



QUICK SKILLS

Workplace Politics and Personalities



Quick Skills Workplace Politics And Personalities

Dennis Mark



Quick Skills Workplace Politics And Personalities:

Quick Skills Gerald Alvis Vann, 2001-09-25 This skill focused book is designed for quick professional skill development Workplace Politics and Personalities provides the reader with solid information on working with others as well as on handling corporate change Other topics discussed include politically correct behaviors key performance and how workplace politics affects one's career Whether experienced professional thinking of re entering the workforce or learning about careers this book will prove to be the perfect reference *Workplace Politics and Personalities* Gerald Alvis Vann, 2002

Quick Skills Holly Johnson, 2001-09-04 This skill focused book is designed for quick professional skill development in the area of organization and productivity Covering topics such as obstacles to organization project management and managing multiple priorities Organizing for Success is the perfect brush up for the experienced professional those re entering the workforce and those learning about or beginning their careers Managerial Skills Alex K., Focuses on interpersonal skills strategic and lateral thinking facing changes and challenges staying motivated effective decision making conflict resolution leadership communication human network CSR professional ethics workplace office politics planning for a second career 2 Readers can learn the art of getting things done in a more relaxed and confident way 3 The readers overcome their weaknesses and become good managers The Politics of Promotion Bonnie Marcus, 2015-03-23 Break into the power circle and build relationships that advance careers The Politics of Promotion offers women the tools and guidance they need to successfully navigate the realities of their organization emphasizing the need to understand office politics to get the promotions and recognition they deserve Written by Bonnie Marcus a professional coach who focuses on helping women advance their careers this book demonstrates the impact of relationships and sponsorship on career trajectory Readers will learn why excellence and achievement aren't propulsion enough to get ahead and how networking with power and intention can make all the difference in perception reputation and promotion Far beyond the typical advice of be assertive and embrace ambition this book provides a unique and proven method for becoming a bigger player in the workplace and avoiding unexpected trip ups that can add years to the climb or end it for good Many women focus on performance thinking that good work garners promotion Too often they're left outside of the circles of power and influence where decisions are made that affect their careers The Politics of Promotion provides a framework for breaking into that circle and taking control of one's own career path specifically showing how to Navigate office politics successfully Build and nurture key relationships Get comfortable with self promotion Avoid potentially disastrous blindsides Women who want to advance cannot afford to view politics as dirty It's the reality of the workplace one that differs between organizations and fluctuates over time Although being savvy about office politics is important for both genders unconscious bias and stereotypes create special challenges for women Learning to navigate these complex rules and customs is the key to professional recognition for women fostering relationships that reach far beyond the next evaluation Women looking to get ahead will find that the insights in The Politics

of Promotion can help smooth the way **Office Politics** Oliver James,2013-02-07 A fascinating expos of office culture in the style of the bestselling *Affluenza* from popular psychologist Oliver James The modern working world is a dangerous place where game playing duplicity and sheer malevolence are rife Do talent and hard work count for nothing Is politics everything In this fascinating expos Oliver James reveals the murky underside of modern office life With cutting edge research and eye opening interviews he highlights the nasty practices that propel people to the top and shows how industries and cultures are fostering this behaviour He then divulges strategies and techniques for not only surviving but thriving in these difficult environments With the right mindset you can distinguish and deal with toxic and overpromoted colleagues charm your way through interviews and use office politics to your advantage *Office Politics* will overthrow your perceptions of office life and set you on a new path to success Oliver James trained and practised as a child clinical psychologist and since 1988 has worked as a writer journalist and television documentary producer and presenter His books include *Juvenile Violence* in a Winner Loser Culture the bestselling *They F You Up Affluenza* and *Contented Dementia* He is a trustee of two children s charities the National Family and Parenting Institute and Homestart **Advancing Your Career** Beverly Rokes,2002 This book enhances the reader s opportunity for career success by targeting fundamental skills *Advancing Your Career* provides solid information for those looking to advance their careers and or contribute to the growth of their companies Covering topics such as managing conflict decision making and problem solving and networking and mentoring this is the perfect reference for those currently in the workforce as well as for those learning about and preparing to enter the workforce

