**PREWORK FOR *MANAGING UPWARD***

Hello, IOM Leaders:

I am excited to be your instructor for **Managing Upward.**

This program is all about discovering new ways of working with your supervisor to build cooperation and achieve mutual success.

**COMPLETE BEFORE ARRIVING:**

So you are set up for success and get the most out of this experience, please email me your response to the following questions ***on or before November 2***. My email is justin@justinpatton.com.

*You will share your responses with your peers.*

1. Why did you sign up for this class?
2. What does managing up mean to you?
3. What is your #1 tip on how to manage up? Explain why that’s important.
4. What do you believe it takes to build trust in any relationship?
5. What do you want to be an expert in and known for in the organization?

**PRINT THE HANDOUTS:**

Finally, I’d recommend you print a copy of the workbook I’ve uploaded to the student center. You will be working in it throughout the entire program.

Please don’t hesitate to let me know if you have any questions.

See you soon,