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UNSPOKEN LANGUAGE OF BUSINESS: WORKPLACE POLITICS, POWER AND INFLUENCE
with Margaret Morford
$475 (US) per person

**VIRTUAL SESSION (3-HOUR)**

# UNSPOKEN LANGUAGE OF BUSINESS: WORKPLACE POLITICS, POWER AND INFLUENCE

Accomplishing the goals and objectives of any organization requires more than just smart employees who work hard. It requires savvy employees who know how to forge alliances and avoid animosities in order to be effective. 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; learn eleven ways to recognize who really holds power and has influence in any organization; 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; identify developmental needs that may prevent them from becoming "movers and shakers" in their own organizations; and enhance their working relationship with their manager.

# MARGARET MORFORD

Margaret Morford has worked as an attorney, specializing in employment law and has been the Vice President of Human Resources for three large companies. She is often quoted as a business expert in newspapers and magazines across the country, including Wall Street Journal, New York Times, Chicago Tribune and USA Today. She is also the author of two best-selling business books, "Management Courage - Having the Heart of a Lion" and "The Hidden Language of Business - Workplace Politics, Power & Influence."

# TOPICS COVERED

## DEFINITION OF POSITIVE POLITICS

BECOMING SAVVY AS WELL AS SMART

## 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

## CASE STUDY

PUTTING THE POLITICAL RULES TO WORK
ASKING TWO CRITICAL QUESTIONS IN ANY WORK SITUATION

## POWER & INFLUENCE

RECOGNIZING WHO REALLY HAS POWER
UNDERSTANDING HOW POWER WORKS
TAPPING INTO THE POWERFUL PEOPLE IN YOUR ORGANIZATION

## NUCLEAR NETWORKING

GETTING BEYOND INTENTIONS
BUILDING THREE PARTS TO YOUR NETWORK
INVITING THREE TYPES OF PEOPLE INTO YOUR NETWORK

## YOUR BOSS

FORGING A BETTER RELATIONSHIP
ASKING YOURSELF NINE SIMPLE QUESTIONS ABOUT YOUR BOSS

## ACCOUNTABILITY

FOR REGISTRATION PLEASE CONTACT: - IMS Regional Director -
Phone: Email: Website: **https://ims-online.com/leadership-development//**