

Educate Your Bosses & Colleagues

Strategies for difficult people at work, lead by example, influence without authority trough communication psychology & manipulation techniques

Simone Janson (ed.)

Published at Best of HR – Berufebilder.de®

Table of Contents

Imprint

<u>Introduction: Information, Experiences of Success, Inspiration - you'll find all that</u> in this Book

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Information as desired with Membership Discounts, eCourses, Workbooks, and custom, individual eBooks

Successfully use the AI Extension to the Book for your Goals and to make Money

Experience Success and Inspiration: Discover your Way and support Sustainability

False shame and modesty to prevent change: "What should the others think?" // By Tom Diesbrock

The hubris of the stupid: As Rambo to the success? // By Simone Janson

Breaking thought patterns with Mind Control: Take the pressure off! // By Dr.

Volker Kitz, Prof. Dr. Manuel Tusch

Power and Communication Between Men and Women: Field Studies on the Field // By Isabel Nitzsche

<u>Understanding hierarchy for managers: take all employees with you? // By Roland Jäger</u>

Everyday business is zoo: Business-oriented monkeys // By Professor Dr. Hanno Beck

Proper conflict behavior for a better work climate: too much harmony brakes! // By Peter Brandl

The 4 Archetypes Platons: The Opponent // By Dr. Stefan Fourier

Resilience and Failure in Politics: The Power of Causal Analysis // By Dr. Denis Mourlane

Success in a team: communication even with difficult colleagues [6 checklists & 5 tips] // By Simone Janson

Reach goals, manage negative feedback correctly: 6 tips against whiners and energy vampires // By Claudia Hupprich

Employer branding and job image for applicants: HR, please speak plainly! // By Simone Janson

Lies, manipulation and psychological stress in the office: 3 tips against daily job madness // By Albert J. Bernstein

Train resilience, strengthen self-confidence: finally able to resist [+ exercises and self-test] // By Ulrich Siegrist

Tell the boss what you think: Confident employees achieve better results // By Philip Semmelroth

Conclusion: How to expand your Knowledge and Experience with interactive AI and discounted Add-on offers for free.

Authors Overview

Tom Diesbrock

Prof. Dr. Manuel Tusch

Dr. Volker Kitz

Isabel Nitzsche

Roland Jäger

Professor Dr. Hanno Beck

Peter Brandl

Dr. Stefan Fourier

Dr. Denis Mourlane

Claudia Hupprich

Albert J. Bernstein

Ulrich Siegrist

Philip Semmelroth

Simone Janson

<u>Profound Expert Knowledge, Quality Assurance and AI: The Concept of Publisher of the Year Best of HR - Berufebilder.de</u>

Appendix: Tips and Prompts for using the AI Extensions

Imprint

The German National Library lists this publication in the German National Bibliography; detailed bibliographic data are available on the Internet at https://dnb.dnb.de.

ISBN of the German eBook edition: 9783965965447

ISBN of the English eBook edition: 9783965965454

German website of the publisher: https://berufebilder.de

English website of the publisher: https://best-of-hr.com

Educate Your Bosses & Colleagues

4th completely revised and extended edition, 10.01.2024

@2024 by Best of HR - Berufebilder.de®, a brand of Janson Pressgroup Print & Online

Published by Simone Janson

Duesseldorf, Germany

Concept, editing, graphic design & layout: Simone Janson

Cover design with Canva

eMail: publisher@best-of-hr.com

For your <u>successful</u>, <u>fulfilling life</u>, the information you truly need: State-funded publisher, awarded the Global Business Award as <u>Publisher of the Year</u>: <u>Books</u>, <u>magazines</u>, <u>eCourses</u>, <u>data-driven AI services</u>. Print and online publications, along with the latest technology, go hand in hand - with over 20 years of experience, partners such as the <u>Federal Ministry of Education</u>, customers like <u>Samsung</u>, <u>DELL</u>, <u>Telekom</u>, or universities. Behind it all is <u>Simone Janson</u>, a German <u>Top10</u> blogger, referenced in <u>ARD</u>, <u>FAZ</u>, <u>ZEIT</u>, <u>WELT</u>, <u>Wikipedia</u>.

