



# How to Deal with Office Politics



# How to Win at Office Politics

## Introduction



- Office politics is not about stabbing people in the back or doing absolutely anything to get ahead.
- Office politics is really about building relationships to get things done





# How to Win at Office Politics

## Main Tips



- We have prepared a set of tips to help you to deal with Office Politics:
  - Live at peace with others.
  - Don't spread out information.
  - Stay away from gossip.
  - Stay out of those talk-down-the-boss sessions.



# How to Win at Office Politics

## Live at peace with others



- The easiest way to avoid problems with politics is to get along with people.
- You can be pleasant and professional, while at the same time being assertive when necessary.
- Living at peace with others also means being careful about choosing sides during office power struggles.



# How to Win at Office Politics

## Don't spread out information



- Keep company matters to yourself.
- Talking to outsiders about issues within your organization makes all of you look bad to that outsider.
- Furthermore, your boss or your boss's boss will not appreciate that behavior.
- People will find out that you spoke about what they told you, and they'll lose confidence in you and respect for you.



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## Stay away from gossip



- Nothing destroys the dynamics of an office more than gossip.
- Stay away from it, because nothing good comes from it. Just be sure you avoid the “holier than thou” attitude of lecturing your co-workers on the evils of gossip.



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Stay out of those talk-down-the-boss sessions



- Suppose your co-workers start complaining about the boss. If you join in, it makes you look disloyal to the boss. If you don't, it looks awkward in the group.
- What can you do?
- As with the situation of gossip, try changing the subject by linking the boss to another topic, then talking about that topic instead.



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## Conclusion



- Politics have both positive and negative connotations in any work environment.
- They exist whether the goal is to avoid politics or to use them to one's advantage.
- Employees need to keep their values in mind when implementing strategies of office politics.



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## Conclusion



- Generally, employees either want to avoid politics or use them to their advantage.
- One may use office politics to his or her advantage by learning the unwritten rules of the organization, establishing mutually beneficial relationships, and maintaining integrity





# Lico Reis Consultoria & Línguas

## Prof. Roberto Lico Reis

[www.licoreis.com](http://www.licoreis.com)

[licoreis@licoreis.com](mailto:licoreis@licoreis.com)

[robertolico@hotmail.com](mailto:robertolico@hotmail.com)

E-books: [www.migre.me/oQ5](http://www.migre.me/oQ5)

Linkedin: [ww.migre.me/1d9r](http://ww.migre.me/1d9r)

Twitter: [@licoreis](https://twitter.com/licoreis)