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
  – 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!