All books are published in German and English. We take our responsibility to deliver well-researched and reliable information very seriously. Therefore, the publisher follows a dedicated concept for quality assurance and compilance, where the expertise of renowned experts goes hand in hand with the latest AI technology for information analysis and text optimization. If you have any further questions, you can read the corresponding chapter at the end of the book.

All works of the publishing house Best of HR - Berufebilder.de®, including their parts, are protected by copyright. Any use outside the narrow limits of the copyright law is not permitted without the consent of the publisher and the author. This applies in particular to the electronic or other reproduction, translation, distribution and making publicly available.

Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book

Dear readers,

glad we could convince you of the 4th, significantly extended edition, like thousands of readers before. Because this book makes your success tangible: In the following pages, you will not only encounter expert knowledge, but also a wealth of practical tools and resources that can help you achieve your goals and realize your full potential.

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback

For its interactive concept, the publisher was not only awarded the Global Business Award as Publisher of the Year by Corporate Vision Magazine and supported by the Minister of State for Culture and Media of the Federal Republic of Germany, but also repeatedly recognized in renowned media such as **ZEIT**, **Süddeutsche**, **personalmagazin**, or the special magazine **Personalführung**. For example, the **FAZ**, one of the most influential Newspapers in Germany, attests to us "good actionable tips" and customers like the **Press and Information Office of the German Federal Government** are enthusiastic. You can find many more reviews as well as information on free review copies at https://best-of-hr.com/press/.

Renowned experts from various fields - overview in the table of contents - have compiled their expertise and experiences to provide you with valuable insights and advice, practical and condensed. As a reader, you will also receive working materials as part of your book purchase, which you can download for free at https://best-of-hr.com/academy/. In addition, workbooks are available to help you reflect on the inspirations from this book.

All readers who are looking for individual solutions also have the opportunity to use the AI extensions and consulting tools free of charge within the framework of AI Extended Books, for which we usually charge a monthly subscription fee. Our interactive success advisors and other AI-supported tools are at your disposal to provide you with tailored advice and recommendations that are tailored to your individual needs. Use these tools to drive your success and achieve your personal goals.

In addition to this wealth of inspiration, we want you to experience and enjoy your success: As a reader of this book, you will have access to a variety of exclusive services that will help you live well and successfully according to your wishes: from inspiring reader trips, where you have the opportunity to discover new places and exchange ideas with like-minded people, to lifestyle products that are

specifically tailored to your needs, we want to ensure that you make the most of this reading experience.

Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Briefly and concretely this is your benefit from this book: You support certified climate protection projects, quickly receive compact information and checklists from experts as well as access to AI extensions and the possibility to individually live your inspirations as an experience. Because adulthood is a myth and some employees who work diligently and hard-working feel like they are in a kindergarten in their company: nagging, know-it-all or jealous colleagues, choleric, narcissistic or weak managers who all seem as if they had all the educational measures failed completely with them. But which strategies still help with such team members, employees and superiors? This book gives insights into the psychology of not only executives and reveals rhetoric tips for conflicts and disputes. It also shows how you can influence organizational cultures in your favor, even without an official managerial function, convince other people with your arguments and thus make life easier for yourself in stressful situations.

You will receive valuable resources through this <u>unique publishing concept</u> that will enhance your knowledge, stimulate your creativity, and make your personal and professional goals achievable. This allows you to discover new ways, expand your thinking, and improve your skills to experience success. You will receive concrete advice, proven methods, and strategies to overcome challenges and overcome obstacles. By providing specific action steps and practical guidance, you will learn how to define your goals and develop plans to progress step by step. The clear structure and our special, highly detailed table of contents support you in quickly finding the desired information and implementing it directly into practice.

