



TRAINING EMPLOYEES TO COMMUNICATE UP

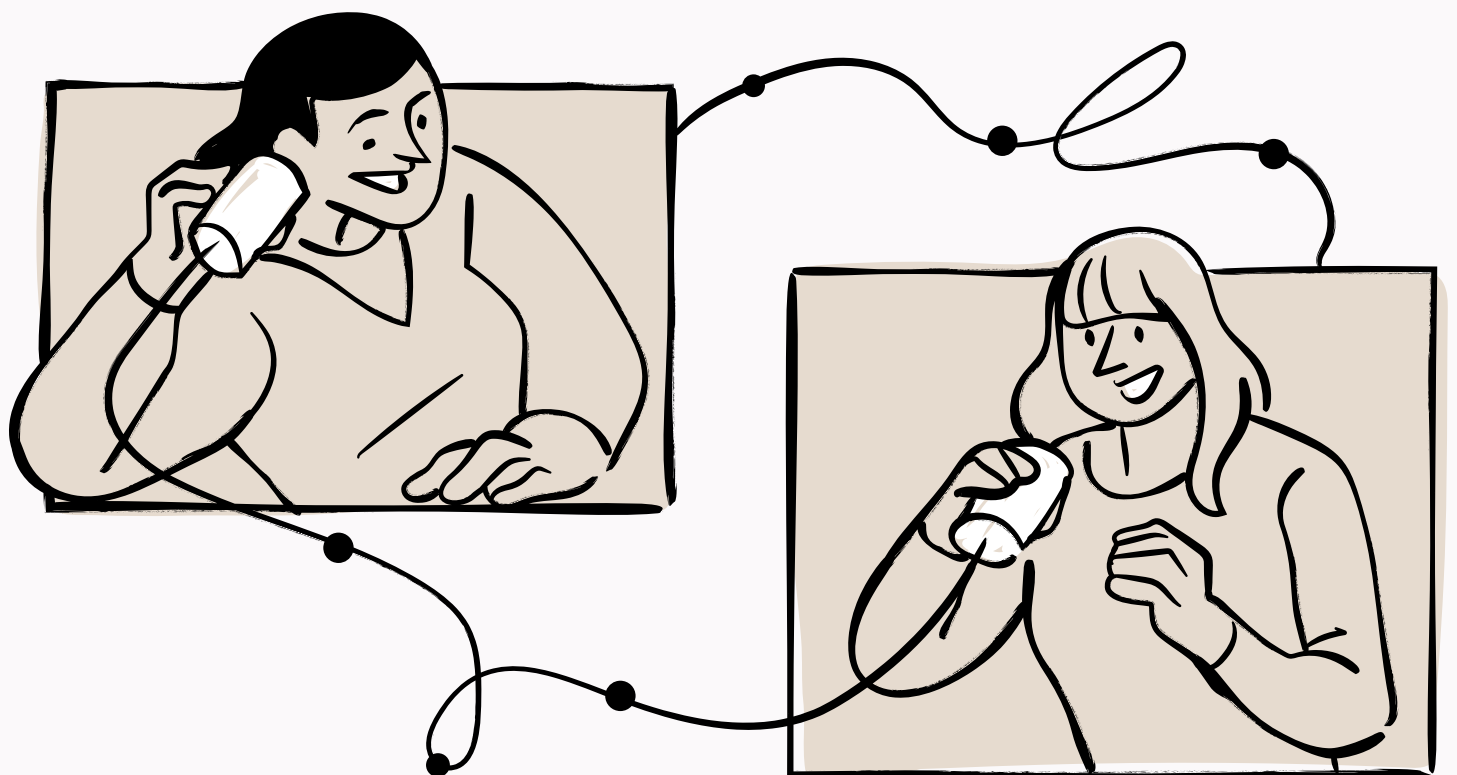


WHEN YOUR NEW BOSS NEVER TALKS ABOUT EXPECTATIONS...

Who takes the lead?

👉 Sometimes, you have to.

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WHEN MANAGEMENT CHANGES, A **KEY CONVERSATION** OFTEN DOESN'T HAPPEN.

- ➔ Expectations stay unclear.
- ➔ Roles overlap.
- ➔ Communication gaps widen.

