

Building a Relationship With Your VISTA Supervisor



Key Points

- Unclear roles in the workplace can cause employees to become disengaged and contemplate quitting a job.
- Before meeting with your supervisor, familiarize yourself with the leader/supervisor role resources on the VISTA Campus and with your VLAD. Be prepared to share and discuss each document with your supervisor in a scheduled face-to-face or telephone conversation.
- The conversation between you and your supervisor should be structured to allow you both adequate time to clarify your respective responsibilities within the VISTA project.
- A communication strategy looks at “why” and “who,” while a communication plan looks at “how” and “what.” A communication strategy should precede the plan because it allows one to consider all the important variables that a plan must account for.
- Your communication strategy should consider your supervisor’s personality type and communication style. To this end, you may want to read *“The Art of Managing Up,”* an article on the VISTA Campus.
- Prioritize setting up a definitive communication plan with your supervisor that identifies communication responsibilities, establishes communication expectations and norms, clarifies preferred modes of communication and sets up a feedback mechanism.