



Episode 118: How to Manage Upwards (and Sideways)

with Dr Claire Edwin and Dr Kit Muthuswamy

“I don’t have the authority”

Is this a thought that has ever crossed your mind when you’re hesitant to speak up?

Sometimes, we feel limited by our titles and position. We think that because we’re not the superior in this situation, you can’t share your own insights.

This is far from the truth. What you can offer in the workplace goes beyond your position. Understanding what motivates them, and building good relationships with your colleagues and superiors are the keys to influencing change. What you’ll find is that getting to know others regardless of their position can help you manage upwards and sideways.

If you’re looking to build your influence and voice in the workplace, no matter your position, then this episode is just for you.

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Quote to remember:

'[As a junior member] it feels like you don't have a lot of influence and power, but it's that collective influence that you can build. It's all about building connections.'

What You Will Learn

Speaking up can be daunting. As a junior member of the team, or someone with less experience, you may end up questioning if your influence matters. However, you can definitely make a change in the workplace.

As a leader, managing your team is an often-discussed topic. However even leaders have a boss! Managing upwards (and sideways) is challenging. The first thing that you will learn is that your position, while it can indicate authority and expertise, is not what defines you. Changing this kind of mentality allows you to build relationships with colleagues and superiors.

The activity emphasizes the importance of building good relationships and the trust needed in working with your team. If you repeatedly show who you are as a person beyond that of your title, your influence can grow. Foster relationships with your team to build a collective influence. While you might not be able to do much, showing a united front can encourage change.

Influence is not about having a powerful position of authority. It's about the trust and relationships you've built with the people involved.



Activity: Becoming an Influential Worker

It's easy to let your title define what you can and can't do. Whether you are a junior member or the big boss, there may be times when you feel limited by your position.

Recall a memorable experience when the thought that you're "just a INSERT POSITION HERE" has stopped you from speaking up.

Wherever you are in the hierarchy right now, **reflect whether this mentality still affects your actions in your workplace?**

You colleagues are people you will interact with regularly. These relationships can affect your influence no matter what your position is. Think about your colleagues and superiors. **Describe your relationship with them and what you can do to build these connections.**

Person and their Position	Relationship with You	Building Your Connections			
		Acts of Kindness	Trustworthy	Reliability	Hardworking

Which of your colleagues would you like to get to know better? How could you do this?



Write a short introduction that you can use about yourself to start a conversation.

Go back to your list of colleagues. No matter your current relationship with them, try to get to know them better. **Take some time to talk with them and find out their values and motivations. Don't forget to share your own as well!**

When dealing with a challenge with your colleagues and superiors, it's important to focus on the interests and needs rather than the positions you are all taking. Think of a problem you are facing or a change you're hoping to implement. **Identify the people who you can talk to and reflect on what their interests and needs might be.**

Your Colleagues	Interests	Needs

How could you find out?

What about you?

What do you want to achieve? What are your interests and needs in this situation?



Your interests:

Your needs:

CPD time claimed:

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