



Navigating Office Politics in the Workplace

Office politics exist in almost every organization – whether big or small. Your ability to navigate office politics is essential to your success in the workplace. In this course learn how to assess the political climate in your workplace, navigate your organizational structure, develop strategies for getting ahead and utilize influence to get things done. You will also determine what roles people play in your organization, identify key relationships among coworkers and recognize tactics coworkers may use for personal gain.

Who Should Take This Course?

This course is designed for those who want to successfully navigate office politics in a positive manner while building relationships and advancing their careers.

Course Objectives

- Navigate organizational structures
- Assess the political climate in your workplace
- Utilize strategies to advance your career and build better relationships
- Use power and influence to get things done

Course Info

- Length: 3 hours
- Format: Classroom instruction, group discussion and exercises
- Prerequisite: None

Course Content

- Navigate organizational structures
 - Determine what roles people play, since titles don't always tell the story
 - Learn how to map the organizational chart in your own workplace
- Assess the political climate in your workplace
 - Learn how to identify key relationships among co-workers without getting involved in gossip
 - Know the signs of a toxic work environment
 - Learn to recognize bully behavior and what to do if you're being bullied
- Utilize strategies to advance your career and build better relationships
 - Utilize a variety of tactics that may help you get promoted
 - Learn how to manage your boss
 - Know which battles to fight and when to take the high road
 - Acquire strategies for dealing with difficult co-workers



CONTINUING EDUCATION Course Outline

- Use power and influence to get things done
 - Learn how to highlight your achievements without coming across as a “show off”
 - Gain support for changes when you’re not in a position of authority

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students’ responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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