

THE
SECRET
HANDSHAKE

MASTERING THE POLITICS
OF THE BUSINESS INNER CIRCLE



Kathleen Kelley Reardon, Ph.D.

Secret Handshake Mastering The Politics Of The Business Inner Circle

Alex K.



Secret Handshake Mastering The Politics Of The Business Inner Circle:

The Secret Handshake Kathleen Kelley Reardon, Ph.D.,2002-01-15 In *The Secret Handshake* top corporate consultant and USC management professor Kathleen Reardon explores and reveals the hidden rules on the ins and outs of corporate politics that you won't find outlined in any employee handbook Based on hundreds of candid interviews with executives at Fortune 500 companies who have achieved their goals and joined the inner circle *The Secret Handshake* lays bare the unstated conventions that govern and shape corporate hierarchies Taking readers inside boardrooms to learn firsthand how the top decision makers view and assess the employees under them it offers invaluable advice on such career building tactics and skills as getting noticed networking persuading others knowing which battles to fight and mastering the art of the quid pro quo For all those who aspire to be part of the decision making body of their organization *The Secret Handshake* is the ultimate intelligence report on whom to trust and whom to watch out for how to manage the inevitable conflicts that will arise and how to read between the corporate lines

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Management Skills for Everyday Life Paula J. Caproni,2005 Written in a very straight forward and practical yet research based style that users regardless of their age gender nationality race etc find engaging because it focuses on their personal need to enhance their effectiveness career potential e.g. salaries promotions job choice and flexibility and general well being the book takes work life issues seriously The book begins by summarizing the research that focuses on what characteristics predict managerial and professional success and which characteristics predict failure The subsequent chapters then present each of the characteristics that predict success in more detail as well as tools and techniques for enhancing readers' personal and professional success For beginning to mid level executives

Managerial Skills Alex K., Focuses on interpersonal skills strategic and lateral thinking facing changes and challenges staying motivated effective decision making conflict resolution leadership communication human network CSR professional ethics workplace office politics planning for a second career 2 Readers can learn the art of getting things done in a more relaxed and confident way 3 The readers overcome their

weaknesses and become good managers *BUSINESS Essential* Bloomsbury Publishing,2015-03-20 The abridged updated edition of international bestseller *BUSINESS The Ultimate Resource* This essential guide to the world of work and careers is crammed with top quality content from the world s leading business writers and practitioners Now in a handy paperback format it is ideal for time pressed managers small business owners and students alike This book includes Actionlists more than 200 practical solutions to everyday business and career challenges from revitalising your CV to managing during difficult times Management library time saving digests of more than 70 of the best and most influential business books of all time from *The Art of War* to *The Tipping Point* We ve read them so you don t have to Best Practice articles a selection of essays from top business thinkers Business Dictionary jargon free definitions of thousands of business terms and concepts Gurus explanations of the lives careers and key theories of the world s leading business thinkers **From Engineer to Manager: Mastering the Transition, Second Edition** B. Michael Aucoin,2018-09-30 Providing clear expert guidance to help engineers make a smooth transition to the management team this a newly revised and updated edition of an Artech House bestseller belongs on every engineer s reference shelf The author s 30 plus year perspective indicates that while most engineers will spend the majority of their careers as managers most are dissatisfied with the transition Much of this frustration is the result of lack of preparation and training This book provides a solid grounding in the critical attitudes and principles needed for success The greatly expanded Second Edition adds critical new discussions on the development of healthy teams meeting management delegating decision making and personal branding New managers are taught to internalize the attitudes and master the associated skills to excel in and be satisfied with the transition to management The book explains how to communicate more effectively and improve relationships with colleagues Professionals learn how to use their newly acquired skills to solve immediate problems Moreover they are shown how to apply six fundamental principles to their on going work with engineering teams and management Supplemental material such as templates exercises and worksheets are available at no additional cost at ArtechHouse.com *The Politics of Promotion* Bonnie Marcus,2015-03-06 Break into the power circle and build relationships that advance careers *The Politics of Promotion* offers women the tools and guidance they need to successfully navigate the realities of their organization emphasizing the need to understand office politics to get the promotions and recognition they deserve Written by Bonnie Marcus a professional coach who focuses on helping women advance their careers this book demonstrates the impact of relationships and sponsorship on career trajectory Readers will learn why excellence and achievement aren t propulsion enough to get ahead and how networking with power and intention can make all the difference in perception reputation and promotion Far beyond the typical advice of be assertive and embrace ambition this book provides a unique and proven method for becoming a bigger player in the workplace and avoiding unexpected trip ups that can add years to the climb or end it for good Many women focus on performance thinking that good work garners promotion Too often they re left outside of the circles of power and influence

where decisions are made that affect their careers The Politics of Promotion provides a framework for breaking into that circle and taking control of one's own career path specifically showing how to Navigate office politics successfully Build and nurture key relationships Get comfortable with self promotion Avoid potentially disastrous blindsides Women who want to advance cannot afford to view politics as dirty It's the reality of the workplace one that differs between organizations and fluctuates over time Although being savvy about office politics is important for both genders unconscious bias and stereotypes create special challenges for women Learning to navigate these complex rules and customs is the key to professional recognition for women fostering relationships that reach far beyond the next evaluation Women looking to get ahead will find that the insights in The Politics of Promotion can help smooth the way *Politics in Organizations* Gerald R. Ferris, Darren C. Treadway, 2012-04-27 This edited volume in the SIOP Frontiers series is one of the first to look at the psychological factors behind politics and power in organizations Noted contributors from schools of management psychology sociology and political science look at the theory research methodology and ethical issues related to organizational politics and climates The book is divided into three parts Part 1 looks at the historical evolution of the field Part 2 integrates organizational politics with important organizational behavior constructs and or areas of inquiry for example in the chapter by Lisa Leslie and Michele Gelfand which discusses the implications of cross cultural politics on expatriates and within cross national mergers and Part 3 focuses on individual differences and organizational politics focusing on the nature of political relationships Becoming a Skilled Negotiator Kathleen Reardon, 2004-09-08 In today's increasingly decentralized fast moving business environments your ability to negotiate effectively is your most valuable asset With Kathleen Reardon's *Becoming a Skilled Negotiator* you'll be able to develop essential negotiation skills that will help you quickly assess situations overcome conflicts adapt to unexpected developments and ultimately build valuable alliances Filled with many real deal examples from master negotiators *Becoming a Skilled Negotiator* provides an insightful look at the negotiation process from analyzing the interests of other parties to selecting your words to bring about a desirable outcome *Business* [REDACTED], 2003

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