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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

The AI Edge Jeb Blount,Anthony Iannarino,2024-09-11 Upgrade your sales process by plugging into the new power of artificial intelligence In today s cutthroat sales world where sales professionals are constantly juggling multiple responsibilities and navigating a sea of relentless competitors everyone is looking for an edge What if that EDGE is found in a tool powerful enough to give you more time in your sales day accelerate your productivity and still leave room for the human touch that s vital to building relationships Enter the game changing world of Artificial Intelligence Enter The AI Edge The AI Edge isn t just another book about technology Anthony Iannarino and Jeb Blount the world s most prolific sales book authors and trainers have come together to transform how you navigate the sales process by helping you plug into artificial intelligence This groundbreaking hands on guide marries their unparalleled sales strategies used by millions of salespeople with the transformative power of

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HBR Guides to Performance Management Collection (4 Books) (HBR Guide Series) Harvard Business Review, Mary Shapiro, 2017-11-14 If you manage a team you need to be able to measure and manage their performance From establishing a performance review cycle and building toward your year end assessment to providing individual feedback and coaching and establishing group cohesion and accountability this collection teaches you the skills you need to inspire your team to greater success This specially priced four volume set includes books from the HBR Guide series on the topics of Performance Management Coaching Employees Delivering Effective Feedback and Leading Teams You ll learn how to Set and adapt employee and team goals Assess performance fairly Coach your employees through tough situations React calmly if someone gets defensive when you deliver feedback Create plans for individual development Rethink how you use performance ratings Avoid burnout on your team Foster group camaraderie and cooperation Hold your team accountable 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

The SAGE Guide to Writing in Criminal Justice Research Methods Jennifer M. Allen, Steven Hougland, 2020-01-28 The SAGE Guide to Writing in Criminal Justice Research Methods equips students with transferable writing skills that can be applied across the field of criminal justice both academically and professionally Authors Jennifer M Allen and Steven Hougland interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident writer researcher and student in criminal justice Focused on teaching students how to write in the academic setting while

introducing them to a number of other writing tools specific to research methods such as writing literature reviews abstracts proposals and more The perfect companion for any criminal justice research methods course this brief text focuses on key topics that will benefit students in their classes and in the field **Project-Based Learning** Harm-Jan Steenhuis, Lawrence Roland, 2018-09-20 This book provides students guidance on how to deal with the project based instruction form Project based learning is different from traditional lectures and requires students to behave different from the traditional classroom Different types of projects such as projects that contribute to theory and projects that contribute to practice are covered to explain to students what to expect how to approach the project how to interact with students in groups and how to interact with the instructor The discussion includes many useful examples **Uncommon Law of Learned Writing 2.0** Chinua Asuzu, 2023-09-10 As lawyers we must not in hot pursuit of common law outrun common sense The dread of that eventuality prompted this book Uncommon Law of Learned Writing 2 0 promotes common sense in legal language Plain language which is commonsensical broadens access to legal documents thus democratizing the law If democracy is government of the people by the people and for the people law is the language in which government interacts with the people it s the language of democracy The people whose government speaks through law must understand what is said No democratic society should brook legalese a dense verbose dialect known only to lawyers What then should society do to redress the lawyer induced obscurity A Shakespearean character had an alarming proposal The first thing we do let s kill all the lawyers Apparently that proposal was not enthusiastically endorsed which explains why we re still here A milder remedy enrolling lawyers in language classes has been mooted which explains why this book is in your hands Uncommon Law of Learned Writing 2 0 motivates lawyers to prefer plain language to the legalese and verbosity that have besmirched legal writing for centuries This book is as sweeping and authoritative a treatment of its subject as you can find anywhere **The Scale-Up Guidebook** Elizabeth Gina, 2025-04-16 Achieve Breakthrough Growth Without Losing Clarity Are you ready to scale your business but feeling overwhelmed by the challenges ahead Whether you re dreaming of launching your first venture navigating the complexities of growth or refining your leadership skills The Scale Up Guidebook Scaling with Clarity is your essential roadmap to success Designed for aspiring entrepreneurs students and professionals alike this book simplifies the art of scaling a business Drawing from decades of real world experience in corporate finance private equity and startup leadership Elizabeth Gina provides actionable insights and proven frameworks to guide you through every stage of your growth journey What You ll Learn Identify Core Challenges Pinpoint your biggest obstacles set clear goals and channel your efforts effectively Optimize Your Team Harness individual strengths and create a motivated high performing workforce Strategize for Growth Break down ambitious goals into actionable steps and avoid common scaling pitfalls Master Financial Fundamentals Gain confidence in analyzing numbers managing cash flow and making informed decisions Leverage Proven Frameworks Implement strategies to structure your growth sustainably and profitably Why This Book Unlike traditional

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HBR Guides to Managing Your Career Collection (6 Books) Harvard Business Review, 2019-11-26 Don't wait for someone else to manage your career Career paths are far from straightforward HBR Guides to Managing Your Career Collection offers the ideas and strategies to help you take charge of your career and reach your highest potential both in and outside of work Included in this six book set are HBR Guide to Your Professional Growth HBR Guide to Work Life Balance HBR Guide to Getting the Mentoring You Need HBR Guide to Managing Up and Across HBR Guide to Office Politics and HBR Guide to Changing Your Career You'll learn how to Clarify your professional passions Think strategically about career changes Recognize when it's time for a new challenge Find the right mentors to help you grow and move ahead Set boundaries and manage your time Deal with difficult managers Navigate your work culture and its politics The workplace is a complex arena to navigate yet with advice from HBR's experts you will be able to surpass any professional obstacle No matter where you are in your career the HBR Guides to Managing Your Career Collection will help you plan your next steps and push yourself forward to the next level

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goals Foster camaraderie and cooperation Hold people accountable Address and correct bad behavior Keep your team focused and motivated Publisher

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