

# Office Politics

How to Navigate the Unspoken Rules of Work

Understand the room. Strengthen your influence.



## Programme Overview

**Delivery:** Virtual

**Duration:** 0.5 Day

**Dates:** Please check website

**Fees:** €249 per participant

*Includes live virtual session, practical templates, scripts and a personal action plan to support immediate real-world application.*

**Group Bookings Available - Contact Us**



[learning@workjuggle.com](mailto:learning@workjuggle.com)



[www.workjuggle.com](http://www.workjuggle.com)

# Office Politics

## How to Navigate the Unspoken Rules of Work

### Course Overview

**The way work gets done is not always written down.**

Have you ever felt there are how things get done in the office and then there are how things *really* get done?

You may have heard the term “Soft Power” but aren’t sure what it means. At WorkJuggle we understand that the office can be a maze and difficult to navigate.

WorkJuggle’s **Office Politics, How to Navigate the Unspoken Rules of Work** is a practical, interactive half-day virtual programme that helps professionals understand the dynamics around them, build positive influence, and navigate tricky situations with integrity. You’ll learn how to read the room, strengthen relationships, communicate strategically, and handle competing agendas - without compromising your values.

#### Who this programme is for:

- Professionals who want to increase influence and impact
- New managers or team leaders navigating stakeholders and expectations
- Managers moving into a larger, more complex organisation or matrix structure
- Professionals working cross-functionally where priorities conflict and alignment is harder
- Professionals experiencing tension, ambiguity, or having difficulty navigating the ‘unspoken rules’ at work

This is a skills programme for anyone who wants to work effectively with people and power dynamics.

*“In any organisation,  
real power flows  
through relationships,  
not job titles.”  
— Keith Ferrazzi*

# Office Politics

## How to Navigate the Unspoken Rules of Work

### What You'll Learn and Be Able to Do

#### By the end of the programme you will be able to:

- Recognise what office politics really is (and why it's not always negative)
- Identify the formal and informal power structures affecting decisions
- Map stakeholders: influence, interests, priorities and constraints
- Build credibility and trust to strengthen your professional reputation
- Increase influence without authority using practical communication approaches
- Navigate conflict, competing agendas and sensitive relationships more confidently
- Handle gossip and 'triangulation' professionally
- Set boundaries and protect your energy, time and reputation
- Create a personal action plan for a real workplace situation

#### Group Bookings - For Organisations

Bring this programme in-house and tailor it to your context, sector and risk landscape, ideal for:

- New managers and emerging leaders
- Cross-functional teams working in matrix environments
- High-potential cohorts building influence and stakeholder skill
- Teams going through change, restructures or shifting priorities

Optional add-ons include a pre-session pulse survey, tailored scenarios, or a follow-up 60-minute clinic to troubleshoot real situations.

**Contact us for Group Programme details.**

#### Why WorkJuggle

WorkJuggle programmes are practical, human and designed for real work. We focus on tools people can use immediately, supported by structured practice and clear outcomes.

# Ready to build your influence?

Contact us to learn more, or book directly at [www.workjuggle.com/XXX](http://www.workjuggle.com/XXX)

Ciara Garvan, Your Facilitator



Ciara is an experienced facilitator and founder of WorkJuggle, known for creating practical, human-centred learning that translates directly into real workplace impact. She works with professionals and organisations to build confidence, clarity and capability in the conversations and decisions that matter most. Ciara's style is supportive, structured and grounded in real-world experience, helping participants leave with tools they can use immediately.

If you are ready to invest in skills that strengthen how you lead, communicate and collaborate, we would be delighted to welcome you onto the programme.

Places are intentionally limited to protect the quality of discussion and individual attention, so early booking is encouraged.

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