

APOLOGIZING TO YOUR BOSS

Apology tips

1. Be sincere
2. Be upfront
3. Explain what happened
4. Take responsibility
5. Come up with a solution
6. Ask for input on the solution
7. Show that you learned your lesson

The don'ts of apologising

1. Don't use passive voice
2. Don't be passive-aggressive
3. Don't make excuses
4. Don't focus on yourself too much