prepared. Mueller offers 10 strategies for going one-on-one with your tyrant boss. The 10 strategies

Page Break 1. Approach your bullying problem like a work project. Be methodical in how you behave, perform, document and strategize. Take notes after an incident. Try to stay unemotional. Even though he or she is trying to make you think the opposite, it is the bully who has a serious personal and professional problem, not you. Be a workplace warrior. Even if you plan to put out feelers for other jobs, dedicate yourself to vanquishing your abuser, not being a victim. Sweat the small stuff. Document even the smallest incidents, which often become the most important, illustrating a pattern of bullying that might not otherwise be apparent. Ignoring you or criticizing you counts. A very public glare or silent treatment counts. Have a brief but focused conversation. Bullies work hard to alienate targets from their co-workers. Display self-esteem and broadcast a positive attitude. Pay attention to how your appearance - such as hair and clothes - is perceived by others. Make your personal space an oasis of calm and taste. Try to stay in safe spots. Your abuser is less likely to attack when you are around other supervisors, known allies, particularly upright employees, and customers or other outsiders of importance to the employer. Make a list of those people and places. During a bullying situation, excuse yourself. Or casually excuse yourself to use the restroom. Never enter the restroom if you are being pursued by a bully. During an attack, try distracting your abuser. Sometimes a simple distraction is enough to get him or her to stop. Protect your personal information. Tell bullies as little as possible about your life, family, friends, hobbies, interests, religion and so on. Information about you gives them power. Hold your cards close to the vest. Controlling what you say, when you say it and to whom needs to be part of your overall, well-organized strategy. Another variation of the tyrant or bully boss is the toxic boss, a term that has been around for a number of years. For those saddled with toxic bosses, there is actually a Web site and even a book about them, *The Allure of Toxic Leaders: Toxic bosses are everywhere*, according to Lipman-Blumen. Many are accomplished and extremely successful. Some are working for or running well-known companies. Others are geniuses who created breakthrough technology. What you thought would be a dream job turns into a nightmare. Technology industries are rife with toxic managers, especially brilliant, warped geeks responsible for creating breakthrough technology. The reason is that many have Jekyll-and-Hyde personalities, says Lipman-Blumen. But if a sixth sense tells you that all is not kosher with this person, or that he is too good to be true or is unconsciously gnashing his teeth, do some homework and speak to employees or former employees. Unfortunately, few of us are going to act on our instincts. Lipman-Blumen lists common destructive behaviours: Leaving employees worse off than they found them by undermining, demeaning and terrorizing them. Playing to the basest fears and needs of the employees. Failing to nurture other leaders, including their own successors. Maliciously setting constituents against one another. Identifying scapegoats and inciting others to castigate them. Ignoring or promoting incompetence, cronyism and corruption. Can Anything Be Done? Page Break Can anything be done? If you feel compelled to right the situation, she advises putting together a coalition. There is strength in numbers - or at least, you hope so.

### Chapter 3 : Pdf online Bullying Bosses: A Survivor's Guide - Video Dailymotion

*Robert Mueller, the Bullying Bosses Coach is a former attorney who represented a couple thousand employees suffering adverse employer actions, many involving bullying. He came to know intimately, as adversaries, several Bullying Bosses on various sides of labor-management relations.*

