

Impress Your Boss, Clients & Direct Reports In Human Resources

*3 Cheat Sheets For
Winning Them Over
& Turning Them Into
Your Best Advocates!*



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Impress Your Boss, Clients & Direct Reports

Three Cheat Sheets For Winning Them Over & Turning Them Into Your Best Advocates!

Cheat Sheet #1:

Impress Your Boss & Turn Them
Into Your #1 Career Advocate!

Cheat Sheet #2:

10 Ways To Impress Your Clients
As An HR Professional!

Cheat Sheet #3:

Become The HR Leader Your
Direct Reports Love Working For!

Bonus:

Want To Make HR Promotional
Opportunities Find You!

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Impress Your Boss & Turn Him/Her Into Your #1 Career Advocate!

Clear Up!

- Clarify the boss' top 3 expectations of YOU, then over-deliver on them.
- **Know YOUR BOSS' top HR priorities & help get those accomplished.**
- Adapt your communications to the style he/she prefers.
- Clearly respect your boss as THE boss.

Heads Up!

- Prevent him/her from making embarrassing mistakes.
- Avoid surprises – alert the boss early & in advance about major problems, potential missed deadlines or shortfalls.
- **Keep him/her well-informed on politically sensitive issues.**
- When presenting bad news – try to present good news also.

Step Up!

- **Volunteer & take on extra HR projects.**
 - Look for ways to make him/her look good.
 - **Bail the boss out of jams.**
 - Do the little things the boss doesn't like to do.
 - Take stuff off his/her plate.
 - **Help your boss capitalize on your strengths.**
 - Grow your HR competencies & experience in areas that make you indispensable to the team.
 - **Looking for things he/she does right and acknowledge them.**
 - Present solutions & options to the boss, not just problems & complaints
 - Ask for feedback, regularly – then say “thank you!”
- “Allow the boss to criticize you, coach you, go to bat for you, mentor you ...and soon they'll advance your career for you.”*

Own Up!

- 'Fess up to errors & mistakes - avoid blaming others.
- **When saying no to the boss:**
 - pick battles you can win.
 - rehearse tough conversations.
 - explain why & relate it to important parts of the job that won't get done.
 - do it with tact & diplomacy, but be clear.**
 - describe what you CAN do, when explaining what you CAN'T do.
 - push back on HR decisions before they are made – but once they're made, support them.



10 Ways To Impress Your Clients As An HR Professional!



1. Offer Options... Where possible, present 2 or 3 potential solutions when your clients face tough people problems. Clients love choices & know that “one size” does not always fit all. Help them select the best fix and customize it to their situation.

2. Provide An Ear... Sometimes your clients want an ear. If so, just listen, hear them out and be their sounding board. Become the person your client can let their hair down with, be candid with anytime and they will feel well served.

3. Over-deliver... Give your clients 25% more than they were expecting or deliver something a day earlier than anticipated. Consistently. And enjoy doing it, because that's the type of HR leader you are.

4. Support & Validation... Sometimes your clients need your support and validation that they're doing the right thing or that they're on the right track. Be candid. Support them, if they are. Guide them in making corrections, if they aren't.

5. Space... Sometimes your clients don't need or want your help. They'd rather work things out alone. In these situations, don't be a pest -- give them their space.

6. Availability... Many clients want to know that you're available 24/7 if they need to reach out to you. Most may never contact you after normal working hours, but knowing they can is good enough.

7. Anticipation... Help them understand what's on the horizon. Give them a heads up on proposed changes in the organization's HR strategy or policies likely to impact their team or their business. Get them thinking or preparing early.

8. Help Them Play a Bigger Game... Sometimes your clients want you to challenge them, ask more of them, instead of just being "supportive and available." Raise their bar, offer them insightful feedback, help them leverage their strengths and play a bigger game -- and they'll love you.

9. Be Their Change Partner... Collaborate with your client on a major change they're looking to implement. Look specifically at how you can add value in: helping them plan the change...identifying people-related obstacles...providing strategies to handle change resisters...or ways to reward supporters.

10. Finally, Embrace This... Sometimes your clients won't follow your HR advice, no matter how brilliant it is. Don't take this personally. Accept this reality & focus on helping EVERYONE ELSE.



Become The HR Leader Your Direct Reports Love Working For!



