



MANAGEMENT TIPS
HARVARD BUSINESS REVIEW

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The Harvard Business Review Manager's Handbook Harvard Business Review, 2016-12-13 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

HBR's 10 Must Reads on Change Management (including featured article "Leading Change," by John P. Kotter) Harvard Business Review, John P. Kotter, W. Chan Kim, Renée A. Mauborgne, 2011-02-24 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

HBR Guide to Performance Management (HBR Guide Series) Harvard Business Review, 2017-06-20 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

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Business Review, Marcus Buckingham, Heidi K. Gardner, Lynda Gratton, Peter Cappelli, 2023-04-04 Performance management is changing Adapt your approach along with it For decades performance management has been seen as an annual chore by managers and HR departments alike But this process is changing and there are ways to make it more effective at all levels of your organization If you read nothing else on performance management in your organization read these 10 articles We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you make your process more adaptable conduct better feedback conversations and encourage the growth of your employees This book will inspire you to Learn where current performance management processes are falling short Overcome organizational bias to evaluate performance fairly Sculpt employees jobs to meet their skill sets and interests Boost collaboration by aligning goals across functions Use people analytics ethically and transparently Help your people identify and use their strengths This collection of articles includes The Performance Management Revolution by Peter Cappelli and Anna Tavis Reinventing Performance Management by Marcus Buckingham and Ashley Goodall Getting 360 Degree Feedback Right by Maury A. Peiperl The Set Up to Fail Syndrome by Jean-François Manzoni and Jean-Louis Barsoux Job Sculpting The Art of Retaining Your Best People by Timothy Butler and James Waldroop Performance Management Shouldn't Kill Collaboration by Heidi K. Gardner and Ivan Matviak The Happy Tracked Employee by Ben Waber Don't Let Metrics Undermine Your Business by Michael Harris and Bill Tayler Numbers Take Us Only So Far by Maxine Williams Managers Can't Do It All by Diane Gherson and Lynda Gratton and Creating Sustainable Performance by Gretchen Spreitzer and Christine Porath 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 2019* Harvard Business Review, Thomas H. Davenport, Joan C. Williams, Marco Iansiti, Michael E. Porter, 2018 We've combed through the ideas insights and best practices from the past year of Harvard Business Review to help you get up to speed fast on the relevant ideas driving business today Discover new ideas and sample the work from our vast cabinet of experts and their smart management thinking Revisit these topics now to make sure you're incorporating the brightest most up-to-date practices in your organization or keep it as a reference to access these memorable pieces when you need them most The collection includes articles on leadership strategy and innovation as well as content to help you manage yourself and others A year's worth of management wisdom all in one place

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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 [HBR's 10 Must Reads on Managing People \(with featured article "Leadership That Gets Results," by Daniel Goleman\)](#) Harvard Business Review, Daniel Goleman, Jon R. Katzenbach, W. Chan Kim, Renée A. Mauborgne, 2011-02-07 Managing people is fraught with challenges even if you re a seasoned manager Here s how to handle them If you read nothing else on managing people read these 10 articles featuring Leadership That Gets Results by Daniel Goleman We ve combed through hundreds of Harvard Business Review articles and selected the most important ones to help you maximize your employees performance HBR s 10 Must Reads on Managing People will inspire you to Tailor your management styles to fit your people Motivate with more responsibility not more money Support first time managers Build trust by soliciting input Teach smart people how to learn from failure Build high performing teams Manage your boss This collection of best selling articles includes featured article Leadership That Gets Results by Daniel Goleman One More Time How Do You Motivate Employees The Set Up to Fail Syndrome Saving Your Rookie Managers from Themselves What Great Managers Do Fair Process Managing in the Knowledge Economy Teaching Smart People How to Learn How Un ethical Are You The Discipline of Teams and Managing Your Boss

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