

Office Politics

Description: An awareness of office politics can be an important skill. Learn to deal with negative tactics, practice correct strategies and become a good communicator.

What you will learn:

- ◆ Positive office practices that will benefit your career
- ◆ Recognize devious tactics and address unethical behavior
- ◆ Learn the difference between glory seeking and healthy ambition

Textbooks/materials: Office Politics (Wolfe)

Michigan Works
Service Center
Locations/Times:

PH MC CT R
1st and 3rd Thursday of the month
1:00 p.m. to 2:30 p.m.

Code: PO73 (PH)
Code: PO74 (MC)
Code: PO75 (CT)
Code: PO76 (R)