



ILLUSTRATION: SHAMS RASHID TONMOY

How to make yourself seen by your manager

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It can be disheartening when you're working hard, meeting deadlines, and even going the extra mile, only to feel like your efforts are going unnoticed. The key to being seen isn't being loud about your achievements—it's being strategic, authentic, and thoughtful in a way that aligns with your manager's priorities. Here are some steps you can take to make sure your contributions don't fade into your manager's background.

Step 1: Understand what your manager cares about

First and foremost, remember that your manager is human. They have their own goals, pressures, and priorities, so take the time to figure out what matters most to them. Are they focused on hitting quarterly targets? Boosting team morale? Streamlining processes? Once you know their priorities, you can align your efforts to support them.

For example, if your manager is stressed about a big client presentation, offering to help with research or proofreading slides shows initiative and support. A 2021 study published in the National Library of Medicine found that employees who align their efforts with managerial goals are more likely to exhibit proactive behaviour, thus significantly increasing their chances of being recognised for their work.

Step 2: Communicate proactively, but don't overdo it

If your manager doesn't know what you're working on, they can't appreciate your efforts. But that doesn't mean you should flood their inbox with constant updates. Instead, try sending a concise weekly summary highlighting your accomplishments,

challenges, and plans for the week ahead. This keeps your manager informed while showcasing your organisational skills and proactive mindset.

Don't underestimate the power of face-to-face (or virtual) check-ins, either. A quick chat during a coffee break or a brief Zoom call can go a long way in reinforcing your visibility. According to a recent article by Business Insider, regularly updating your manager on your progress ensures they are aware of your contributions—a practice that can prevent misunderstandings and highlight your achievements.

Step 3: Deliver results that speak for themselves

While communication is important, nothing gets you noticed like consistent, high-quality work. Treat every project as an opportunity to showcase your reliability and expertise. Whether it's finding ways to save time on repetitive tasks or suggesting improvements to existing processes, these efforts build a track record of excellence that naturally draws attention. A 2024 study by the American analytics company Gallup found that workplace recognition not only motivates employees but also provides a sense of accomplishment and makes them feel valued for their work.

Step 4: Build a genuine relationship

Developing a meaningful connection with your manager can make a big difference. Take the time to understand their leadership style and preferences. Do they prefer detailed reports or big-picture summaries? Are they morning people or afternoon thinkers? Adapting to their style shows emotional intelligence and makes their job easier.

Small gestures, like asking about their weekend or thanking them for their feedback,

can also humanise your interactions and build trust. Additionally, a 2024 article by The Financial Times states that fostering kindness in leadership contributes to psychological safety, enhancing productivity and creativity within teams.

Step 5: Be visible in team settings

Meetings, brainstorming sessions, and team events are perfect opportunities to highlight your value—as long as you don't dominate the conversation. Focus on contributing thoughtful questions or solutions to challenges. If you're working on a group project, volunteer to take the lead on a specific task or present the results. These moments not only showcase your skills but also demonstrate your commitment to the team's success. And don't forget to give credit to your teammates. Acknowledging their contributions shows that you're collaborative and confident—qualities every manager appreciates.

Step 6: Seek feedback and act on it

Showing a willingness to grow is a surefire way to get noticed. Ask for feedback regularly, whether during formal reviews or casual conversations. But don't just listen—take action. If your manager suggests improving your presentation skills, sign up for a workshop or practice with a colleague. Demonstrating that you value and act on feedback shows maturity and a commitment to self-improvement.

Step 7: Be patient and persistent

Building visibility takes time. There will be moments when it feels like your efforts are going unnoticed, but don't let that discourage you. Stay consistent, keep delivering quality work, and continue communicating effectively. Over time, your contributions will speak for themselves.

JOBS SPOTLIGHT



World Food Programme

Communication Associate (Digital Media), GS6

Deadline: March 15

Eligibility:

🔗 Bachelor's degree in Communication, Media, Journalism or other related functional areas.

Minimum experience: 6 years

UNDP

Regional Coordination Analyst

Deadline: March 19

Eligibility:

🔗 Master's degree or equivalent in Social Sciences, Development Studies, International Development or other relevant field from any recognised university.

Minimum experience: 2 years



IDLC Finance PLC

Fraud Risk Analyst (Fraud Risk Desk), Enterprise Risk Management (ERM)

Deadline: March 27

Eligibility:

🔗 MBA/BBA with a major in Finance or Accounting, or a Graduate/Postgraduate degree in Statistics, Data Science, Mathematics, Computer Science, or a related field from a reputed university

Minimum experience: 2-3 years



BRAC University

Lab Technical Officer (Software Labs), Department of CSE

Deadline: March 25

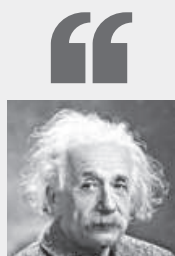
Eligibility:

🔗 Diploma in IT/ICT/Computer Science/Computer Science and Engineering or relevant subjects from a reputed university or polytechnic institute with excellent academic credentials.

Minimum experience: 4 years



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“A person who never made a mistake never tried anything new.”