COM - Learn how to play office politics. Submit your office politics dilemma. Offer your own advice for the chance to win free books. Is your Boss difficult? Or is it all your fault? Perspective in life is everything. Are you accidentally getting on the wrong side of your Boss through stupid blunders? Or is your Boss really a bully? Fostering personal growth and positive change through behavioral analysis forms the core of almost every self-help book out there. People who have developed the skill to objectively step back from a situation, analyze behavior, and take steps to improve are valuable indeed. But on their own terms. How do you know if you work for a bully or just a tough taskmaster? What negative behavior is making the workplace unproductive and intolerable for some employees? Who and what needs to change? Garber is an entertaining and humorous read designed to help you improve your relationship with your Boss. I either laughed out loud or was horrified at each of them. I wonder how many of these Garber has encountered in his HR career? Let your Boss struggle to remember names Send your Boss an email about him or her by mistake Hide your mistakes Maintain a poor filing system Give your cold to your Boss Correct your Boss in public Keep repeating the same mistakes Garber has a flair for situational comedy. Is this my moment of truth? Am I a difficult Boss? I think that employees will get a lot of good information out of this book. Ideally it will prompt some healthy self-examination. After all, we can all improve. And we all make mistakes. Robert Mueller, JD Publisher: If you are being bullied you will most likely not be believed, and you will need to prove it beyond a shadow of a doubt. The book unfolds in a series of vivid anecdotes from bullied employees which aptly illustrate the many obstacles they face. He also identifies various bullying types, and provides statistics on the prevalence of workplace bullying 20 million or 1 in 6 employees are affected in the U. For anyone bedeviled by a bully, this will be a very useful guide on how-to-fight-back and come out ahead. One of the most valuable tools Mueller shares with the reader is the Incident Report form downloadable at his site. Targets are instructed to methodically record and categorize the abuse on it. To some this may seem overly analytical, however the process of documenting the abuse is critical to understanding it, spotting patterns, and devising methods to combat it. And as any lawyer will tell you: It is very difficult, if not impossible, to help someone if the facts are not well documented. Mueller would have benefited from hiring a copy editor and proofreader. In the next edition I would like to see simpler sentences this might be difficult for a former lawyer and no grammatical or spelling errors. But considering the affordable price of the book, these are minor flaws. For enquiries regarding publication please contact ceo officepolitics.

## Chapter 4 : The Seven Types of Workplace Bullies

*Bullying Bosses are relentlessly anti-personal. They're about power, conquest and control, not either production or personal connection. They are creatures of malice, requiring not our psychoanalysis, but political scrutiny leading to strategy and action. Politics exists, and it's rude, but.*

Your life is being made very unpleasant. A few common bullying behaviours Relentless criticism; put-downs; condescending remarks; hostile gestures and looks Shouting, swearing, name-calling Ostracism "the silent treatment" ; malicious gossip Unreasonable demands; not giving credit for work done Denial of normal privileges; excessive scrutiny Threats; false allegations; unwarranted reprimands Inappropriate touching; pushing; hitting Sometimes the bully is your boss, making it very difficult to resist. Or the bully might be a co-worker, or even a subordinate. Furthermore, often management is the problem: If you put up with the abuse, it will probably continue. If you resist, it may get worse. Many advisers say the best option is to leave. Is it possible to resist effectively? Sometimes it is, but you need skills and psychological toughness. And you need to know what tactics to use. Before taking action against bullying, you need to be prepared. The choice is yours. Consider what resources you have: Can you handle ongoing or increased bullying, and see through a lengthy struggle? Can your body handle continued stress? Are you exercising and eating well? Can you afford to lose your job? Can you afford legal expenses? Are there others at work who will take your side? Will the union back you? Do you have family and friends who will support you through the toughest times? Write a list of your resources. Use this to help decide whether to resist. Sometimes even the best tactics will not succeed. Valuable insight can be obtained by looking at what tactics are effective against other sorts of injustices. In the next section, I describe the backfire model, a framework for understanding tactics used by perpetrators, based on years of research. Then, in following sections, I spell out the implications of this perspective for an individual who is willing to actively oppose bullying behaviours. Outrage dynamics Consider a serious injustice, such as beating of peaceful protesters, torture or genocide. Such actions shock many people. Perpetrators typically use five methods to reduce popular outrage. Torture is nearly always carried out in secrecy. Protesters are called rabble and rent-a-crowd. Enemies are said to be ruthless and untrustworthy and sometimes labelled terrorists. A different explanation is given for the action, making it seem more acceptable. Or someone else might be blamed. Protesters are said to be provocative. Their injuries are claimed to be slight. Treatment of prisoners is said to be "abuse," not torture. Expert investigators, formal inquiries or courts are used to give a stamp of approval to what happened, leading to an appearance of justice without the substance. An inquiry into police beatings might take years and lead to minor penalties against a few scapegoats. Meanwhile, public anger dies down and the problems remain. Victims and witnesses are threatened or given incentives to keep quiet and not oppose what happened. Witnesses to police brutality might be threatened should they speak out. Powerful groups regularly use these five techniques to reduce outrage. The Los Angeles police used them in relation to the beating of Rodney King. The perpetrators of the Rwandan genocide used them. The US government used them in relation to torture at Abu Ghraib, exposed in Bullying is not nearly as drastic as torture or genocide, but the tactics used to dampen outrage are similar. The same five methods are regularly used by bullies and their allies. The bully makes demeaning comments when there are no witnesses. Tasks are assigned that are inappropriate for the target - too onerous, or with no challenge - but in a way that others will not easily recognise. Rumours are subtly spread. Evidence of obnoxious behaviour is destroyed. Another form of cover-up is when the bully and witnesses simply behave as if nothing had happened, and deny that a blatant action ever occurred. Bullying behaviours are said actually to be supportive, friendly, well-intentioned, justified and necessary. Everything is claimed to be legitimate. Alternatively, the behaviours may be blamed on the victim, who is said to have provoked them. Workers concerned about bullying may be advised to put in a formal complaint, use a grievance procedure or even go to court. Seldom do these processes lead to a satisfactory outcome. Sometimes they become a new form of harassment and humiliation. Workers are often intimidated by bullies, fearing an escalation of harassment should they do anything about it. They may also fear dismissal or legal action. They may be threatened, either overtly or