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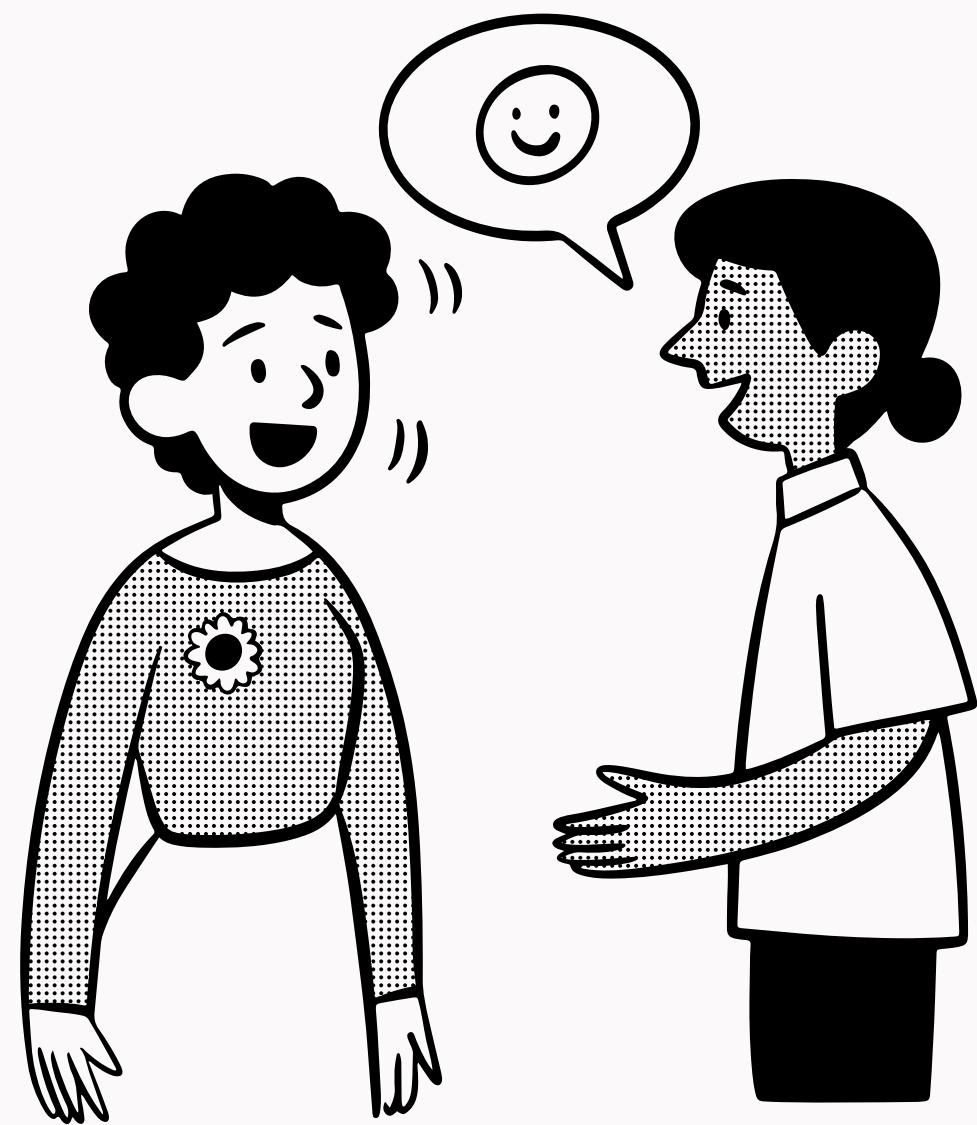
WHAT SHOULD HAPPEN:

Let's align on how we'll work together – your role, my expectations, and how we'll communicate.”

What usually happens:

- ✗ Silence.
- ✗ Assumptions.
- ✗ Frustration.

