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HBR Guide to Project Management Harvard Business Review,2012 We all wish we could sharpen key management skills like writing more effective emails or proposals focusing to do lists on what really matters giving more persuasive presentations or dealing with a boss who makes you want to scream But who has the time The HBR Guides can help **HBR**

Guide to Critical Thinking Harvard Business Review,2023-01-31 Tackle complex situations with critical thinking You're facing a problem at work There are many ways you can approach the situation but each comes with its own pros and cons How do you sort through all the information so that you know you're taking the right path The answer is in how you think The HBR Guide to Critical Thinking will help you navigate your most challenging issues from difficult problems to tough decisions to complex scenarios By carefully observing the situation gathering information inviting other perspectives and analyzing what's in front of you you can move forward with confidence while building this crucial leadership skill You'll learn how to Question your assumptions Keep an open mind to opposing viewpoints Sidestep cognitive biases Use data when appropriate Grow comfortable with ambiguity Find innovative and creative solutions 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 [Hybrid Workplace: The Insights You Need from Harvard Business Review](#) Harvard Business Review,Amy C. Edmondson,Joan C. Williams,Bob Frisch,Liane Davey,2022-03-15 Reinvent your organization for the hybrid age Hybrid work is here to stay but what will it look like at your company If your organization is holding on to inflexible pre-pandemic policies about where and when your people work it may be risking a mass exodus of talent Designing a hybrid workplace that furthers your business goals while staying true to your culture requires balancing experimentation with rigorous planning Hybrid Workplace The Insights You Need from Harvard Business Review will help you adopt the best technological cultural and new management practices to seize the benefits and avoid the pitfalls of the hybrid age Business is changing Will you adapt or be left behind Get up to speed and deepen your understanding of the topics that are shaping your company's future with the Insights You Need from Harvard Business Review series Featuring HBR's smartest thinking on fast-moving issues blockchain cybersecurity AI and more each book provides the foundational introduction and practical case studies your organization needs to compete today and collects the best research interviews and analysis to get it ready for tomorrow You can't afford to ignore how these issues will transform the landscape of business and society The Insights You Need series will help you grasp these critical ideas and prepare you and your company for the future [HBR's 10 Must Reads on AI, Analytics, and the New Machine Age \(with bonus article "Why Every Company Needs an Augmented Reality Strategy" by Michael E. Porter and James E. Heppelmann\)](#) Harvard Business Review,Michael E. Porter,Thomas H. Davenport,Paul Daugherty,H. James Wilson,2018-12-24 Intelligent machines are revolutionizing business Machine learning and data analytics are powering a wave of groundbreaking technologies Is

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HBR's 10 Must Reads on Teams (with featured article "The Discipline of Teams," by Jon R. Katzenbach and Douglas K. Smith) Harvard Business Review,Jon R. Katzenbach,Kathleen M. Eisenhardt,Lynda Gratton,2013-03-05 Most teams underperform Yours can beat the odds If you read nothing else on building

better teams read these 10 articles We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you assemble and steer teams that get results Leading experts such as Jon Katzenbach Teresa Amabile and Tamara Erickson provide the insights and advice you need to Boost team performance through mutual accountability Motivate large diverse groups to tackle complex projects Increase your teams emotional intelligence Prevent decision deadlock Extract results from a bunch of touchy superstars Fight constructively with top management colleagues

HBR's 10 Must Reads on Leadership, Vol. 2 (with bonus article "The Focused Leader" By Daniel Goleman) Harvard Business Review, Daniel Goleman, Michael D. Watkins, Herminia Ibarra, Michael E. Porter, 2020-03-24 Stay on top of your leadership game Leadership isn't something you're born with or gifted as a reward for an abundance of charisma true leadership stems from core skills that can be learned Get more of the leadership ideas you want from the authors you trust with HBR's 10 Must Reads on Leadership Vol 2 We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you maximize your own and your organization's performance With insights from leading experts including Michael D Watkins Herminia Ibarra and Michael E Porter this book will inspire you to Identify areas for personal growth Build trust with and among your employees Develop a more dynamic and sophisticated communication style Try out different leadership styles and behaviors to find the right approach for you and your organization Transform yourself from a problem solver to an agenda setter Harness the power of connections Become an adaptive and strategic leader This collection of articles includes Leadership Is a Conversation by Boris Groysberg and Michael Slind How Managers Become Leaders The Seven Seismic Shifts of Perspective and Responsibility by Michael D Watkins Strategic Leadership The Essential Skills by Paul J H Schoemaker Steve Krupp and Samantha Howland The Authenticity Paradox by Herminia Ibarra Both And Leadership by Wendy K Smith Marianne W Lewis and Michael L Tushman Are You a Collaborative Leader by Herminia Ibarra and Morten T Hansen Cross Silo Leadership by Tiziana Casciaro Amy C Edmondson and Sujin Jang How CEOs Manage Time by Michael E Porter and Nitin Nohria The Best Leaders Are Great Teachers by Sydney Finkelstein Nimble Leadership by Deborah Ancona Elaine Backman and Kate Isaacs and The Focused Leader by Daniel Goleman

