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How to Talk to Your Boss to Change Your Department?

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Asking your boss for a change in your department could get a little difficult, especially if you do not manage to frame the request well enough to get the message across. If done wrongly, your boss could get the impression that you are unhappy with your present work profile.



Tips to keep in mind:

Before taking the brave step of approaching your boss with this request, make sure you are well aware about which department you wish to join and the reasons behind your change of mind. It is also crucial that you complete your designated work in the present department before the approach, which will put you in a better situation than otherwise.

To speak in English, when it's not your forte, it may be a daunting task to a lot of people. But in such situations when you need to speak to your boss and English is your only option. What then?

Let's take a look at a brief example:

Hari: Sir, May I come in?

Boss: Come in. Yes, Hari. Tell me.



Hari: Sir, I am here to put forth a request. I had sent a formal mail to you regarding the same but I'm guessing you were too caught up with your international trip. I hope I am not intruding and that this is a right time to talk to you.

Boss: Yes, I was extremely busy in the last two weeks and haven't found the time to run through the string of mails. Anyway, now I am free and listening.

Hari: Sir, I wanted to know if you could help me in changing the department. As you know, I have been a part of the marketing department for the past five years. I love marketing and this change in the department is supported by the passion I share and I wish to take myself a notch higher.

Boss: Okay. So, what department is it that interests you so much that you couldn't resist but bring it to my notice?

Hari: I wish to be a part of the Business Development team. Over the years, I have learned enough and more about the market and its needs and requirements. To top it up, I have worked with this company for five years and hence my knowledge about our business perspective is thorough. I wish to join both my expertise and knowledge and invest it into being a part of the Business Development team.

Boss: I am glad that you consider me approachable enough to share your request with me upfront. Hari, you have managed to build for yourself a strong place in this company and I would be glad to look into this matter and get back to you by coming Monday about what decision the Business Development head and I come up with.

Hari: Sure Sir. I will await your positive response. Thank you very much for your time.

Boss: Thank you Hari.



Importance of English:

In such situations, one should make use of English language as a tool that is both professional and sounds refined. With English dominating the world as a global language, it has managed to establish itself as the language spoken for all professional encounters as well.

It is only fair that one understands the importance of English and works on improving his/ her spoken English skills. Developing one's spoken English skills and English communication skills should be of utmost importance in today's English speaking world.

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- By Monika Agarwal

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