



HBR Guide to Office Politics

**Rise above rivalry
Avoid power games
Build better relationships**

By Karen Dillon



Dillon

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Harvard Business Review

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HBR Guide to Office Politics (HBR Guide Series) Karen Dillon,2014-12-09 Don't let destructive drama sideline your career Every organization has its share of political drama Personalities clash Agendas compete Turf wars erupt But you need to work productively with your colleagues even difficult ones for the good of your organization and your career How can you do that without compromising your personal values By acknowledging that power dynamics and unwritten rules exist and navigating them constructively The HBR Guide to Office Politics will help you succeed at work without being a power grabber or a corporate climber Instead you'll cultivate a political strategy that's authentic to you You'll learn how to Gain influence without losing your integrity Contend with backstabbers and bullies Work through tough conversations Manage tensions when resources are scarce Get your share of choice assignments Accept that not all conflict is bad Arm yourself with the advice you need to succeed on the job from a source you trust Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

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Guide for Women at Work (HBR Guide Series) Harvard Business Review,2018-10-23 Make your career what you want it to be Women regularly face unfair challenges in the workplace from being passed over for promotion to being ignored in conversation Unconscious bias and negative assumptions are working against them As a woman how can you break through these barriers and get what you want from your career The HBR Guide for Women at Work will help you identify and overcome the factors that are holding you back It provides practical tips and advice so you can face gender stereotypes head on make yourself visible when opportunities arise and demonstrate your leadership skills You ll learn to Speak up in meetings in a way that ensures your ideas will be heard Wield influence by building the right relationships Advocate for yourself and for what you want Align yourself with mentors and sponsors to support your growth Show passion without being perceived as too emotional Create your unique vision as a leader

HBR Guide to Dealing with Conflict (HBR Guide Series)

Amy Gallo,2017-03-14 Learn to assess the situation manage your emotions and move on While some of us enjoy a lively debate with colleagues and others prefer to suppress our feelings over disagreements we all struggle with conflict at work Every day we navigate an office full of competing interests clashing personalities limited time and resources and fragile egos Sure we share the same overarching goals as our colleagues but we don t always agree on how to achieve them We work differently We rub each other the wrong way We jockey for position How can you deal with conflict at work in a way that is both professional and productive where it improves both your work and your relationships You start by understanding whether you generally seek or avoid conflict identifying the most frequent reasons for disagreement and knowing what approaches work for what scenarios Then if you decide to address a particular conflict you use that information to plan and conduct a productive conversation The HBR Guide to Dealing with Conflict will give you the advice you need to Understand the most common sources of conflict Explore your options for addressing a disagreement Recognize whether you and your counterpart typically seek or avoid conflict Prepare for and engage in a difficult conversation Manage your and your counterpart s emotions Develop a resolution together Know when to walk away Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

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Business Review,2021-08-03 Break down the barriers to effective collaboration For cross functional projects to work you need to bring together diverse ideas and resources from across your organization But office politics conflicting objectives and lack of clear authority can get in the way The HBR Guide to Collaborative Teams provides practical tips and advice to help you collaborate more effectively Whether you're leading your own direct reports or building a talented group from disparate parts of your organization you'll discover how to align others' goals and skills so you can solve problems as a team and deliver great results You'll learn to Develop a shared purpose Bust departmental silos Lead employees who don't report to you Overcome conflict and turf wars Prevent collaborative overload and fatigue Use the right tools for virtual information sharing Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges *Como lidar com a política no trabalho* Karen Dillon,2018-09-17 Toda empresa tem sua cota de problemas políticos e de relacionamentos Só personalidades diferentes se chocando jogos de interesses disputas de território Mas pelo bem de sua carreira e de sua saude você precisa saber como lidar com as outras pessoas inclusive com as mais hostis enfrentando os conflitos de forma construtiva sem comprometer seus valores pessoais Como lidar com a política no trabalho reune dicas valiosas para solucionar questões de relacionamento mais comuns do dia a dia profissional Aprenda a tornar-se influente sem perder a integridade lidar com bullying panelinhas e o queridinho do chefe encarar conversas desafiadoras com serenidade desenvolver um bom relacionamento com pessoas diferentes ser promovido sem causar discordância aceitar que nem todo conflito ruim reivindicar o reconhecimento dos seus méritos

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