

Office Politics for Managers

Company Core Values

Learning a company's core values is a common first step during an employee's first orientation. Having this information allows the employee to build a base knowledge of the company and how it works. Some important points to include are:

- What the core values are.
- How these values are enacted.
- What kind of results and productivity are valued.

Be Assertive

Being assertive can often be misconstrued as being mean or just being a jerk. But belittling, intimidating or trying to control those that could very well help you will cause trouble in the office and will cause you to lose others' respect. Being assertive requires one to be confident without being aggressive. Don't be afraid to say what you want or need, and as long you do it tactfully and respectfully. If your answer is no, don't give up right away. Regroup and rethink what you need to do in order to go for your goal.

Helpful tips:

- Be confident, but not arrogant.
- Don't be afraid of rejection or criticism.
- State what you want or intend to gain. Don't beat around the bush or use smoke and mirrors.

Reinforce the Truth with Facts

When a piece of gossip or a rumor is heard in the office, our first instinct should be to stop it from spreading any further. One of the best ways to accomplish this is by discrediting the information and reinforcing the truth with the facts. Since gossip is often started through a lack of communication or a lack of knowledge, a little education or open communication can go a long way in helping it stop.

Example methods:

- Pull groups together to talk about the incident.
- Open the door for communication. Speak with your employees and answer any questions employees may have.
- Hold weekly meetings to address any recent "word around the office". Address any concerns or problems employees may have. Also use this time to offer facts and information that can stop the gossip and alleviate any doubts or negativity.