



CONTINUING EDUCATION

Course Outline

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

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/Continuing Education Unit (CEU) 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 Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Workplace Excellence Certificate, you must take all seven required courses and attend* 80 percent of the entire certificate (calculated by total number of sessions). If you complete a certificate program by taking courses individually (not through a series), you can [request a Certificate of Completion online](#).

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

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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. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.