



SMARTER THAN THE AVERAGE GUIDE

# **HBR Guide to**

# **Office Politics**

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**Avoid power games**

**Build better relationships**

**By Karen Dillon**



**Harvard  
Business  
Review  
Press**

# Hbr Guide To Office Politics

**Harvard Business Review, Nancy  
Duarte, Bryan A. Garner, Mary  
Shapiro, Jeff Weiss**



## **Hbr Guide To Office Politics:**

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Weiss,2016-01-26 Forget about the hard bargain Whether you re discussing the terms of a high stakes deal forming a key partnership asking for a raise or planning a family event negotiating can be stressful One person makes a demand the other concedes a point In the end you settle on a subpar solution in the middle if you come to any agreement at all But these discussions don t need to be win or lose situations Written by negotiation expert Jeff Weiss the HBR Guide to Negotiating provides a disciplined approach to finding a solution that works for everyone involved Using a seven part framework this book delivers tips and advice to move you from a game of concessions and compromises to one of collaboration and creativity resulting in better outcomes and better working relationships You ll learn how to Prepare for your conversation Understand everyone s interests Craft the right message Work with multiple parties Disarm aggressive negotiators Choose the best solution

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