



**Craig Harrison's
1-Day Course
Sat., December 11**



Using Positive Political Skills in the Workplace

Course #6558-019; 805.8 BUSAD (0.7 ceus)

Many professionals dislike the idea of office politics. It implies manipulation, dirty tactics and closed doors. Yet politics need not be dirty. In fact, an understanding of office politics is a critical element in gaining resources, information and promotions. To be effective in any organization, political savvy is needed.

In this lively and practical seminar, participants will learn how to become "positively political." Through lecture, exercises, role play, brainstorming and facilitated discussion, participants reframe office politics and learn to:

- ▶ Use different types of power
- ▶ Avoid being manipulated
- ▶ Work effectively with others, especially insecure people
- ▶ Build influence, visibility and recognition
- ▶ Understand the political give-and-take of any organization
- ▶ Stand out and fit in
- ▶ Turn adversaries into allies
- ▶ Recognize organizational norms
- ▶ Avoid losing integrity

Saturday

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INSTRUCTOR CRAIG HARRISON, B.A. in Sociology from the UNIVERSITY OF CALIFORNIA, SANTA CRUZ, is a professional speaker, corporate trainer and consultant who builds credible and confident communicators and stellar sales and service organizations. His clients include the PROJECT MANAGEMENT INSTITUTE, the AMERICAN SOCIETY FOR QUALITY, UNITED AIRLINES, HITACHI AMERICA, US ARMY, LLNL, CompUSA, Hantel, SD Forum, HP, Kaiser, Pfizer, DemandTec and AT&T.

Harrison is a past president of the National Speakers Association — Northern California chapter and principal EXPRESSIONS OF EXCELLENCE!™, a Bay Area training firm
Visit www.ExpressionsOfExcellence.com more information on Mr. Harrison.

Fee: \$346.50 through Nov. 27. \$386 thereafter. Enrollment limited.

Sat, December 11, 9 am —5 pm, UCSC Extension of Silicon Valley,
2505 Augustine Dr., # 100, **Santa Clara** CA 95054 (408) 861-3700

<http://preview.tinyurl.com/harrison-ucsc-course> to read about and register for this course through UCSC Extension's page.