

10 WAYS OF PRESENTING NEW IDEAS TO YOUR BOSS

As an employee, you are expected to have ideas, and you shouldn't be afraid to share them! Good employers love employees who can bring fresh ideas into the workplace. But you need know how to organise and present your ideas to your boss in a certain way, or you could be kissing your job goodbye.



Here are some tips to guide you in presenting new ideas to your boss:

1. Understand your boss' personality

We are all different in how we see and do things. Is your boss quite serious, or can they be a bit informal or even silly? Think about this before presenting your ideas. Make sure you understand how your boss works so you can deliver your ideas in a way they will like.

2. Be a trustworthy employee

Employers will like your ideas more if they think they can trust you. Trust is earned in the workplace through hard work. You can't be the worst employee of the month for ages and then suddenly have ideas that you expect your boss to take seriously. It's only when you show you're a hard worker that they will take your ideas seriously.



3. Present your main/best idea first

You might have a few ideas that you want to share with your boss. Don't go to your boss with lots of little ideas all at once. Write them all down, then decide which is the strongest idea or the most important. Start by presenting your best idea first, then you can mention the others later, once you've got your boss' attention.

4. Show them how the idea would help them and the business

You need to show your employers all the ways your ideas would make the business better.



5. Look at the costs of your ideas

If you need money for your idea, make sure your boss knows how much it will cost and what the money would be spent on.

6. Have an action plan

Don't present ideas without backing them up with an action plan of how you'll make it happen. Show your boss you really know what you're talking about by giving a step by step guide of your idea.

7. Give them options

Just in case your boss doesn't like your original idea, it is good to also have some backup plans to present to them. They will like that they have options to choose from, and it shows you've thought of other possibilities.

8. Brainstorm your idea

Your boss might ask you questions about your idea. You need to know the answers. Brainstorm all the things your boss might ask you about. Use the '5 Ws and H method' presented below as a guide.

For example, if you think the business should start recycling soft plastics, you need to find out the following:

- Why it's important to recycle
- Who the recycling can be sent to (e.g. the local supermarket)
- Where in the workplace you could put soft plastic for recycling
- When the recycling should start
- What is needed for it to happen (e.g. a bin for collection)
- How to let everyone at work know about the recycling plan



9. Give praise/credit where it's needed

If you asked for help from your workmates or anyone else when you were developing your ideas, make sure you tell your boss that they helped you, too. Don't use other people's ideas as if they were your own.



10. Decide how to respond if your idea is rejected

Be ready for your ideas to be turned down. Don't be put off. It doesn't mean it's not the best idea; it may just not be the right time. Either way, be prepared for disappointment, but do not let that stop you from bringing up new ideas in the future.