Powerful Work Hacks: How to work smarter, faster and healthier with future-ready skills (The Future of Work Series)
Dennis Mark,2023-07-15 Remote working automation co working spaces diversity and inclusion the workplace is undergoing unprecedented change In order to stay not just relevant but productive and successful today s professionals will need to upgrade their work practices and skills *Powerful Work Hacks* presents readers with highly effective hacks that can be put into practice right away These tools are designed to improve personal productivity increase job fulfilment promote mental well being accelerate career growth and ensure future readiness Chapters include Work Hacks for Managing Time Effectively Work Hacks for Asking for a Raise Work Hacks for Saying No Smartly Work Hacks for Standing Out and Promoting Yourself Work Hacks for Dealing with Different Types of Managers The Series *The Future of Work* is a game changing collection of business books that explore the rapidly evolving landscape of work today Within the next five years many jobs will disappear many will be created but what is certain is that all will change The titles in this new series written by some of the most influential business leaders thought leaders practitioners and consultants in the industry cover everything from business trends and technological innovations to revolutions in work culture and the critical skills you ll need in order to stay ahead of the curve **Secrets to Winning at Office Politics** Marie G. McIntyre, Ph.D.,2005-07-01 Get Ahead Gain Influence Get What You Want Office politics are an unavoidable fact of life in every workplace To accomplish

your personal and business goals you must learn to successfully play the political game in your organization Whether you are a new player or a seasoned veteran Secrets to Winning at Office Politics can help you increase your personal power without compromising your integrity or taking advantage of others This smart practical guide shows you how to stop wasting energy on things you can't change and start taking steps to get what you want Written by an organizational psychologist and corporate consultant Marie G McIntyre's Secrets to Winning at Office Politics uses real life examples of political winners and losers to illustrate the behaviors that contribute to success or failure at work You will be shown techniques for managing your boss more effectively improving your influence skills changing the way you are perceived and dealing with difficult people Using these proven strategies for political success you will then be able to create a Political Game Plan that outlines the steps necessary to accomplish your own individual goals

Office Politics - the Good, the Bad and the Ugly M. Watts, 2009-10-05 With this book I hope to teach you the rules of the Office Politics game and help you identify Office Politics in a way that you can use them to your advantage In the end I hope that you will become politically savvy and achieve your dreams in the working world and in Corporate America

How To Win Office Politics Gireesh Sharma, 2007 How To Win Office Politics By Gireesh Sharma

Survival of the Savvy Rick Brandon, Marty Seldman, 2004-12-06 Two of the nation's most successful corporate leadership consultants now reveal their proven systematic program for using the power of high integrity politics to achieve career success maximize team impact and protect the company's reputation and bottom line Each day in business a corporate version of survival of the fittest is played out Power plays turf battles deceptions and sabotages block individuals career progress and threaten companies resources and results In Survival of the Savvy Rick Brandon and Marty Seldman provide ethical but street smart strategies for navigating corporate politics to gain impact with integrity helping readers to Identify political styles at work through the Style Strengths Finder and avoid being under or overly political Discover the corporate buzz on you and manage the corporate airwaves Decipher unwritten company rules and protect yourself from sabotage and hidden agendas Build key networks to promote yourself and your ideas with integrity Learn to detect deception and filter misleading information Increase your team's organizational savvy influence and impact Gauge the political health of the company and forge a high integrity political culture In addition Survival of the Savvy helps individuals discover and overcome their own political blind spots and vulnerabilities They learn step by step methods to avoid being underestimated or denied full recognition for their achievements It shows them how to put forward their ideas and advance their careers in an ethical manner with a high level of political awareness and skill After reading this book you will never have to say I didn't see it coming Organizational savvy is a mission critical competency for the complete leader This timely and timeless book provides cutting edge strategies and skills for surviving and thriving as you build individual and company success

Dear Office-Politics Franke James, 2009-04 The dilemma based social game that teaches you how to play and laugh at office politics

The Office Politics Handbook Jack Godwin, 2013-09-23 The Office Politics Handbook is for

