

Office Politics

Course Number: AX084-061SG

Days: One Day

Description: Designed to be used by workers at all levels, this innovative new book addresses both the positive and negative aspects of office politics. It not only explains why political situations are so common, it also shows how you can use them to your benefit. Learn how to confidently and diplomatically respond to unfair situations, and even how to recover from your own political blunders. Discover the five simple rules of office politics that will enhance your career. The importance of mutual understanding and respect in dealing with office politics is emphasized, but tips of recognizing devious tactics are also provided.

Topic-Level Outline



Section 1: Understanding Workplace Politics

- The Meaning of Office Politics
- Politics Has Changed
- Do You Need to Play the Game to Stay?

Section 2: The Way It Is

- Why Political Situations Are Common
- Your True Choices
- The Endless Campaign
- How Power Enables

Section 3: Politics Can Improve Your Career

- How to Remain Politically Correct
- The Power of Focus
- Recognizing and Recovering from Mistakes
- How to Use Political Correctness

Section 4: Devious Tactics Can Destroy

- Recognize Devious Tactics
- Avoid the Attackers
- Never Lose Control
- Are You Too Predictable?
- Understanding Behavior

Course Outline

Section 5: The Long and Short of Office Relationships

- Support at Every Level
- Peers and Power Plays
- Exploited Weaknesses
- Your Communication Style
- Glory Seeking or Healthy Ambition
- Teamwork & Talent & Tensions
- The Truth About R.E.S.P.E.C.T.
- Workplace Friendships

Section 6: The Art of Political Negotiations

- Negotiate with Skill
- Political Styles
- Knowledge and Political Negotiating Power

Section 7: Political Liberty

- Your Political Rights
- Politically Naïve to Politically Wise
- Addressing Unacceptable Behavior
- Your Strategy for Survival
- Its Not Whether You Win or Lose Or Is It?
