

Office Politics



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This no-fluff information-packed report will guide you through the traps and hazards that could be lying in wait in your workplace. It will give you not only essential knowledge, but will equip you with specific tools that you'll find so useful, you'll wonder how you ever got along without them. Here are just a few of the things you will find:

- * A long list of specific tactics that could be used against you any time. Armed with this list, you will see them coming a mile away. You see, a large part of the power of these methods is in their sneakiness, but once you know them, you can detect them and defuse them. Methods that would have disturbed you and left you confused will lose a lot of their power as soon as you are able to see through them.
- * 6 specific techniques that people use to make themselves look good.
- * 4 ways they have of keeping themselves from looking bad.
- * No less than 11 ways, not counting variations, that people use to make others look bad - not a pretty picture, I assure you.
- * The deeper reasons that lead them to succumb to the temptation to use such distasteful methods.
- * And if you're afraid that some readers might use this book the wrong way, to improve their "skills", don't worry about that. There's a whole chapter devoted to the ravages that inevitably result from their use, not just to others, but to themselves. Not

pretty either. After reading that chapter, your anger against them will turn to pity. * What the " fetid swamp of the wishy-washy " is, WHY you don't want to go there, and HOW you can avoid it. * How to stay strong and balanced at all times, so that they will think twice before choosing you as a victim. * Detailed, practical advice about how to deal with people so that everyone is better off. Methods that make a lot more sense in the long run, and that won't keep you from sleeping at night. * 9 different ways to tell if someone is lying to you. This section is worth the price of the book in itself! * 5 anti-stress techniques that you can use on the spot to calm yourself down and keep from losing your cool. These are invaluable! * 6 specific ways to boost your energy and keep it high. You'll want to use these techniques all the time, not just when you're at work. * A detailed rundown of how to handle an attack in various circumstances. * If you don't know what the Peter Principle is, you'll find out here, and you'll be told how to deal with incompetence when you come across it, and you will. Tags: education, mental health, school time, barack obama

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