



Office Politics For Managers

Date	Venues	(\$)Fees	Book your seat
04 Feb -08 Feb 2024	Kuala Lumpur	3300	Register Now

Course overview

Office Politics it is about creating and maintaining better relationships. It is about communicating and working with your peers and colleagues in a way that is mutually beneficial. Employees who understand the positive aspects of Office Politics are better team members and end up being more successful and productive.

Course objective

- Understand the purpose and benefits of office politics.
- Setting boundaries and ground rules for new employees.
- Learn to interact and influence among colleagues.
- Learn how to manage various personality types in the office.
- Determine how to gain support and effectively network.
- Recognize how you are a part of a group and how you function

Who should attend?

- All managers directly or indirectly responsible for making decisions

Course outline

- New Hires
- Company Core Values
- Building Relationships
- Encourage Respect
- It's About Interacting and Influencing
- Dealing with Rumors, Gossip, and Half - Truths
- Office Personalities (I)
- Information Keeper
- Getting Support for Your Projects
- Conflict Resolution
- Ethics
- Benefits of an Ethical Environment
- You Are Not an Island
- Social Events Outside of Work
- Meeting New People5
- Conversation Dos and Don'ts

Training methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities

- Case Studies
- Workshops
- Games & Role plays



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