

# CS 100

Tuesday

3 November 2015

# Today's Agenda

## 0. **Mr. Scott Heydinger**

Lexmark

1. Announcements and Calendar
2. Homework 4 Q&A
3. Creative Guide
4. Team Geek Ch. 5: Organizational Manipulation
5. Group Meetings

# 1. Announcements and Calendar

- HW4 Milestone 2:
  - Due next Tuesday by midnight
  - Submission file size limit: 100MB
  - Stay on track
- Office hours this week
  - No office hours tomorrow (Wed)

## 2. HW4 (Group Project) Q&A

- What is “iteration”?
- How do we
  - Get people to show up?
  - Make someone respond to an email?
  - Decide which path to take when we don’t all agree?
  - ...
- What if we don’t like the roles people have taken on within our group?

# HW4 Q&A

- Process
  - Mission
  - Culture
  - Humility, Respect, Trust (HRT)
- Be(come) Systematic
- Be(come) Professional
- Own Your Work
- Document Your Involvement [remember “perf”]

# 3. Creative Guide

- “video” is loose
  - Stop-motion animation:  
<http://www.youtube.com/watch?v=S2M-nqAKRrA>
  - Slides + cell phone footage:  
[http://www.youtube.com/watch?v=6N\\_EH3qA1a8](http://www.youtube.com/watch?v=6N_EH3qA1a8)
  - Stills with moves (“Ken Burns”):  
<http://www.youtube.com/watch?v=dBjQLrpc9wQ>

# 4. Reading from “Team Geek”

## Chapter 5: The Art of Organizational Manipulation



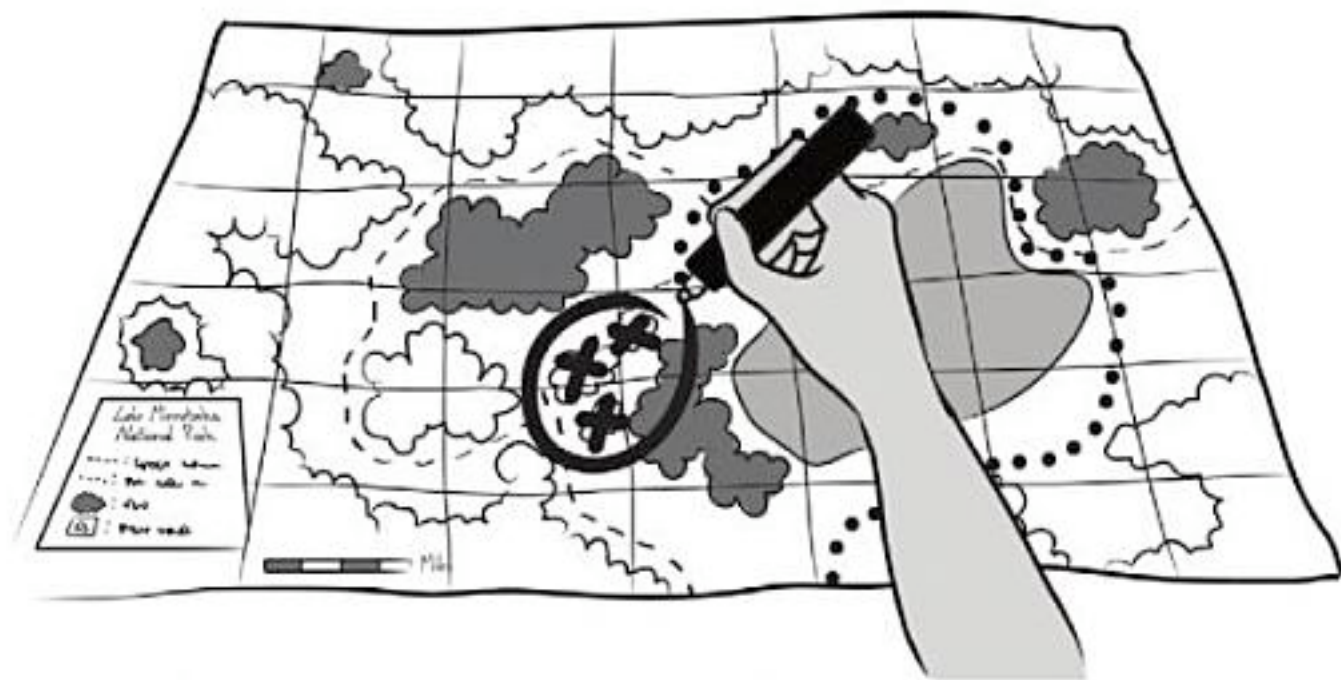


*Navigating corporations can be daunting.*





*Focus on the task at hand...*



*...but overdeliver on what's expected of you.*

# The Ideal Team

- Your manager is ideal: HRT
- You enable your manager to succeed by
  - Pursuing extra responsibility
  - Overdelivering
  - Taking appropriate risks
  - Acting like an adult
  - Communicating important/detailed information
  - Asking important questions

# The Less Than Ideal Manager

- Insecure / fears failure
- Brokers communication (“chain of command”)
- Brokers knowledge
- Not an enabler: resources, talents, roles

# Office Politician

- Manipulates relationships
  - Steals credit
  - Assigns blame
  - Passive aggressive
  - Spends time looking impactful (not *being* impactful)
- Tries to manipulate you
  - If that's not possible, will undermine you or ignore you

# The Defective Organization

- Bureaucracy
- No vision / mission
- Bad managers
- Ossified structures
- Fiefdoms
- Obsession with titles
- Treats employees like naughty children

# Strategies for Manipulating the Defective Organization

- Forgiveness vs. permission
- Take a path, make a path
- Manage upward
  - Sell yourself
  - Enable your manager to be successful
- Offensive and Defensive work
- ABL: Always Be Launching
- “Luck” starts with observation

# Interactions with People

- Promotion to powerful (and safe) positions
- Develop allies
  - Old-timers
  - Connectors
  - Administrative assistants
  - Good managers and execs
- Hone your ability to *interact*
  - The elevator speech
  - The “important email”



# The Important Email

- No spelling / grammar mistakes
- Three bullets
  - Set the stage
  - Short points to establish the issue
  - Resist the urge to get diverted
- Call to action
  - You have to ask for what you want!
  - Make your request reasonable and actionable
  - Only ONE call to action!

# Escape

- You can always leave
- Only you can decide when enough is enough
- Getting fired is a good indication that you should move on...
- Beware the blame game
  - Introspection is crucial – the problem may lie with you!
  - Always frame your decisions with HRT!
  - Even when you leave, you never know where you will end up!

# Confidence

- Understanding the human side of organizations gives you confidence
- Be introspective about your abilities and your position within the organization
- Look for opportunities to change things and improve the culture BEFORE looking for opportunities to leave

# Take Aways

- The organization is important
- Your response to organizational function and dysfunction has a lot to do with your advancement and satisfaction
- Learn from your good managers, and become one!
- You control your interactions – use them!
  - Elevator speech
  - Focused, intentional, clear email communication

# 5. Group Meetings

- Connect with your group
- Get work done!
  - Action plan: each role should have action steps.  
What does your role \*mean\*?
  - Communication plan: you should have an agreed way to communicate project info with each other
  - Time line: you need deadlines!