**HUMAN RELATIONS – HOMEOWORK – SESSION 5**

**Chapter Nine: Ethical Power, Politics, and Etiquette**

Describe the purpose of power and politics in organizations. What are their risks and rewards?

Compare and contrast Position Power and Personal Power.

Identify and define the seven Bases of Power. Which do you value most? Why?

Describe the relationship between Power and Influence.

How does Reading People relate to Influence?

Describe Reading People as an interpersonal skill. How can it help improve Human Relations?

Share guidelines to follow when using Ingratiation (Praise) as an Influencing Tactic.

Share guidelines to follow when using Rational Persuasion as an Influencing Tactic

Share guidelines to follow when using Inspirational Appeal as an Influencing Tactic.

Share guidelines to follow when using Personal Appeal as an Influencing Tactic.

Share guidelines to follow when using Legitimization as an Influencing Tactic.

Identify and explain the three Political Behaviors commonly used in organizations.

Define political success. How can it be achieved? Are there any ethical concerns in achieving success?

Explain the importance of a Relationship with the Boss and identify at least three common Expectations of Bosses. Of these common expectations, which is your strongest area? Explain?

Define appropriate Manager-Employee Relations. In your opinion can the relationship be one of real friendship? Explain your answer.

Explain the Open-Door Policy. Does your teacher or boss past/present use this policy? Explain.

Define appropriate Relations with Peers.

Explain the importance of Customer Service. How can you provide Customer Satisfaction?

**Chapter Ten: Networking and Negotiating**

Explain Networking and its Objectives. How will you use it to help with school or your career?

Describe the Networking Process. What are your strongest/weakest areas in Networking?

Explain the importance of a Self-Assessment. What questions are you asked to explore?

What is a One-Minute Self-Sell and why is it important?

How can you develop your Network?

What things should you do to prepare for and conduct a Networking Interview?

Define Coalition. How can you strengthen your coalition and use it to achieve your objective?

Explain Negotiation and the process involved. What are your strongest/weakest areas?

Compare and contrast Distributive Bargaining and Integrative Bargaining.

Outline the steps in a Negotiating Plan.

How important is preparation in Negotiating?

Share guidelines to follow when Bargaining.

Once an Agreement is made, what should you do?