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## HOW TO ADDRESS YOUR BOSS WITH SERIOUS EMPLOYEE CONCERNS

When you can communicate employee concerns well enough, you stand a good chance of being actually heard by your boss. It is logical that your boss or supervisor won't be showing as much concern as you're especially when it is you who is in the thick of things.

Here are the best ways by which you can be assured of getting your boss's attention as well as getting the serious employee concerns addressed.

- **Choosing Time:** Choose such a time to communicate with your boss when they are free. You could easily read through when they are acting busy (in reality they are actually not!). Thus choose a time when you can communicate freely with your boss and put before them your concern. When it is an emergency, look no beyond than getting heard ASAP; here too you need to keep calm and wisely communicate your concern.
- **Written Notes, emails, etc:** Unless you have an agenda that you've forwarded to your boss, you might not be even considered. Then in such a case, there comes the need for proper documentation with valid points that you can bring to the notice of your boss. Keep in mind that such documentation may go against you; therefore use a very professional and diplomatic tone to highlight your concern and bring that to the notice of your boss. That way, it also helps your boss to prepare a schedule for you – not to mention the bonus cookie points you earn by being a step ahead!
- **Logic Prevails:** Granted that the situation calls for more emotion than logic, still you have to take sides with logic. The idea is to calmly and logically convey the idea to your boss and at the same time not being subjected to 'raised' eyebrows when trying to address your boss with serious employee concerns. Addressing employee problems is the job of a boss but that breed seldom wants to put their head into!
- **Make Notes:** Notes with timeline bulleted points will help you appear rational and also keep a track of what to speak and what not. Making notes when taking your concern to the boss also shows to him – your sincerity and dedication. Needless to say, it will also make your statements appear rational and logical. Notes can be also made for a quick referral when putting forward your employee grievance.
- **Follow Up:** Follow up is very essential when you're communicating through proper documentations. Do not lose track of the mails that you'd received and sent. Also prepare minutes, abstracts and summaries of such conversations which deem fit. Keeping a trail of documentation always helps more than expected!

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