



# Dallas-Ft. Worth

## The Hidden Language of Business: Workplace Politics, Power and Influence

### Session Details

Faculty: Ms. Margaret Morford Date: Tuesday, November 12, 2019  
 Location: Las Colinas Country Club Sign In: 8:30 AM  
 4400 North O'Connor Road, Irving, TX 75062  
 Phone: (972) 541-1141 Session: 9:00 AM - 4:00 PM

### Session Description

Accomplishing the goals of any organization requires savvy employees who know how to forge alliances and avoid animosities. In this session, participants will identify which of the rules of positive politics they are most likely to violate; obtain guidelines for their own conduct and for managing relationships with co-workers and their own manager; learn to avoid pitfalls in business communication, both oral and written; become adept at tapping into the power structure within an organization; explore a real-world case study that involves numerous political issues; learn how to network in order to expand their influence and recruit supporters for their initiatives and career; and enhance their working relationship with their manager.

### Biography

Margaret Morford, J.D. is CEO for The HR Edge, Inc., an international management consulting and training company. Previous to owning her own company, she was Sr. Vice President, Human Resources Consulting for a national consulting firm out of Winston-Salem, North Carolina. She has a BS degree from the University of Alabama and a JD degree from the Vanderbilt University School of Law. She is the author of Management Courage Having the Heart of a Lion and The Hidden Language of Business Workplace Politics, Power & Influence. She has served on the Board of Directors for various corporations and charities.

### Guide to Participant Selection

Department	Admin	Distrib	Engr	Finc	H.R.	Legal	Mktng	IT	Or	Plng	Pchsg	R&D	Sales
<b>Senior Executive</b> (Pres. Exec & Sr VP)	3	3	3	3	3	3	3	3	3	3	3	3	3
<b>Executive</b> (VP & Gen'l Mgr)	2	2	2	2	3	2	3	2	2	2	2	2	3
<b>Senior Managers</b> (Div & Reg. Mgrs)	1	1	1	1	2	1	1	1	1	1	1	1	1
<b>Middle Managers</b> & Superintendents	1	1	1	1	1	1	1	1	1	1	1	1	1

### Time Allocation - Topics

## 5% Definition of Positive Politics

- Becoming savvy as well as smart

## 25% Political Rules to observe

- Rules about you personally
- Rules about your co-workers
- Rules about your boss
- Rules about your general communication
- Rules about electronic communication

## 25% Case Study

- Putting the Political Rules to work
- Asking two critical questions in any work situation

## 15% Power & Influence

- Recognizing who really has power
- Understanding how power works
- Tapping into the powerful people in your organization

## 15% Nuclear Networking

- Getting beyond intentions
- Building three parts to your network
- Inviting three types of people into your network

## 10% Your boss

- Forging a better relationship
- Asking yourself nine simple questions about your boss

## 5% Accountability

# Focus

### Primary - Leadership Development

Leadership Development, Adaptability, Communication, Developmental Perspective, Interpersonal Relations

### Secondary - Planning/Organizing

Executing/Controlling/Evaluating, Use of Authority,

### Tertiary - Executing/Controlling/Evaluating

# Level

Introductory

Intermediate

Advanced

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