subtly. Co-workers sometimes join in the bullying in order to curry favour with bosses: How to increase outrage To increase outrage from bullying, you need to challenge the five methods. Avoid official channels or use them as tools in exposing the unfairness. Some of them are bullies themselves. Such workers often lack self-awareness. Here are some questions to ask yourself. Have I had confrontations with quite a few different people? Am I hiding any information? Do I resist an open discussion of the issues? Do I make derogatory comments about others, openly or while gossiping? Have I threatened anyone? Another approach is to write down a brief account of your experiences and then write a similarly brief account from the point of view of the other party - the bully. Then ask yourself, or the friend, which account sounds more persuasive. Next I give some examples of how to increase outrage, using the five methods listed above. That includes the bully! You need to communicate to the bully, in direct terms. You can speak directly, in positive terms: Try to obtain some acknowledgement of receipt. When someone finally tells them, so they really understand, they are embarrassed, even mortified, and may even thank whoever has told them. In some cases, informing the bully can make things a lot worse - you are attacked. So start cautiously with your messages and, if the response is ferocious, adopt a different approach: There are two components to this: The foundation is a good diary, with regular entries describing what happens: Letters or emails can be very helpful. So are statements from others. This raises the delicate issue of building support. If you have some supporters, you are in a far stronger position. Talk to a trusted co-worker first. If she says "I saw how the boss put you down at the meeting," you might say "Would you be willing to confirm that? Down the track, if things become more formal, you might seek a signed statement. If several of you are being harassed, then you can combine forces to collect information. If the actions involved are very serious - for example, if crimes are involved - then you might consider covert recordings of conversations or actions, over the telephone or face-to-face. Practise beforehand to make sure you can handle the equipment. If you have a good amount and quality of documentation, you need to write a summary of the issues. Just state the facts. Start with a title and a one-sentence summary of the issues.

### Chapter 5 : Bullying Bosses: A Survivor's Guide

*Bullying Bosses: A Survivor's Guide - Kindle edition by Robert Mueller JD, Sam Vankin, Andrea Needham. Download it once and read it on your Kindle device, PC, phones or tablets.*

### Chapter 6 : [PDF] Bullying Bosses: A Survivor's Guide [Read] Full Ebook - Video Dailymotion

*Robert Mueller, the author of Bullying Bosses: A Survivor's Guide, is an experienced lawyer who apparently survived frequent bullying behavior under a variety of trying circumstances.*

### Chapter 7 : Tactics against bullying at work

*Robert Mueller, Bullying Bosses: A Survivor's Guide (San Francisco: www.nxgvision.com, ). A practical manual. A practical manual. Gary Namie and Ruth Namie, The Bully at Work: What You Can Do to Stop the Hurt and Reclaim Your Dignity on the Job (US: Sourcebooks, ).*

### Chapter 8 : Robert L. Mueller, Author, "Bullying Bosses: A Survivor's Guide."

*Bullying Bosses: A Survivor's Guide: How to Transcend the Illusion of the Interpersonal by Robert Mueller, J.D. starting at \$ Bullying Bosses: A Survivor's Guide: How to Transcend the Illusion of the Interpersonal has 1 available editions to buy at Alibris.*

### Chapter 9 : Office-Politics » Is your Boss a bully? Is your Boss difficult? Or is it all your fault?

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