

# Negotiating Office Politics

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## 7 WAYS TO ACHIEVE SUCCESS

**A**n inescapable part of workplace reality, office politics is part of a company's culture. Whether it's benign or malignant, office politics, is often controlled by the tone a company's administration sets. Whatever the situation, however, knowing how to negotiate your way through the corporate culture is key to achieving success in the workplace.

According to business success and career coach John M. McKee, who is also the author of *Career Wisdom—101 Proven Strategies to Ensure Workplace Success*, "Office politics will occur any time there are three or more people in a conversation, which is a very common occurrence in the workplace. It's imperative to use these opportunities to get yourself, your point of view, and your ideas into play."

McKee offers the following seven methods he says will practically guarantee success when climbing the corporate ladder in a highly-charged political climate:

- 1) Over-communicate.** Keep others in your office—especially higher ups—aware of what you are doing.
- 2) Cultivate mentors.** "Company insider" mentors can give you a fast understanding of the company's culture and are an invaluable resource in helping you learn what is really going on in your organization.
- 3) Ask open-ended questions and listen carefully to answers.** There's a lot to be said about the art of listening. The more you listen; the more you learn.
- 4) Get feedback from others.** Solicit information and viewpoints about what's going on in the company. Know when and how to shmooze and with whom.
- 5) Allow others to feel involved in your projects** by listening to suggestions they may have. At the very least, you'll know who will be supportive and who won't.
- 6) Know how to give and take credit.** Give credit to those who deserve it, but don't miss opportunities to take credit for your work, too.
- 7) Maintain a sense of style.** Appearance and presentation do count. Right or wrong, how others see you still influence their perception of you, and may affect your success. Best advice: Know who you're dealing with at all times and present yourself in the best light possible. ■

