



Office Politics for Managers

SEHG-SV-9954 · Business · approx. 1 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Office politics, or work politics, are the strategies and procedures that employees use to function and advance in a work setting. It is important for managers to learn and understand the office environment and the employees that make it tick. Since the manager interacts with several aspects of the workplace, one should learn how to effectively work with colleagues, supervisors, and upper management in order to help keep the department functioning as a whole.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Understand the purpose and benefits of office politics
- Setting boundaries and ground rules for new employees
- Learn to interact and influence among colleagues
- Learn how to manage various personality types in the office
- Determine how to gain support and effectively network
- Recognize how you are a part of a group and how you function

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 0 instructional videos — 0 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — New Hires**
 - Company Core Values
 - Building Relationships
 - Encourage Respect
 - Setting Ground Rules

- **Module 3 — It's About Interacting and Influencing**
 - Dealing with Different Personalities
 - Build a Culture of Collaboration
 - Be Nice to Everyone (Not Just Those Who Can Help You)
 - Be a Team Player
- **Module 4 — Dealing with Rumors, Gossip, and Half - Truths**
 - Its Effects on Morale
 - Reinforce the Truth with Facts
 - Deal With it Swiftly
 - Do Not Participate
- **Module 5 — Office Personalities (I)**
 - Complainer
 - Gossiper
 - Bully
 - Negative Ned / Nancy
- **Module 6 — Office Personalities (II)**
 - Information Keeper
 - Know-It-All
 - The Apple - Polisher
 - Nosey Neighbor
- **Module 7 — Getting Support for Your Projects**
 - Gain Trust Through Honesty
 - Be Assertive
 - Blow Your Own Horn
 - Make Allies
- **Module 8 — Conflict Resolution**
 - The Importance of Forgiveness
 - Neutralizing Emotions
 - The Benefits of a Resolution
 - The Agreement Frame
- **Module 9 — Ethics**
 - Benefits of an Ethical Environment
 - Lead by Example
 - Ensuring Ethical Behavior
 - Addressing Unethical Behavior
- **Module 10 — You Are Not an Island**
 - Never Burn a Bridge
 - Take the High Road
 - Trust is a Two-Way Street
 - Don't Hide in Your Office
- **Module 11 — Social Events Outside of Work**
 - How to Decline Politely
 - Rules When Attending
 - Meeting New People
 - Conversation Dos and Don'ts
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
 The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-SV-9954 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.