



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 Guides to Emotional Intelligence at Work Collection (5 Books) (HBR Guide**

Series) Harvard Business Review, Karen Dillon, Amy Gallo, 2017-11-14 Emotional intelligence has been shown to be more important than other competencies in determining outstanding leadership Emotions drive some of our most critical professional interactions whether you re inspiring your team to higher performance persuading your boss to see something from your point of view dealing with difficult colleagues or managing your own stress level Indeed knowing how to manage emotions has become one of the crucial criteria in hiring and promotion This specially priced five volume set includes books from the HBR Guide series on the topics of Emotional Intelligence Office Politics Dealing with Conflict Managing Stress at Work and Managing Up and Across You ll learn how to Monitor and channel your moods and reactions Determine your emotional intelligence strengths and weaknesses Deal with difficult people Understand when to resolve a conflict head on and when to let it go Influence others across the organization Build supportive alliances with coworkers and colleagues Handle workplace stress in productive ways 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 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

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Light in The Dark Office Politics Budi Prast, 2025-08-19

The book *Light in the Dark* Office Politics serves as both a guide and a real reflection on how to wisely and clearly navigate the twists and turns of office politics Through each page you will be invited to understand not only how to survive the power games but also to discover personal strength and ways to build healthy constructive relationships rather than destructive ones

HBR Guide to Managing Up and Across (HBR Guide Series) Harvard Business Review, 2013-01-08 ARE YOUR WORKING RELATIONSHIPS WORKING AGAINST YOU To achieve your goals and get ahead you need to rally people behind you and your ideas But how do you do that when you lack formal authority Or when you have a boss who gets in your way Or when you re juggling others needs at the expense of your own By managing up down and across the organization Your success depends on it whether you re a young professional or an experienced leader The *HBR Guide to Managing Up and Across* will help you Advance your agenda and your career with smarter networking Build relationships that bring targets and deadlines within reach Persuade decision makers to champion your initiatives Collaborate more effectively with colleagues Deal with new challenging or incompetent bosses Navigate office politics **Harvard Business Review**

Library: General management. 17 v, 1968 *Harvard Business Review*, 2005 *HBR Guides Boxed Set (7 Books) (HBR Guide Series)* Nancy Duarte, Bryan A. Garner, Karen Dillon, Harvard Business Review, 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 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 Guides to Managing Your Career Collection (6 Books)** Harvard Business Review,2019-11-26 Don't wait for someone else to manage your career Career paths are far from straightforward HBR Guides to Managing Your Career Collection offers the ideas and strategies to help you take charge of your career and reach your highest potential both in and outside of work Included in this six book set are HBR Guide to Your Professional Growth HBR Guide to Work Life Balance HBR Guide to Getting the Mentoring You Need HBR Guide to Managing Up and Across HBR Guide to Office Politics and HBR Guide to Changing Your Career You'll learn how to Clarify your professional passions Think strategically about career changes Recognize when it's time for a new challenge Find the right mentors to help you grow and move ahead Set boundaries and manage your time Deal with difficult managers Navigate your work culture and its politics The workplace is a complex arena to navigate yet with advice from HBR's experts you will be able to surpass any professional obstacle No matter where you are in your career the HBR Guides to Managing Your Career Collection will help you plan your next steps and push yourself forward to the next level Thriving in a Male-Dominated Workplace (HBR Women at Work Series)

Harvard Business Review, Stacey Abrams, Lara Hodgson, Joseph Grenny, Michelle P. King, 2022-12-13 Find success in a workplace dominated by men Sexism Self doubt Invisibility When you're one of the only women in your workplace it can be difficult to gain your footing Organizations need to change but in the meantime women can find success in these settings and even flourish in them Thriving in a Male Dominated Workplace provides the advice you need to ensure your professional growth in roles and industries that have traditionally been filled by and controlled by men From connecting with the right people to growing your confidence to fighting back against bias you'll be able to establish your credibility and be seen by your colleagues as the expert you are This book will inspire you to Find support across the organization Overcome impostor syndrome and self doubt Speak up for yourself and your accomplishments Build a better culture once and for all The HBR Women at Work series spotlights the real challenges and opportunities women experience throughout their careers With interviews from the popular podcast of the same name and related articles stories and research these books provide inspiration and advice for taking on topics at work like inequity advancement and building community Featuring detailed discussion guides this series will help you spark important conversations about where we're at and how to move forward

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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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Taking Charge of Your Career (HBR Women at Work Series) Harvard Business Review, Dorie Clark, Avivah Wittenberg-Cox, Stacy Abrams, Lara Hodgson, 2022-12-13 A purposeful career path starts with you As a woman navigating

your career path can be challenging At times you re faced with lack of support unconscious bias and negative assumptions disruptive career pauses and more So how can you get beyond these obstacles and progress your career in a way that is meaningful and fulfilling Taking Charge of Your Career helps readers navigate the tricky territory of charting a rewarding career path Whether you re new to the workforce reentering after a pause or trying to find your way through a midcareer slump you ll find research advice and practical tips to help you move forward This book will inspire you to Decide what a meaningful career looks like to you Align yourself with the right supporters and mentors Approach hard decisions with confidence Navigate difficult transitions Be your own biggest advocate The HBR Women at Work series spotlights the real challenges and opportunities women experience throughout their careers With interviews from the popular podcast of the same name and related articles stories and research these books provide inspiration and advice for taking on topics at work like inequity advancement and building community Featuring detailed discussion guides this series will help you spark important conversations about where we re at and how to move forward

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