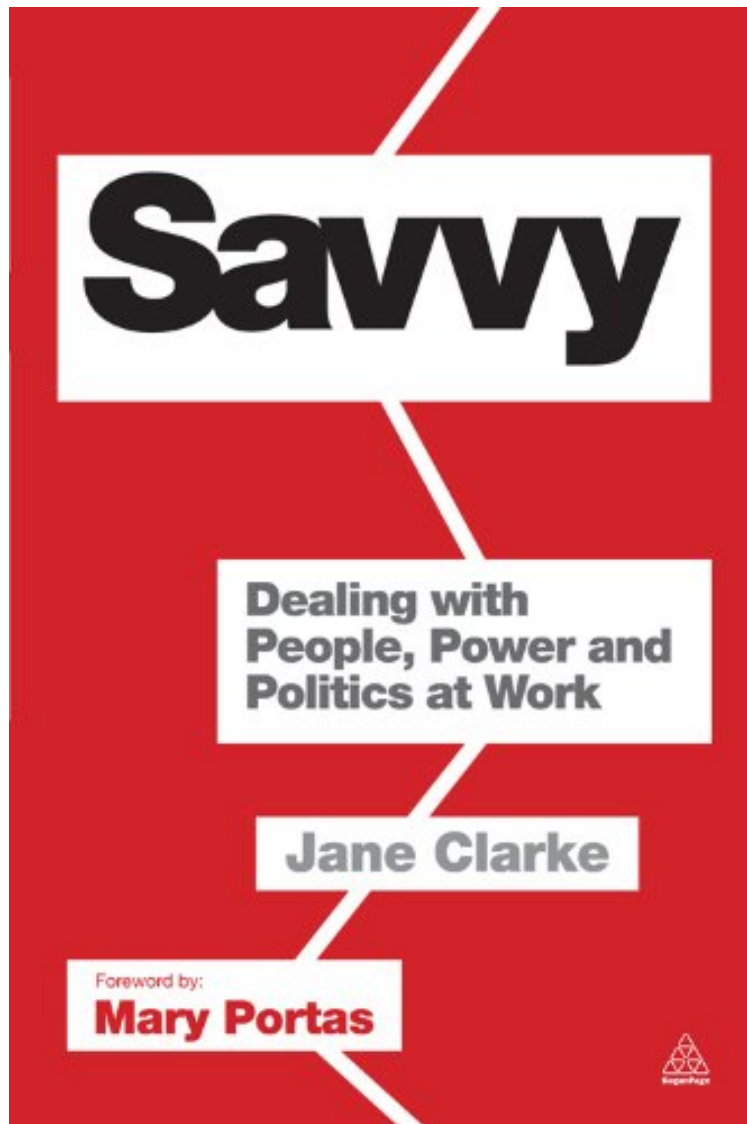


Savvy: Dealing with People, Power and Politics at Work: Volume 1

Jane Clarke

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Jane Clarke : Savvy: Dealing with People, Power and Politics at Work: Volume 1 before purchasing it in order to gauge whether or not it would be worth my time, and all praised Savvy: Dealing with People, Power and Politics at Work: Volume 1:

4 of 4 people found the following review helpful. Good read for the person new to office politics By JRSavvy covers some good ground for the person new to the office or office politics. It covers the basics with clarity. I would recommend it to a person just starting their office life or very naive regarding office politics. For more experienced office combatants it covers most things you probably already know. A good book for someone out of college and just starting their first office job.

Shortlisted for the CMI Management Book of the Year 2012 <http://yearbook.managers.org.uk/the-commuters-read-shortlist> Dealing with office politics, conflict and difficult people at work, without compromising your values and integrity, can be tricky. With case studies and examples, Savvy will help you understand colleagues' behaviour and power dynamics at work, and learn how to negotiate them successfully. Practical and insightful, Savvy will enable you to master the necessary skills to deal with difficult situations. It includes step-by-step advice on how to build a network, develop the right mindset, handle conflict, manage your boss, influence others and deal with a bully. Savvy is the essential office survival guide that will help you to boost your career and ensure your professional success.

Professionals faced with office politics or having to deal with difficult people in the work place, while protecting themselves and their career prospects "Full of insights and advice, Jane Clarke's highly readable guide to the fast-changing world of work is an invaluable resource for anyone who wants to get ahead and climb the corporate ladder." --Rhymer Rigby, author of *The Careerist* and *28 Business Thinkers Who Changed the World* "Clarke has produced an easy-to-read manual of helpful ways to understand and maneuver in office politics... A book as helpful for new employees as for experienced managers and entrepreneurs, Savvy is a clear and helpful guide for those who seek to work with others toward the common good." --ForeWord "[I]t can be much easier to deal with difficult people if you understand the type of difficult person you're dealing with. Clarke breaks down workplace personalities into four basic types and she does a nice job of describing the particular interests and motivations of each personality type. If you regularly work with groups of your clients' employees, this book might be particularly helpful." --Work Made For Hire About the Author Jane Clarke is an author and director at the business psychology consulting company, Nicholson McBride. She has worked in consulting for over 20 years and her clients include London Business School, UBS and J Walter Thompson. She contributes to national newspapers, appears on TV and radio business media, and has written for the Financial Times, the Guardian and the Independent. Clarke is also the author of *Office Politics*, *Wired Working*, and *Resilience*.