Influencing Upwards and Mastering Office Politics Training Course



30 Nov - 04 Dec 2026

Cape town

4600 € (Per Person)

Ref: #IS5098_288755

Course Introduction / Overview:

Navigating the modern workplace requires more than just technical skill and hard work. it demands a sophisticated understanding of organizational dynamics, upward influence, and strategic communication. This course is designed to demystify the often-misunderstood concepts of managing up and office politics, transforming them from sources of anxiety into powerful tools for career advancement and organizational effectiveness. We move beyond simplistic advice, delving into the nuanced strategies that build trust, foster collaboration, and ensure your contributions are recognized by senior leadership. Drawing on principles from experts like Allan R. Cohen and David L. Bradford, authors of "Influence Without Authority," this program equips you with a framework for ethical and effective influence. Participants will learn to analyze their organizational landscape, build strategic alliances, and communicate their value proposition with confidence and clarity. At BIG BEN Training Center, we provide a practical, actionable roadmap to not only survive but thrive in complex corporate environments, enabling you to drive positive change and achieve your professional goals. This training is an investment in your political savvy and strategic positioning within any organization.

Target Audience / This training course is suitable for:

- Team Leaders and Supervisors.
- Mid-level and Senior Managers.
- Project and Program Managers.
- High-potential employees and aspiring leaders.
- Technical specialists and subject matter experts.
- Cross-functional team members.
- Any professional seeking to increase their influence and visibility.

Target Sectors and Industries:

- Information Technology and Telecommunications.
- Banking, Finance, and Insurance Services.
- Healthcare and Pharmaceutical Industries.
- Government, Public Sector, and Non-profit Organizations.
- Consulting and Professional Services.
- Engineering and Construction.
- Retail and Fast-Moving Consumer Goods (FMCG).
- Manufacturing and Industrial Sectors.

Target Organizations Departments:

- Human Resources and Talent Development.
- Project Management Office (PMO).
- Sales, Marketing, and Business Development.
- Operations and Supply Chain Management.
- Information Technology (IT) and Engineering.
- Finance, Accounting, and Auditing.
- Research and Development (R&D).
- Customer Service and Client Relations.

Course Offerings:

By the end of this course, the participants will have able to:

- Develop proactive strategies for building a strong, productive relationship with their manager.
- Analyze and understand the power dynamics and informal networks within their organization.
- Master techniques for influencing without formal authority.
- Communicate ideas and proposals persuasively to senior stakeholders.
- Navigate complex political situations with integrity and ethical consideration.
- Build strategic alliances and a supportive professional network.
- Manage conflict constructively and mediate disagreements effectively.
- Enhance their personal brand and executive presence to increase visibility.
- Proactively manage their career trajectory through strategic positioning.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, experiential, and directly applicable to the participant's work environment. We believe that learning is most effective when it moves beyond theory and into practice. This course utilizes a blended learning approach, incorporating facilitator-led discussions, in-depth case study analyses of real-world corporate scenarios, and dynamic group exercises. Participants will engage in role-playing simulations to practice crucial conversations, influencing techniques, and conflict resolution strategies in a safe and constructive setting. Self-assessment tools will be used to help individuals understand their own communication and influencing styles. A significant portion of the course is dedicated to peer-to-peer learning, where participants share experiences and collaboratively problem-solve challenges. Our expert facilitators provide personalized feedback and coaching throughout the sessions, ensuring that each participant can translate the concepts learned into a personal action plan. The focus is on building practical skills and confidence, empowering attendees to immediately apply their new knowledge to navigate their organizational landscape more effectively.

Course Agenda (Course Units):

Unit One: Foundations of Upward Management and Political Savvy

- Defining managing up and its importance for career success.
- Differentiating between positive and negative office politics.
- Conducting a self-assessment of your current political and influencing skills.
- Understanding your manager’s priorities, pressures, and preferred communication style.
- Decoding your organization's culture and unwritten rules.
- Identifying the formal and informal power structures in your workplace.
- The psychology of power and influence in organizational settings.

Unit Two: Building a Productive Alliance with Your Manager

- Establishing trust and credibility as a reliable team member.
- Techniques for managing your manager's expectations effectively.
- How to provide constructive feedback upwards without causing offense.
- Learning to anticipate needs and solve problems proactively.
- Strategies for disagreeing with your manager respectfully and productively.
- Presenting solutions, not just problems.
- Becoming an indispensable source of information and support.

Unit Three: The Art of Ethical Influence and Persuasion

- Understanding the core principles of persuasion from social psychology.
- Mapping key stakeholders and their interests.
- Crafting compelling arguments and business cases for your ideas.
- Tailoring your communication to different audiences and personalities.
- The strategic use of data and storytelling to influence decisions.
- Building consensus and gaining buy-in from peers and senior leaders.
- Mastering the art of "pre-suasion" to set the stage for success.

Unit Four: Navigating the Broader Political Landscape

- Identifying key influencers, allies, and potential detractors.
- Strategies for building a strong, diverse professional network.
- Managing relationships with difficult colleagues and peers.
- Navigating cross-functional conflicts and departmental silos.
- Ethical guidelines for gathering and using organizational information.
- Protecting yourself from negative political tactics.
- Knowing when to engage and when to step back from a political issue.

Unit Five: Advanced Strategies for Visibility and Career Advancement

- Developing a strong personal brand and executive presence.
- Proactively seeking high-visibility projects and assignments.
- Finding and cultivating relationships with mentors and sponsors.
- Communicating your accomplishments without appearing to brag.
- Developing a long-term strategic career plan.
- Using your political savvy to champion innovation and positive change.
- Creating a personal action plan for applying course concepts.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can an individual effectively build upward influence in a remote or hybrid work environment where informal interactions and visibility are significantly reduced?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by framing office politics and managing up not as manipulative games, but as essential, ethical leadership competencies. While other programs may focus on superficial tactics, we provide a deep, strategic framework grounded in organizational psychology and proven communication principles. The core philosophy is that true influence is earned through competence, integrity, and the ability to align personal goals with organizational objectives. We place a strong emphasis on self-awareness, helping participants understand their own style and adapt it to effectively engage with diverse personalities, particularly their direct managers. The curriculum is uniquely practical, moving beyond abstract theories to focus on actionable skills through realistic case studies and role-playing scenarios that mirror the complex challenges professionals face daily. Rather than just teaching what to do, we explore the nuances of how and when to act, ensuring participants leave with the political savvy and confidence to not only advance their own careers but also to contribute more effectively to their organization's success.