

# Office Politics for Managers Workshop

You have likely experienced some form of **Office Politics**. Working with different personalities, opinions, backgrounds, and values is a challenge in any environment. It is an inevitable fact that when people are working together personalities can and will clash. No one is an island, so working together as a team is incredibly important for the organization and every employee.

**Office Politics** it is about creating and maintaining better relationships. It is about communicating and working with your peers and colleagues in a way that is mutually beneficial. Employees who understand the positive aspects of **Office Politics** are better team members and end up being more successful and productive.

## Workshop Objectives:

- Understand the purpose and benefits of office politics.
- Setting boundaries and ground rules for new employees.
- Learn to interact and influence among colleagues.
- Learn how to manage various personality types in the office.
- Determine how to gain support and effectively network.
- Recognize how you are a part of a group and how you function.



For more information or to reserve your spot in this workshop, please contact:

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## CLASS CONTENT

### **Session One: Getting Started**

Workshop Objectives

### **Session Two: New Hires**

Company Core Values

Building Relationships

Encourage Respect

Setting Ground Rules

Case Study

### **Session Three: It's About Interacting and Influencing**

Dealing with Different Personalities

Build a Culture of Collaboration

Be Nice to Everyone (Not Just Those Who Can Help You)

Be a Team Player

Case Study

### **Session Four: Dealing with Rumors, Gossip, and Half - Truths**

Its Effects on Morale

Reinforce the Truth with Facts

Do Not Participate

Deal With it Swiftly

Case Study

### **Session Five: Office Personalities (I)**

Complainer

Gossiper

Bully

Negative Ned / Nancy

Case Study

### **Session Six: Office Personalities (II)**

Information Keeper

Know-It-All

The Apple - Polisher

Nosey Neighbor

Case Study

### **Session Seven: Getting Support for Your Projects**

Gain Trust Through Honesty

Be Assertive

Blow Your Own Horn

Make Allies

Case Study

### **Session Eight: Conflict Resolution**

The Importance of Forgiveness

Neutralizing Emotions

The Benefits of a Resolution

The Agreement Frame

Case Study

### **Session Nine: Ethics**

Benefits of an Ethical Environment

Lead by Example

Ensuring Ethical Behavior

Addressing Unethical Behavior

Case Study

### **Session Ten: You Are Not an Island**

Never Burn a Bridge

Take the High Road

Trust is a Two-Way Street

Don't Hide in Your Office

Case Study

### **Session Eleven: Social Events Outside of Work**

How to Decline Politely

Rules When Attending

Meeting New People

Conversation Dos and Don'ts

Case Study

## **Session Twelve: Wrapping Up**

Words from the Wise  
Lessons Learned