business executives managers consultants lawyers agents editors and anyone who wants to become more politically astute more powerful and more successful This is not a book on political game playing it is for people who hate power games but who know that politics takes place in every organization and want to make sure they wind up on top of the heap not at the bottom of the barrel This book will explain why people are political animals and why they engage in power seeking behavior It will also discuss different instruments of power to help you understand the cultural and collective forces at work in human nature and the occasionally aggressive characteristics of the political animal The Office Politics Handbook will show you how to Cultivate your political skill Exercise power beyond your place in the organizational chart Defend yourself against political attacks Know when to fight when to retreat and when to lead **The Everything Managing People Book** Gary R McClain, Deborah S. Romaine, 2006-12-10 Whether you re a first time manager or a seasoned professional you know that a motivated productive and fulfilled team is your most important asset Completely updated and revised The Everything Managing People Book 2nd Edition arms you with all you need to create a winning team including straightforward advice on hiring and firing leadership delegation and effective feedback This new edition contains updated information on Changes in today s business world New laws and regulations The latest in office technology Telecommuting and job sharing Filled with practical tips and innovative strategies The Everything Managing People Book 2nd Edition helps you get the best out of your employees by providing the motivation and support they need to perform at their best This hands on informative book serves as a desk reference you ll turn to again and again to find valuable information on leading an effective team and succeeding as a manager *Managing People at Work* Julian Randall, Allan J. Sim, 2013-11-07 This book arises from the need of students who have little or no threshold knowledge of human resource management HRM but who need to link it to their studies in other subjects Managing People at Work encourages readers to examine the underlying concepts that reach out beyond discrete disciplinary boundaries and require connection with theories from different disciplines and their common practice wherever it applies to people within a company The book also addresses the need to understand and contribute to the strategic discussions which are expected in senior management forums The book describes the links between company strategy human resource HR planning and implementation using cost benefit analysis to illustrate the hard and soft approaches to HRM It also looks at evaluating the results of HR in terms of both efficiency and effectiveness in the main management interventions that lie within the human resource development activities Students are aided with their understanding by activities that lie at the end of each chapter These exercises can be done individually or in tutor led groups This book makes clear the links between HRM organizational behaviour and strategy and the theory of HRM is linked to its claimed HR outcomes sometimes referred to as strategic integration commitment quality flexibility This book helps to provide MBA and Master s postgraduate students and those on management trainee programmes or accelerate promotion career paths with a more detailed understanding of these theories and how they drive the organization s strategy and

decisions about its people at work **If You Don't Do Politics, Politics Will Do You...** Niven Postma,2020-07 Most people try to avoid office politics at all costs seeing them as unpleasant unfair unethical and an unnecessary distraction from their real work If You Don t Do Politics Politics Will Do You will open your eyes to the fundamentals you didn t know you need to know the fundamentals no one ever teaches you including what office politics actually are and how being politically intelligent is the single biggest determinant of your personal and professional success Drawing on her own experiences as an executive together with insights from some of the leading business thinkers of our time in this personal practical and frank book Niven Postma will show you it is possible to play politics without sacrificing your principles and teach you how to use politics to advance your career benefit your team and build the organisation you are part of Niven Postma will help you to understand why workplace politics are inevitable and how you can navigate office politics in order to be both useful and successful Liz Wiseman New York Times bestselling author of Multipliers and Rookie Smarts *Red Flags, Green Flags* Dr Ali Fenwick,2024-04-11 A MODERN MANUAL FOR ACING ALL SOCIAL INTERACTIONS THAT WILL TEACH YOU HOW TO HANDLE THE TRICKIEST OF PEOPLE AND SITUATIONS THOMAS ERIKSON BESTSELLING AUTHOR OF SURROUNDED BY IDIOTS Discover the tools to identify healthy and toxic behaviours in all areas of life and separate the red flags from the green from TikTok psychologist Dr Ali Fenwick **CRACK THE BEHAVIOURAL CODE BEHIND EVERYDAY DRAMA** Is there a situation ship you can t find your way out of Do you wish you could spot toxic friendships from afar Or maybe you feel like you ve had enough of some people but struggle to set boundaries From gaslighting crushes and pushy parents to bosses that take credit for your work Red Flags Green Flags will transform how you interpret and handle any situation leading you straight into a fuss free existence An internationally renowned psychologist and behavioural expert Dr Ali Fenwick is here to guide you through the most crucial red and green flags unhealthy and healthy social conduct and equip you with the psychological explanation behind each one Improve your emotional intelligence and learn how to understand your own needs and expectations when it comes to relationship building *Survive Office Politics* Bloomsbury Publishing,2009-01-01 All workplaces are affected by the intrigues of office politics and in many businesses who you know can be more important than what you know Survive Office Politics is full of advice on how to cope with difficult situations and people and get on with your job This book offers practical help on how to keep cool under pressure watch out for danger signs deal with a difficult situation and work out who is doing what and why It features a quiz step by step guidance top tips common mistakes and advice on how to avoid them summaries of key points and lists of handy books and Web links The workplace can be a minefield so ensure your survival with Survive Office Politics Company *The Vogue of Managing People in Workplace* Soumi Majumder,Nilanjan Dey,2023-10-16 This book provides a detailed vogue picture of workforce management Nowadays the methodology of people management has been more advanced and dynamic it becomes highly competitive Keeping in mind the significance of economic and social development of the country the author has tried to draw attention on innovative

and creative practices of workforce retention in business The book provides an idea on the way of merchandising with people cultural dynamics with impacted leadership investment in people for organizational transformation and the future of people management with artificial intelligence

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