

Discovering Your Office Politics Style

📌 Purpose of the Tool

This tool helps individuals identify their personal style when navigating office politics by reflecting on behavioural tendencies and aligning with a workplace persona. It promotes self-awareness, enabling individuals to act with intention and authenticity in professional environments.

🕒 Why & When to Use It

Use this tool during periods of career development, performance reviews, team dynamics challenges, or when taking on new roles or leadership responsibilities. It's particularly valuable when you're feeling uncertain about how to influence or communicate within a workplace culture.

🎯 Expected Results

After completing this tool, individuals should gain clarity on their predominant office politics style, recognize how they naturally interact with others, and walk away with a tailored action plan to navigate workplace relationships more effectively and ethically.

Example 1:

Problem Statement:

Samantha, a new team leader, noticed her team wasn't collaborating well and that conflict often lingered unresolved. She felt unsure how to assert herself and lead.

Tool Outcome:

After completing the tool, Samantha discovered she aligned with the Mediator style. She wrote down 3 actions:

1. Offer to facilitate monthly feedback sessions.
2. Practice active listening during one-on-one meetings.
3. Arrange a team workshop on conflict resolution.

Result:

In 4 weeks, the team reported improved morale, quicker conflict resolution, and increased collaboration.

Example 2:

Problem Statement:

Alex, an individual contributor aiming for a promotion, felt overlooked despite strong performance.

Tool Outcome:

Alex identified as an Opportunist. Her 3 actions included:

1. Volunteering for a high-profile project.
2. Networking with senior stakeholders.
3. Pitching a new idea at a team meeting.

Result:

Within a month, Alex was invited to present to executives and was assigned as a team lead for a new project.

The Tool: Discovering Your Office Politics Style

Step 1 – Reflect on Your Preferences

Fill in the blanks with how strongly you agree (e.g. Yes, Sometimes, No):

- I am comfortable with being open about my opinions and beliefs: _____
 - I tend to avoid conflict and seek harmony in my relationships: _____
 - I am strategic and enjoy planning my moves carefully: _____
 - I am adaptable and can easily adjust my behaviour to fit the situation: _____
 - I am a natural networker and enjoy building connections: _____
 - I am resourceful and often seize opportunities to my advantage: _____
 - I am empathetic and excel at resolving conflicts: _____
 - I value integrity and always try to remain ethical: _____
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Step 2 – Identify Your Style

Choose 2–3 traits that best describe you. Match them to one of the styles:

Style	Key Traits
Diplomat	Harmony-seeker, values integrity, resolves conflict
Strategist	Strategic, planner, goal-driven
Chameleon	Adaptable, flexible, situational
Networker	Connector, relationship-focused
Opportunist	Resourceful, proactive, bold
Mediator	Empathetic, peacemaker, collaborative
Individualist	Independent, ambitious, self-advancing

Step 3 – Plan 3 Actions

Based on your chosen style, review the suggested strategies and write 3 specific actions you'll take this month:

Example Actions by Style

- **Diplomat:** Build trust, resolve conflict, be dependable.
 - **Strategist:** Set measurable goals, plan decisions, problem-solve methodically.
 - **Chameleon:** Adapt communication, offer flexible solutions.
 - **Networker:** Attend events, maintain contacts, support others.
 - **Opportunist:** Spot and act on openings, take initiative, influence others.
 - **Mediator:** Facilitate discussions, listen actively, unify differing views.
 - **Individualist:** Pursue growth, advocate for yourself, assert expertise.
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Your Action Plan

1.

2.

3.