



HBR Guide to

Office Politics

Rise above rivalry
Avoid power games
Build better relationships

By Karen Dillon

Hbr Guide To Office Politics Hbr Guide Series

Karen Dillon



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HBR Guide to Office Politics Karen Dillon, 2015 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 the challenging ones for the good of your organization and your career This guide will teach you how to Build relationships with difficult people gain allies and increase your sphere of influence wrangle resources move up without alienating your colleagues avoid power games and petty rivalries and claim credit when it s due *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 **HBR Guides Boxed Set (7 Books) (HBR Guide Series)** Harvard Business Review, Nancy Duarte, 2015-05-05 Master your most pressing professional challenges with this seven volume set that collects the smartest best practices from leading experts all in one place HBR Guide to Better Business Writing and HBR Guide to Persuasive Presentations help you perfect your communication skills HBR Guide to Managing Up and Across and HBR Guide to Office Politics show you how to build the best professional relationships HBR Guide to Finance Basics for Managers is the one book you ll ever need to teach you about the numbers HBR Guide to Project Management addresses tough questions such as how to manage stakeholder expectations and how to manage uncertainty in a complex project and HBR Guide to Getting the Right Work Done goes beyond basic productivity tips to teach you how to prioritize and focus on your work This specially priced set of the most popular books in the series makes a perfect gift for aspiring leaders looking for trusted advice Arm yourself with the advice you need to succeed on the job from 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 *HBR Guide to Thinking Strategically (HBR Guide Series)* Harvard Business Review, 2018-12-18 Bring strategy into your daily work It s your responsibility as a manager to ensure that your work and the work of your team aligns with the overarching objectives of your organization But when you re faced with competing projects and limited time it s difficult to keep strategy front of mind How do you keep your eye on the long term amid a sea of short term demands The HBR Guide to Thinking Strategically provides practical advice and tips to

help you see the big picture perspective in every aspect of your daily work from making decisions to setting team priorities to attacking your own to do list You ll learn how to Understand your organization s strategy Align your team around key objectives Focus on the priorities that matter most Spot trends in your company and in your industry Consider future outcomes when making decisions Manage trade offs Embrace a leadership mindset **HBR Guide to Collaborative Teams (HBR Guide Series)** Harvard 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 **HBR Guide to Negotiating (HBR Guide Series)** Jeff 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 **HBR Guide to Making Every Meeting Matter (HBR Guide Series)** Harvard Business Review,2016-11-15 Make every minute count Your calendar is full and yet your meetings don t always seem to advance your work Problems often arise with unrealistic or vague agendas off track conversations tuned out participants who don t know why they re there and follow up notes that no one reads or acts on Meetings can feel like a waste of time But when you invest a little energy in preparing yourself and your participants you ll stay focused solve problems gain consensus and leave each meeting ready to take action With input from over 20 experts combined with useful checklists sample agendas and follow up memos the HBR Guide to Making Every Meeting Matter will teach you how to Set and communicate your meeting s purpose Invite the right people Prepare an achievable agenda Moderate a lively conversation Regain control of a wayward meeting Ensure follow through without babysitting or

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more powerful determinant of good leadership than technical competence IQ or vision Influencing those around us and supporting our own well being requires us to be self aware know when and how to regulate our emotional reactions and understand the emotional responses of those around us No wonder emotional intelligence has become one of the crucial criteria in hiring and promotion But luckily it s not just an innate trait Emotional intelligence is composed of skills that all of us can learn and improve on In this guide you ll learn how to Determine your emotional intelligence strengths and weaknesses Understand and manage your emotional reactions Deal with difficult people Make smarter decisions Bounce back from tough times Help your team develop emotional intelligence 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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