ALBERT EINSTEIN

Anthropic raises \$3.5 bln in series E; valued at \$61.5 bln

NEXT STEP DESK

Anthropic, an American AI startup, has recently secured \$3.5 billion in a Series E funding round, bringing its post-money valuation to \$61.5 billion. The investment was led by Lightspeed Venture Partners, with additional participation from Bessemer Venture Partners, Cisco Investments, D1 Capital Partners, Fidelity Management & Research Company, General Catalyst, Jane Street, Menlo Ventures, and Salesforce Ventures, among other new and existing investors.

With this latest funding, Anthropic plans to advance its development of next-generation AI systems, expand its compute capacity, and deepen its research in mechanistic interpretability and alignment. The company also intends to accelerate its international expansion as part of its broader strategy to develop AI systems capable of serving as true collaborators.

The recent announcement follows the recent launch of Claude 3.7 Sonnet and Claude Code. Claude 3.7 Sonnet has demonstrated significant improvements in coding capabilities, an area where the company aims to make further advancements in the coming months. Anthropic's AI models are being increasingly adopted across industries, with companies such as Zoom, Snowflake, Pfizer, Cursor, and Codeium integrating Claude to enhance their operations.



Top tips for effective workplace communication

SHAMS RASHID TONMOY

Whether you're navigating team meetings, drafting emails, or negotiating deadlines, how you communicate can make or break your professional relationships—and your reputation. But here's the thing: effective communication isn't just about 'what' you say. It's about 'how' you say it, 'when' you say it, and 'who' you're saying it to.

Master the art of active listening Before you can communicate effectively, you need to listen effectively. And no, nodding while mentally drafting your grocery list doesn't count. Active listening means fully engaging with the speaker—maintaining eye contact, asking clarifying questions, and paraphrasing their points to confirm understanding. For example, try to show support like, “So, you're saying the project deadline moved up. How can I support the team to meet the new timeline?”

A 2024 study by Harvard Business Review outlines active listening behaviours as being positively linked to how employees perceive support from their managers, which, in turn, can lead to higher levels of job satisfaction and organisational commitment from employees.

Prioritise clarity and concision Ever sat through a rambling email or meeting that left you

more confused than when you started? In a fast-paced work environment, clarity is king. Start with the bottom line—what's the key message or action item? Then, add context sparingly. For instance, instead of writing, “I've been reviewing the data and noticed some discrepancies that might impact the quarterly report,” try: “The Q2 report has three data discrepancies. Let's fix them by Friday to avoid delays.”

A 2024 finding by Australian software company Atlassian found that workers waste up to 40 hours a year due to confusing emails and chats. So, save everyone time (and sanity) by trimming the unnecessary fluff.

Adapt to your audience's communication style

Your CEO probably doesn't want a 10-slide deck on your lunch break ideas. Similarly, your detail-oriented teammate might panic if you gloss over specifics. Tailoring your message to your audience's preferences goes a long way. For example, when presenting to big-picture thinkers, lead with outcomes and strategic implications, and for data lovers, provide charts, timelines, and measurable results. Try to avoid mismatched communication styles, and save time in the process.

Choose the right medium for the message

Not every conversation needs



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an email. Not every problem needs a meeting. Choosing the wrong medium can derail even the simplest conversations. Use this rule of thumb: for complex or sensitive topics, discuss face-to-face (or via video call); for quick updates, use instant messaging (e.g. Slack or Teams); for documentation-heavy tasks, send an email with clear action steps.

Practise empathy and emotional intelligence

Workplace communication isn't just about facts—it's about people. If a colleague seems stressed, acknowledge it. If a team member shares an idea, validate their effort before offering feedback. Phrases like “I appreciate your perspective” or “This must feel frustrating” go a long way in building trust.

Psychologist Daniel Goleman, author of 'Emotional Intelligence', argues that empathy is the cornerstone of effective leadership. A 2024 research paper from the International Journal of Business and Management Innovation (IJBMI) backs this up, claiming that employees with higher emotional intelligence tend to report higher productivity.

Be open to feedback, and deliver it constructively

Feedback isn't just about annual reviews. It's a daily opportunity to grow. When receiving feedback, avoid becoming defensive. Instead, say, “Thank you for sharing that. Can you help me understand how I can improve?”

When giving feedback, try using the 'Situation-Behaviour-Impact (SBI)' model:

Situation: “In yesterday's client call...”

Behaviour: “I noticed you interrupted my colleague several times.”

Impact: “It made the client seem unsure about our teamwork.”

Navigate conflict with grace

Disagreements are inevitable, but they don't have to be destructive. Focus on the issue, not the person. Instead of saying, “You're wrong,” try, “I see it differently. Here's why...” If tensions rise, propose a short break to regroup. By separating the person from the problem, you are making it easier to avoid a wide range of possible conflicts that could arise from hurting personal sentiments, states a 2021 blog post on LinkedIn. Remember, conflict isn't the enemy—poor communication is.

The bottom line

Effective workplace communication isn't a talent you're born with—it's a skill you can hone. By listening actively, adapting your style, and prioritising empathy, you'll not only avoid misunderstandings but also build stronger, more collaborative relationships. So, next time you hit 'send' on an email or walk into a meeting, ask yourself: “Is this message clear, kind, and considerate?” Your career—and your colleagues—will thank you for it.