



# Survive Office Politics: How to Steer a Course Through Minefields at Work (Steps to Success)

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All workplaces are affected by the intrigues of office politics, and in many businesses who you know can be more important than what you know. Survive Office Politics is full of advice on how to cope with difficult situations and people and get on with your job. This book offers practical help on how to keep cool under pressure, watch out for danger signs, deal with a difficult situation, and work out who is doing what and why. It features a quiz, step-by-step guidance, top tips, common mistakes and advice on how to avoid them, summaries of key points, and lists of handy books and Web links. 'The workplace can be a minefield, so ensure your survival with Survive Office Politics.' Company

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