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Titolo	Survive office politics [[electronic resource]] : how to steer a course through minefields at work
Pubbl/distr/stampa	London, : A & C Black, 2009
ISBN	1-4081-3407-1
Descrizione fisica	1 online resource (104 p.)
Collana	Steps to success
Disciplina	650.1
Soggetti	Office politics Organizational behavior Corporate culture Success in business
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Cover Page; Title Page; Copyright Page; Table of Contents; How well do you handle office politics?; 1 Understanding internal politics; 2 Handling office politics; 3 Coping with a difficult boss; 4 Using non-verbal communication; 5 Managing others' perceptions; 6 Networking for success; 7 Dealing with office romances; 8 Managing office politics in meetings; Where to find more help
Sommario/riassunto	All workplaces are affected by the intrigues of office politics, and in many businesses who you know can be more important than what you know. Survive Office Politics is full of advice on how to cope with difficult situations and people and get on with your job. This book offers practical help on how to keep cool under pressure, watch out for danger signs, deal with a difficult situation, and work out who is doing what and why. It features a quiz, step-by-step guidance, top tips, common mistakes and advice on how to avoid them, summaries of key points, and lists of handy books and Web links. '