HBR's 10 Must Reads on Making Smart Decisions (with featured article "Before You Make That Big Decision..." by Daniel Kahneman, Dan Lovallo, and Olivier Sibony) Harvard Business Review, Daniel Kahneman, Ram Charan, 2013-03-05 Learn why bad decisions happen to good managers and how to make better ones If you read nothing else on decision making read these 10 articles We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you and your organization make better choices and avoid common traps Leading experts such as Ram Charan Michael Mankins and Thomas Davenport provide the insights and advice you need to Make bold decisions that challenge the status quo Support your decisions with diverse data Evaluate risks and benefits with equal rigor Check for faulty cause and effect reasoning Test your decisions with experiments Foster and address constructive

criticism Defeat indecisiveness with clear accountability

HBR Guide to Collaborative Teams (HBR Guide Series)

Harvard Business Review,2021-08-03 Break down the barriers to effective collaboration For cross functional projects to work you need to bring together diverse ideas and resources from across your organization But office politics conflicting objectives and lack of clear authority can get in the way The HBR Guide to Collaborative Teams provides practical tips and advice to help you collaborate more effectively Whether you re leading your own direct reports or building a talented group from disparate parts of your organization you ll discover how to align others goals and skills so you can solve problems as a team and deliver great results You ll learn to Develop a shared purpose Bust departmental silos Lead employees who don t report to you Overcome conflict and turf wars Prevent collaborative overload and fatigue Use the right tools for virtual information sharing 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

HBR's 10 Must Reads for Sales and Marketing Collection (5 Books) Harvard Business Review,2020-05-26 Stop pushing products Start empowering your salespeople cultivating relationships with the right customers In today s economy companies are fighting tooth and nail for their customers attention Hyper informed buyers with more options are making purchasing decisions faster than ever How can you optimize your marketing operations and sales teams and so your offerings can get through and rise to the top HBR s 10 Must Reads for Sales and Marketing Collection offers the ideas and strategies to help you get there Included in this set are HBR s 10 Must Reads on Sales HBR s 10 Must Reads on Strategic Marketing HBR s 10 Must Reads on Communication HBR s 10 Must Reads on Negotiation and HBR s 10 Must Reads on Public Speaking and Presenting This compilation offers insights from world class experts on the topics including enhancing the joint performance of sales and marketing motivating your sales force getting a clear view of your brand s strengths and weaknesses setting the stage for a successful negotiation and communicating with clarity and impact It includes fifty articles selected by HBR s editors from renowned thought leaders such as Andris Zoltners Theodore Levitt and Deborah Tannen and features the indispensable article How to Give a Killer Presentation by Chris Anderson It s time to establish sustain and extend your next groundbreaking sales and marketing initiative HBR s 10 Must Reads for Sales and Marketing Collection will lead you there HBR s 10 Must Reads paperback series is the definitive collection of books for new and experienced leaders alike Leaders looking for the inspiration that big ideas provide both to accelerate their own growth and that of their companies should look no further HBR s 10 Must Reads series focuses on the core topics that every ambitious manager needs to know leadership strategy change managing people and managing yourself Harvard Business Review has sorted through hundreds of articles and selected only the most essential reading on each topic Each title includes timeless advice that will be relevant regardless of an ever changing business environment [HBR's 10 Must Reads on Leadership 2-Volume Collection](#) Harvard Business Review,2020-04-07 If you read nothing else on leadership read these definitive articles from

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