This is not only contributed by the expert articles of renowned experts but also by numerous inspirations from successful managers, entrepreneurs, and other exciting personalities. Their stories and experiences serve as vivid examples of how challenges can be overcome and goals can be achieved. Through their inspiring narratives, you gain insights into proven strategies and practices that you can apply to your own situations. Different, and potentially contradictory, aspects of the topic are deliberately addressed. This allows you to examine, reflect on, and weigh the various pros and cons optimally. This ultimately enables you to gain different perspectives and improve your knowledge to develop a deeper understanding of complex topics and find innovative solutions.

Information as desired with Membership Discounts, eCourses, Workbooks, and custom, individual eBooks

Under the motto *Information as desired*, we also provide you with exactly the information you have been looking for. The book also includes an e-course with a worksheet for you to work through, which you can receive for free as a reader in

our Academy at https://best-of-hr.com/academy/. You can find out how to access it in the book's conclusion.

Our Academy offers you the opportunity to continuously expand your knowledge and skills and engage with like-minded individuals. By participating in our online courses and interacting with experts and other learners, you can achieve your professional goals and advance your personal success. We believe that inspiring experiences and continuous learning are the keys to long-term success. Therefore, we invite you to explore our Academy and benefit from the diverse learning opportunities.

In addition, the Workbook Success Planner is the perfect complement to the guidebooks. This workbook helps you successfully implement the inspirations and tips from our books, step by step and day by day, whether it's about career goals, decision management, or financial planning. You can either print the Success Planner yourself or order it as a bound book. Each workbook comes with a free eBook.

Do you want a personalized eBook topic or an e-course on a specific subject? You can also find that in our publishing house at https://best-of-hr.com/publisher/. We will create your personalized eBook on a topic of your choice upon request. In the Academy of Best of HR - Berufebilder.de®, you will also find email courses with individual assignments, personal support, and certification.

As a book reader, you not only have the advantage of gaining information and new insights but also enjoy financial benefits that come with purchasing our books. As a newsletter subscriber or registered member, you will receive a 50% discount on all e-courses and a 20% discount on all other books as a member edition. You can find the books at https://best-of-hr.com/shop/books/. The coupon code is sent weekly via the newsletter. Additionally, there is the Premium Membership, a paid flat rate for one year, which includes all learning materials, downloads, and premium articles.

Successfully use the AI Extension to the Book for your Goals and to make Money

For those seeking further individual guidance and services, our concept of *AI Extended Books* offers the potential to analyze information, gain valuable insights, and show paths to achieving your individual goals. By utilizing AI in your work or personal life, you can gain many benefits and work much more efficiently. Through our AI solutions, you will discover new ways to explore your horizons in innovative ways. And the best part is that this service is free for you as a book buyer. In the appendix of the book, you will find a detailed explanation and numerous application examples to facilitate your successful handling of AI.

Our interactive <u>AI-assisted consultant</u> is there to assist you with any questions regarding success, career, and personal development. Our <u>AI-eTutor</u> supports the

learning experiences from our academy with individual exercises. And the interactive <u>travel planner</u> helps you plan individual moments of success.

One of the greatest strengths of AI is its ability to process large amounts of data and recognize patterns. By using machine learning algorithms, AI can learn from this data and make predictions. This enables you to make informed decisions, optimize your strategies, and even solve complex problems. Whether it's your personal career management, optimizing communication processes, or improving work efficiency - AI can help you achieve your goals more effectively.

With the AI tools from Best of HR - Berufebilder.de®, you can even earn money. This is done through an affiliate program, a marketing strategy where companies collaborate with affiliates to promote and sell products or services. Affiliates are individuals or companies that act as partners and receive a commission for every sale or action they generate. To participate in our affiliate program, please register for our partner program.

Experience Success and Inspiration: Discover your Way and support Sustainability

But that's not all! We want to offer you a very special opportunity that will make your journey to personal growth and success even more unforgettable. Because we know that it's not just about reading, but also about experiencing and applying what you've learned. That's why we want to offer you exclusive vouchers for suitable trips and other items that perfectly match your chosen guide. To achieve this, we work with numerous network partners in accordance with our compliance guidelines.

