



SMARTER THAN THE AVERAGE GUIDE

HBR Guide to

Office Politics

Rise above rivalry

Avoid power games

Build better relationships

By Karen Dillon



**Harvard
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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 Guide to Navigating the Toxic Workplace* Harvard Business Review, 2024-01-16 Is your workplace toxic Toxic workplaces take many forms Whether you re dealing with a narcissistic boss a backstabbing colleague endless microaggressions or a culture of overwork and burnout it can feel impossible to know what to do Should you address the issue directly play office politics go to HR or just keep your head down The HBR Guide to Navigating the Toxic Workplace will help you set boundaries and change what you can while maintaining your mental health and self respect through some of the toughest interpersonal challenges you ll face at work You ll learn how to Recognize what s fixable Help bring problems to light Keep your performance up Protect your reputation and your career Prevent a toxic culture from infecting your team Rebuild trust and psychological safety Move on if you choose without burning bridges 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 Managing Flexible Work (HBR Guide Series)** Harvard Business Review, 2022-05-24 Find a way to work that works for you The 9 to 5 office routine no longer exists Many employees have the option to work anywhere any time But how do you find the flexible arrangement that s right for you And how do you manage a team when they re all working in different places and on different schedules The HBR Guide to Managing Flexible Work is filled with practical tips and advice to help you and your team stay productive and connected no matter when or where you work You ll learn how to Set a flexible work schedule that meets your needs Remain

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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 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 HBR Guide to Data Analytics Basics for Managers (HBR Guide Series) Harvard Business Review, 2018-03-13 Don't let a fear of numbers hold you back Today's business environment brings with it an onslaught of data Now more than ever managers must know how to tease insight from data to understand where the numbers come from make sense of them and use them to inform tough decisions How do you get started Whether you're working with data experts or running your own tests you'll find answers in the HBR Guide to Data Analytics Basics for Managers This book describes three key steps in the data analysis process so you can get the information you need study the data and communicate your findings to others You'll learn how to Identify the metrics you need to measure Run experiments and A/B tests Ask the right questions of your data experts Understand statistical terms and concepts Create effective charts and visualizations Avoid common mistakes

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Table of Contents Hbr Guide To Office Politics

1. Understanding the eBook Hbr Guide To Office Politics
 - The Rise of Digital Reading Hbr Guide To Office Politics
 - Advantages of eBooks Over Traditional Books
2. Identifying Hbr Guide To Office Politics
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Hbr Guide To Office Politics
 - User-Friendly Interface
4. Exploring eBook Recommendations from Hbr Guide To Office Politics
 - Personalized Recommendations
 - Hbr Guide To Office Politics User Reviews and Ratings
 - Hbr Guide To Office Politics and Bestseller Lists
5. Accessing Hbr Guide To Office Politics Free and Paid eBooks

- Hbr Guide To Office Politics Public Domain eBooks
- Hbr Guide To Office Politics eBook Subscription Services
- Hbr Guide To Office Politics Budget-Friendly Options
- 6. Navigating Hbr Guide To Office Politics eBook Formats
 - ePub, PDF, MOBI, and More
 - Hbr Guide To Office Politics Compatibility with Devices
 - Hbr Guide To Office Politics Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hbr Guide To Office Politics
 - Highlighting and Note-Taking Hbr Guide To Office Politics
 - Interactive Elements Hbr Guide To Office Politics
- 8. Staying Engaged with Hbr Guide To Office Politics
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hbr Guide To Office Politics
- 9. Balancing eBooks and Physical Books Hbr Guide To Office Politics
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Hbr Guide To Office Politics
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Hbr Guide To Office Politics
 - Setting Reading Goals Hbr Guide To Office Politics
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Hbr Guide To Office Politics
 - Fact-Checking eBook Content of Hbr Guide To Office Politics
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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