

**HOW TO BE A**  
**GREAT**  
**BOSS**

---

**LEARN THE**  
**SEVEN TRAITS**

**ALL GREAT BOSSES HAVE**

---

**JOEL A. GARFINKLE**

## Table of Contents

---

Introduction: Path to Becoming a Great Boss .....	1
• Why This Book Matters	
• What Makes a Great Boss?	
• How This Book Is Structured	
• Your Leadership Journey Starts Now	
Self-Evaluation Checklist – Am I a Great Boss? .....	8
The Seven Traits of a Great Boss	
Chapter 1: A great boss empowers people .....	13
Chapter 2: A great boss provides growth opportunities.....	18
Chapter 3: A great boss trains through feedback.....	24
Chapter 4: A great boss makes the tough choices.....	30
Chapter 5: A great boss gives thanks.....	35
Chapter 6: A great boss creates a positive workplace culture....	40
Chapter 7: A great boss shows people their future.....	45
The Seven Secret Weapons of Great Bosses .....	49
Final Summary: The Path to Becoming a Great Boss.....	55
Joel Garfinkle – Biography & Testimonials .....	57
Free Resources for You .....	59
Executive Coaching and Speaking.....	60



**PEOPLE DON'T LEAVE BAD JOBS. *THEY LEAVE BAD BOSSES.***  
**DON'T LET THAT HAPPEN TO YOU.**

No one is born with "boss" skills. You need to learn how to step up to the role. Maybe you were promoted to boss status because you did a good job as an employee. But it's going to take more than your good track record to succeed.

*How to Be a Great Boss* is filled with anecdotes and success stories. You'll learn how to empower your employees, how to train and motivate through feedback, how to create a positive workplace culture, and much more.

In this book, Joel illustrates how developing the seven core competencies of a great boss can bring every boss from good to great. Here are the seven key qualities that make a great boss:

- 1. EMPOWERS EMPLOYEES**
- 2. PROVIDES GROWTH OPPORTUNITIES**
- 3. TRAINS THROUGH FEEDBACK**
- 4. MAKES THE TOUGH CHOICES**
- 5. GIVES THANKS**
- 6. CREATES A POSITIVE WORKPLACE CULTURE**
- 7. SHOWS EMPLOYEES THE FUTURE**

Each section of the book provides you with a do-it-now challenge—three or four actions you can take immediately that will enhance your good boss qualities and put you on the great boss fast track.



**Joel Garfinkle** is recognized as one of the top 50 executive coaches in America. Global Gurus named Joel #14 on its list of the top 30 global coaching experts. He is also a Master Certified Coach (MCC) — the highest level of achievement in coaching — and author of 11 books and over 300 articles on leadership. His client list for coaching and corporate training includes Google, Amazon, Starbucks, Bank of America, Microsoft, Oracle, Deloitte, Ritz-Carlton, Genentech, NBC, the NBA, and many other prestigious companies.