So imagine putting the inspiring wisdom of your book into action while creating unforgettable memories at the same time. Whether it's a relaxing break at a wellness resort, an adventurous trip into nature, or a workshop that further develops your skills - with our specially selected vouchers, you can put what you've learned into practice directly and enjoy unforgettable experiences at the same time.

Let yourself be inspired by our guides and discover the possibilities that await you. Because we believe that true change doesn't just happen in the mind, but also in the heart and in action. So get ready to elevate your life to a new level with individual moments of success and make your dreams come true. By the way, 5 percent of your purchase goes to non-profit organizations that are dedicated to projects such as reforestation and climate protection.

So you see: from cost savings to access to knowledge and education, to the opportunity to experience and live your own successes, to inspiration for entrepreneurial activities, and the possibility to earn money with our publishing house - reading our books can provide you with financial benefits in various ways.

False shame and modesty to prevent change: "What should the others think?"

// By Tom Diesbrock

An argument that keeps many from changing the saddle: "If it were up to me, I would have given up my job a long time ago. But how would that look on my résumé? And how would my friends, colleagues and family react? They certainly wouldn't understand. And I'm not a person who only thinks of himself!"

What would the others think?

What do you think the people around you would say and think if you actually "switched", quit your current job and are looking for a new one that will give you more fun and satisfaction? Would the majority encourage you and congratulate you on this decision? Or do you rather expect a negative, negative and discouraging response from your environment?

As social beings, we are more or less easily influenced by our environment. And as we go through a life phase of upheaval, others can thwart our pursuit of change in two ways: either the people around us are actually trying to divert us from our idea.

The conflict in the head

Or we are only convinced that they disapprove of our behavior - without this being true. In the second case, we are likely to have far more problems completing our request because the conflict is in our heads.

With real people, we can finally argue and dispute, with alleged rejection in our imagination, this is much more difficult. If we believe that it is impossible to realize a heart's desire for other people, we often do not realize who and what real arguments we actually mean.

"You can not do that?"

Especially if we have vague thoughts like "You can't do that" or "What should people say?", It is advisable to take a closer look. Because then we may only be using another strategy of avoidance:

I can abuse "the others" very well to give me an alibi for my inaction! This strategy of avoidance works like this:

1. I suppose others would think badly of me when I care for my well-being. I regard this faith as an unchanging fact, which I do not question further.

2. The opinions of others I make about my desire. I am not taking the liberty of balancing my autonomy and the supposed influence of others and making my own decision.

I know what I want

If I am fully determined to implement a project, I will perhaps take into account the assessment of others - but most likely I will try to break through as much of my project as possible.

Possible conflicts then occur at most in the inter-human realm, not in me. I do not feel any inner resistance, so I do not need to use any avoidance strategies and can use all my strength for my project.

Do or leave?

Am I internally but divided between "Do!" and "Better leave it!", so part of me presses the inner accelerator pedal and another part of the brake, I'm in a dilemma. And then an avoidance strategy can come into effect, which in psychology is called a "projection":

Instead of exposing myself to my inner resistance, I project it like a slide projector to my fellow men. No more I then seem to doubt or fear of my plans, no, the others are anyway against it!

Egoist or dreamer?

In this way, I move my inner conflict out of my imagination. I often experience that people believe they are being judged selfish and irresponsible when they want to go new or unusual ways.

Or they fear that they will be called dreamers and crank and will be put to shame by others if they acknowledge their ideas. Behind this are often deep-seated negative beliefs that have a stronger effect the more they are learned once.

Reflective beliefs

They can be seen in how reflexively and apparently automatically they are retrieved, without ever being examined for their truth content. If I project these beliefs to the people around me, I do not need to ask the others what they really are.

They then appear to me to be a matter of course, and there seems to be no reason to face up to real people. "I can't and I can't." Basta.

Most people think much more differentiated