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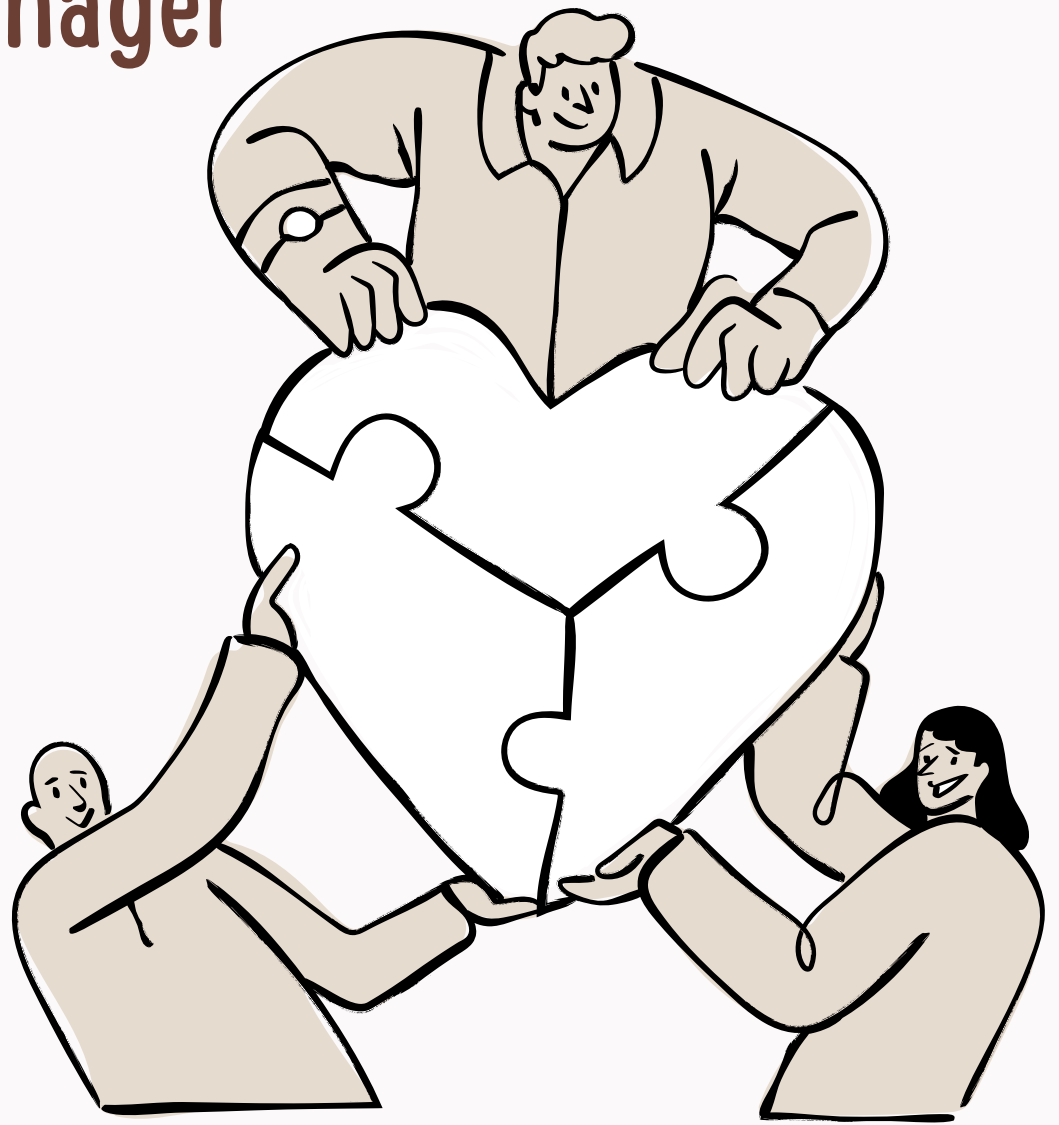


“COMMUNICATING UP” MEANS:

 Taking initiative to start the expectations conversation.

 Clarifying your responsibilities.

 Aligning with your manager proactively.





NOT EVERY MANAGER COMMUNICATES CLEARLY — SOMETIMES BY CHOICE, SOMETIMES BY HABIT.

That's why employees must be trained to:

- ✓ Initiate clarity
- ✓ Ask the right questions
- ✓ Document key conversations



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A SIMPLE COMMUNICATION MODULE CAN HELP EMPLOYEES:

- Know when to start the conversation
- Role-play how to handle it
- Record the discussion for accountability

Include this in onboarding for every new hire.

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WHAT IF YOUR BOSS STAYS VAGUE? YOU CAN STILL LEAD WITH CLARITY 👉

“Could you give specific examples of what to continue and what to change?”

“Can we list tasks that are yours vs. mine?”

**TRAINING TEACHES
ASSERTIVE COMMUNICATION
WITHOUT CONFRONTATION.**

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WHEN COMMUNICATION FAILS ENTIRELY:

- Employees should know who to contact – HR or L&D.

They shouldn't be blindsided by unspoken expectations.



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DON'T WAIT FOR CLARITY. CREATE IT.



Training employees to communicate up leads to:

- ✦ Fewer conflicts
- ✦ Better alignment
- ✦ Stronger workplace trust



**COMMUNICATION ISN'T JUST A
MANAGER'S JOB — IT'S A TEAM
SKILL."**

Let's train both sides to speak up
and sync better.



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