



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Office Politics

Course Number: AXO84-061SG

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

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?

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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