



The Innocent's Guide to Hardball Office Politics: How to Fight Back Against Toxic Politics & Ruthless Co-Workers

Nedra Cleary

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In *The Innocent's Guide to Hardball Office Politics*, you will learn the Basic Unwritten Rules for Corporate Survival, including: "The Corporation Is Not Your Family" and "Honesty Is Not Always the Best Policy." In simple and easy to understand prose, the guidebook also covers why you should avoid confiding personal problems at work, how to avoid being "swiftboated," and why the more information you provide to your co-workers about yourself - even seemingly innocuous information - the more vulnerable that makes you. *The Innocent's Guide to Hardball Office Politics* also addresses: - Corporate Critter Control - how to deal with Office Trolls, Backstabbers, Hyper Competitives, Gumps, Big Fat Liars, Liars, Bulldogs, Meanies, Sadists, Psychotics, Lovers (Yours and Other People's), and why time is on your side when it comes to dealing with dysfunctionals. - How to Survive in a Corporation - including the proper attitude to strike, how to communicate effectively to co-workers and bosses, and antidotes to stress. - How to Thrive in a Corporation - why you need to "bring something to the party"; how to "go along and get along" how to deal with criticism; how to recognize the "subtext" at meetings; why you should "cut them some slack," and why you should curb your perfectionism. - Thoughts on the Pros and Cons of a Corporate Career - why you might want to pursue a Corporate Career, and how to think in 20- and 30-year frameworks. - BONUS: Corporate Newbies Lexicon - a dictionary of terms - everything from "Backstabbing" and "Bureaucracy" to "Walking Dead" and "Wavemaker." In short, *The Innocent's Guide to Hardball Office Politics* is a concise guide that provides you with what you need to know about the dark side of Corporate Politics, how toxic maneuvers work, and of how you can protect yourself against them.

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