



TOPS™ SURVEY

OVERVIEW: MANAGING UP AND BUILDING STRONGER RELATIONSHIPS

With unprecedented changes in organizational life making the workplace increasingly complex and ambiguous, professionals at all levels need to learn to 'manage up' or enhance the relationships they have with their managers. Developing successful working relationships with your manager will drastically improve the work climate and benefit your individual career, which in turn will help the organization meet their business goals.

WHY TOPS™ MANAGING UP SURVEY?

AIM Strategies® developed a survey which highlights the similarities and differences between you and your manager's work styles and behaviors. Even when the current relationship can be characterized as 'good', it's important to remember that there is always room for improvement.

OUR METHOD AND BENEFITS TO YOU

Investing in TOPS™ Survey means being aware of your manager's preferences and understanding what areas can be improved upon, such as ways of communicating and handling personality differences. With a greater understanding, you will be able to create a more effective working relationship, which is a key to success in the business world.

FEATURE	ADVANTAGES	BENEFITS
Low cost, accessible online 24/7	No waiting, easy to implement	Quick turnaround on implementable insights
Questionnaire identifies your supervisor's management style	Understand your manager's work collaboration preferences	Develop strategies to adapt your style to effectively improve your professional upwards relationship
Better understand your supervisor's priorities	Align your efforts towards your manager's most important goals	Win trust and improve your performance

HOW IT WORKS

- Individual 'takes stock' of the qualitative and quantitative exchange with the manager
- Individual completes short survey identifying manager's TOPS™ style
- Survey is available online 24/7
- Takes just 10 minutes
- Online tool consists of:
 - √ A short demographic section
 - √ 33 check-off statements
 - √ 2 Open-ended questions
- Participant receives a quick-strategy for managing your manager (applicable to any boss at any point of your career). Additional action steps and suggested strategies for partnering up with your boss and make your reporting relationships TOPS™ are provided.
- Tools are available online based on **TOPS™ Managing Up** book principles.

HOW DO I GET STARTED?

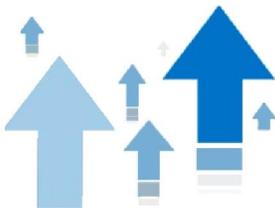
Contact AIM Strategies® at info@aim-strategies.com or call 718-832-6699 to learn more about our TOPS™ survey and professional coaching services.



Applied . . .
Practical Applications

Innovative . . .
Fresh Perspective

Management . . .
Focused on Results



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