1. Hire great fits.

This is where it all starts. New hires should not only fit the role but your culture as well. However, go beyond fit and ALSO bring in top talent who can offer something new, different or diverse that will inspire & ignite your team.

2. Fight for your people.

It's been proven that great people don't leave organizations as much as they leave...poor managers! A superstar who reports to a strong and encouraging HR leader who brings out their best and who fight for them – will NOT want to leave.

3. Clarify career paths.

Your best people need to understand what potential roles are possible to get promoted into to advance their careers. ...and the steps needed to make such advancement happen.

4. Provide insightful feedback.

Top performers want to know where they stand and how they can improve. Make sure they get clear and candid feedback about their performance, their style and their career potential.

5. Groom and develop them.

Ensure that they have a documented development plan to enhance their marketable skills...AND to prepare them for their next likely assignment.

6. Offer flexibility.

Where possible, give them the autonomy to structure their work schedules, vacations, time off and ability to work remotely. Flexibility is a highly desired benefit.

7. Keep them in the loop.

Give them regular updates about what's on the horizon. Bring them in the loop regarding the organization's direction and goals – and connect that to their work – and you will increase their sense of belonging and loyalty.

8. Help them play a bigger game.

Being supportive and available is good, but not enough. Keep them engaged by challenging them, asking more of them and giving them “stretch” assignments. Raise their bar, help them leverage their strengths and play a bigger game -- and they'll love it!

9. Provide a mission that matters.

Show them that they're important by ensuring that at least ONE project they're working on is viewed as mission-critical to the organization...or one that gives them clear visibility to the higher ups and key decision-makers.

10. Recognize & reward them.

Make sure they feel valued and appreciated by providing TIMELY thank you's, acknowledgments, recognition, promotions, bonuses and monetary rewards for great work.

Want To Make HR Promotional Opportunities Find You?



Then join others in HR who are taking a break from Netflix to enjoy this engrossing read. It's called...

SHE STOLE MY HR PROMOTION! **An Unforgettable Story About Not Getting Promoted In Human Resources & THE NUMBER ONE SUCCESS SECRET For Advancing Your HR Career Faster And Easier Than You Thought Possible!**

This unforgettable story will take you on a fictional journey into the world of Drake Williams, an HR director who gets passed over for a promotion...and loses this job to a person hired from the outside that SHOCKS HIM beyond belief!

Drake has every right to believe he'll be promoted to be the new Vice President of HR.

He has everything going for him.
He knows his stuff in HR.
He's a workaholic.
His boss is his biggest advocate.
Everybody knows and respects him.

However, he's blindsided & absolutely stunned when the CEO screws him over and instead names an unknown outsider to the job, a mysterious & savvy female – who now becomes his boss!

He is further blown away when their relationship spirals out of control and they become engaged in a corporate power struggle featuring romance, racial tension, lying, deception, betrayal, snitching, discrimination, potential harassment & office politics – that risks destroying his career in HR forever.

Discover how he digs out of this dilemma, regains control – and the NUMBER ONE CAREER SUCCESS SECRET he learns about managing his HR career.

Impress Your Boss, Clients & Direct Reports

In a nutshell, this book addresses one of the BIGGEST FRUSTRATIONS that you'll ever face in your career in HR....and that's getting passed over for that HR promotion that you worked hard for and thought you richly deserved!

If you aspire to become a Human Resources Manager, Director or VP yourself and you've ever experienced getting rejected, you know how frustrating and devastating this can be.

Whether you truly believed you deserved the job or were promised it by your boss or the higher ups, no one likes being denied that next move up the ladder of success. It can keep you up at night for weeks struggling to figure out what went wrong.

Here's what you'll gain from this book:

- You'll discover **THE NUMBER ONE SUCCESS SECRET** that you can apply in your own HR career to minimize your chances of getting overlooked for future promotions...whether they arise within or outside of your current organization.
- You'll be able to sit back, grab your favorite beverage and enjoy this engrossing, totally entertaining fiction novel that will absolutely grip you from start to finish — *and is **unlike any other HR book you've ever read.***
- You'll uncover the brutal truth about how to **make HR promotional opportunities practically find YOU**...and how to increase your chances of advancing your Human Resources career in today's volatile, unpredictable business environment.



There is absolutely nothing else ever written specifically for HR folks like this book

**Want to make HR promotional opportunities find you?
Order "She Stole My HR Promotion" for only
a limited time for just \$14.95 here:**

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