



THE HIDDEN LANGUAGE OF ORGANIZATIONS -  
WORKPLACE POLITICS, POWER AND INFLUENCE  
with Margaret Morford  
\$395 (US) per person

VIRTUAL SESSION (3-HOUR)

## THE HIDDEN LANGUAGE OF ORGANIZATIONS - WORKPLACE POLITICS, POWER AND INFLUENCE

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Accomplishing the goals and objectives of any organization requires more than just smart employees who work hard. They need to be savvy as well if they are going to advance their careers or be promoted in any organization. Learn to master the one career skill no one talks about and business schools never teach, but that derails careers most often! Participants identify which of the rules of "positive politics" they are most likely to violate as well as obtain guidelines for being smart about their own conduct, about their business communication, about their relationships with co-workers and about their relationship with their supervisor. In addition, they learn numerous ways to recognize who really holds power and has influence, how to tap into the power structure within any organization, and how to network with minimal effort effectively inside and outside their organizations.

### MARGARET MORFORD

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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

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## 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

## WORKPLACE POLITICS 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

## NETWORKING

3 KINDS OF PROFESSIONALS TO HAVE IN YOUR NETWORK AND 3 TYPES OF PEOPLE TO INVITE INTO YOUR NETWORK

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