

JOB TITLE:

BOSS/EMPLOYEE

JOB PURPOSE:

**BUILDS A POSITIVE, PRODUCTIVE WORK
RELATIONSHIP**

by

exchanging points of view; developing a complementary way of working together; striving for mutual success; keeping focused on goals; listening attentively to problems, issues, and concerns; examining realities; staying “grounded”; becoming a team; remembering to say “thank you for helping me.”

1. ESTABLISHES COMMON WORK OBJECTIVES

by

exchanging points of view; developing a complementary way of working together; supporting each other’s strengths and weaknesses; finding creative ways to build on each other’s strengths.

2. GIVES PERSONAL RESPECT

by

understanding goals and attitudes; discussing faults, imperfections, irritating behaviors, and mistakes; accepting individuality and differences; admitting errors; finding ways to minimize judgment errors; telling the truth; remaining loyal; maintaining confidences.

3. SUPPORTS THE ORGANIZATION AND EACH OTHER

by

helping each other out whenever possible; striving for mutual success; keeping focused on organization goals.

4. MINIMIZES BAD INTERPERSONAL EXPERIENCES

by

listening attentively to problems, issues, and concerns; accepting explanations as given; alleviating anxieties and fears; offering possible explanations and suggestions; running interference; protecting each other from derogatory remarks and grapevine gossip.

5. PROMOTES BOSS/EMPLOYEE GROWTH AND DEVELOPMENT

by

exploring organization journeys; discovering new ways to complete operations; examining realities; staying “grounded”; becoming “a team.”

6. CONTRIBUTES TO BOSS/EMPLOYEE RELATIONSHIP

by

welcoming different and new personal dimensions; remembering to say “thank you for helping me”; never giving up.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.