





the one primer you need to develop your managerial and leadership skills whether you're a new manager or looking to have more influence in your current management role the challenges you face come in all shapes and sizes a direct report's anxious questions your boss's last minute assignment of an important presentation or a blank business case staring you in the face to reach your full potential in these situations you need to master a new set of business and personal skills packed with step by step advice and wisdom from harvard business review's management archive the hbr manager's handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees trust the book's brief sections allow you to home in quickly on the solutions you need right away or take a deeper dive if you need more context keep this comprehensive guide with you throughout your career and be a more impactful leader in your organization in the hbr manager's handbook you'll find step by step guidance through common managerial tasks short sections and chapters that you can turn to quickly as a need arises self assessments throughout exercises and templates to help you practice and apply the concepts in the book concise explanations of the latest research and thinking on important management skills from harvard business review experts such as dan goleman clayton christensen john kotter and michael porter real life stories from working managers recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly the skills covered in the book include transitioning into a leadership role building trust and credibility developing emotional intelligence becoming a person of influence developing yourself as a leader giving effective feedback leading teams fostering creativity mastering the basics of strategy learning to use financial tools developing a business case

lead change amid constant turbulence and disruption get more of the ideas you want from the authors you trust with hbr's 10 must reads on change management vol 2 we've combed through hundreds of harvard business review articles and selected the most important ones to help you successfully transform your organization with insights from leading experts including john kotter tim brown and roger martin this book will inspire you to master the eight accelerators of strategic change turn your culture into a catalyst for transformation use your network ties to win over resisters apply design thinking to secure buy in scale agile practices across your organization get reorgs right avoid pursuing the wrong changes this collection of articles includes what everyone gets wrong about change management by n anand and jean louis barsoux cultural change that sticks by jon r katzenbach ilona steffen and caroline kronley culture is not the culprit by jay w lorsch and emily mctague the network secrets of great change agents by julie battilana and tiziana casciaro design for action by tim brown and roger l martin agile at scale by darrell k rigby jeff sutherland

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powerful stories from the world s top ceos to help prepare you for the hard decisions ahead the essays in how i did it teach and inspire pulled directly from the pages of one of the most popular columns in harvard business review these essays offer firsthand accounts of the most difficult management challenges faced by the men and women who occupy the corner office it s the next best thing to sitting down and talking face to face with these corporate leaders you ll hear from renowned global leaders including kevin ryan gilt groupe mindy grossman hsn kevin plank under armour daniel p amos aflac pramod bhasin genpact eric schmidt google ellen kullman dupont patrizio bertelli prada pierre omidyar omidyar network jorge cauz encyclopaedia britannica richard gelfond imax let these potent stories of strategic thinking and often bold and unconventional action be your guide as you step into your own future as a leader

the one primer you need to launch lead and sponsor successful projects we re now living in the project economy the number of projects initiated in all sectors has skyrocketed and project management skills have become essential for every leader and manager still project failure rates remain extremely high why leaders oversee too many projects and have too little visibility into them project managers struggle to translate their hands on technical knowledge up to senior management the result worthy projects are starved of time and resources and fail to deliver benefits while too much investment goes into the wrong projects to compete in the project economy you need to close this gap the hbr project management handbook shows you how in this comprehensive guide project management expert antonio nieto rodriguez presents a new and simple framework that will increase any project s likelihood of success packed with case studies from many industries worldwide it will teach you how to manage your organization s projects strategic programs and agile initiatives more effectively and push the best ones ahead to completion timeless yet forward looking this book will help you win in the project driven world in the hbr

project management handbook you'll find everything you need to know about project management in practical nontechnical language a definitive taxonomy of project types from product launches to digital transformations to megaprojects a road map for becoming an effective project leader and executive sponsor a new simple and universal project framework the project canvas that breaks down any project into essential building blocks that can be easily understood by all project stakeholders original concepts and exclusive case studies from public and private sector organizations worldwide you'll learn a common language for project managers and executives to run successful projects across your organization when to use agile traditional or hybrid methods in your projects the twelve principles of successful projects including purpose agility and a focus on outcomes techniques for selecting and advancing the best projects and managing a strategic and balanced project portfolio how today's projects will help address some of the most pressing global trends including automation sustainability diversity and crisis management why project management needed to be reinvented and what the future holds hbr handbooks provide ambitious professionals with the frameworks advice and tools they need to excel in their careers with step by step guidance time honed best practices and real life stories each comprehensive volume helps you to stand out from the pack whatever your role

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when it comes to project management success lies in the details this book walks managers through every step of project oversight from start to finish thanks to the book's comprehensive information on everything from planning and budgeting to team building and after project reviews managers will master the discipline and skills they need to achieve stellar results without wasting time and money

efficiently and effectively assess employees performance are your employees meeting their goals is their work improving over time understanding where your employees are succeeding and falling short is a pivotal part of ensuring you have the right talent to meet organizational objectives in order to work with your people and effectively monitor their progress you need a system in place the hbr guide to performance management provides a new multi step cyclical process to help you keep track of your employees work identify where they need to improve and ensure they're growing with the organization you'll learn to set clear employee goals that align with company objectives monitor progress and check in regularly close performance gaps understand when to use performance analytics create opportunities for growth tailored to the individual overcome and avoid burnout on your team arm yourself with the advice you need to succeed on the job with the most trusted brand in business packed with how to essentials from leading experts the hbr guides provide smart answers to your most pressing work challenges

whether you are new to being a boss or are simply looking to stand out from the pack this is the one primer you need to develop your managerial and leadership skills packed with step by step advice and wisdom from hbr's management archive the book provides best practices on topics from building credibility and emotional intelligence to hiring and engaging the best employees as well as understanding key financial statements and the fundamentals of strategy keep this comprehensive guide with you as you grow as a leader and you will have a bigger impact in your

organization and on your career

most company s change initiatives fail yours don t have to if you read nothing else on change management read these 10 articles featuring leading change by john p kotter we ve combed through hundreds of harvard business review articles and selected the most important ones to help you spearhead change in your organization hbr s 10 must reads on change management will inspire you to lead change through eight critical stages establish a sense of urgency overcome addiction to the status quo mobilize commitment silence naysayers minimize the pain of change concentrate resources motivate change when business is good this collection of best selling articles includes featured article leading change why transformation efforts fail by john p kotter change through persuasion leading change when business is good an interview with samuel j palmisano radical change the quiet way tipping point leadership a survival guide for leaders the real reason people won t change cracking the code of change the hard side of change management and why change programs don t produce change

whether you re dealing with a problem employee or praising the good work of a colleague you need to communicate in a way that promotes positive change in others giving effective feedback quickly walks you through the basics of delivering feedback that gets results including choosing the right time to talk engaging in productive dialogue helping both star and struggling performers developing a plan for effective follow up don t have much time get up to speed fast on the most essential business skills with hbr s 20 minute manager series whether you need a crash course or a brief refresher each book in the series is a concise practical primer that will help you brush up on a key management topic advice you can quickly read and apply for ambitious professionals and aspiring executives from the most trusted source in business also available as an ebook

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performance management is changing adapt your approach along with it for decades performance management has been seen as an annual chore by managers

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