

Managing Up Hbr 20 Minute Manager Series Seses

The Hidden Brain
Managing Your Manager: How to Get Ahead with Any Type of Boss
Managing Up
How to Choose a Leadership Pattern
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HBR Guide to Office Politics
The Harvard Business Review Manager's Handbook
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Managing Up
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Innovative Teams (HBR 20-Minute Manager Series)
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The Virtual Manager Collection (3 Books) (HBR 20-Minute Manager Series)
Performance Reviews (HBR 20-Minute Manager Series)
HBR Guides to Managing Your Career Collection (6 Books)
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Close Your Open Door Policy
HBR's 10 Must Reads on Managing in a Downturn, Expanded Edition (with bonus article "Preparing Your Business for a Post-Pandemic World" by Carsten Lund

Pedersen and Thomas Ritter)HBR Guides to Emotional Intelligence at Work Collection (5 Books) (HBR Guide Series)It's Okay to Manage Your BossDifficult Conversations (HBR 20-Minute Manager Series)HBR Guide to Getting the Right Work Done (HBR Guide Series)Suddenly in ChargeThe HBR 20-Minute Manager Collection (8 Books) (HBR 20-Minute Manager Series)Creating Business Plans (HBR 20-Minute Manager Series)The Power of a Positive NoHBR's 10 Must Reads on Managing People, Vol. 2 (with bonus article "The Feedback Fallacy" by Marcus Buckingham and Ashley Goodall)Managing Time (HBR 20-Minute Manager Series)

The Hidden Brain

Learn Everything You Can From Every Type of Boss Managers come in all varieties, and unfortunately you don't get to choose your preference. Too often, we find ourselves working for people who are tough to work for, difficult to "decode," or brilliant but inaccessible. Managing Your Manager is the answer to dealing with a problematic supervisor. Placing manager "types" into real-world categories--from the Bully, Scientist, and Star to the Geek, Parent, and Con Artist--it provides everything you need to make your work life more satisfying and productive. Managing Your Manager gives you the tools to: Categorize your boss based on telling traits Create a solid working relationship Avoid common pitfalls associated with certain types Become a strong leader based on lessons learned from various

bosses Managers of all types can provide invaluable learning experiences that can enhance your career. *Managing Your Manager* empowers you with the knowledge, skills, and savvy for dealing with any type of boss and excelling in your job.

Managing Your Manager: How to Get Ahead with Any Type of Boss

Lead each person on your team up the learning curve. What's the secret to having an engaged and productive team? It's having a plan for developing all employees--no matter where they are on their personal learning curves. Better morale and higher performance happen through learning, argues Whitney Johnson. In over twenty years of coaching, investing, and consulting, Johnson has seen that employees need continuous learning and fresh challenges to stay motivated. The best bosses know this, and they know how to make it happen by thoughtfully designing people's jobs around the skills they have today as well as the skills they'll need to be even more valuable tomorrow. That's how entire organizations stay competitive in an unpredictable, rapidly changing business environment. In this book, Johnson explains how to become one of those bosses and how to build your A-team by: Identifying what your employees already know and what they need to learn Designing their jobs to maximize engagement and learning Applying a seven-step process for leading each person up their learning curve We all want

opportunities to learn, experiment, and grow in our jobs. When our bosses work with us to help us leap to new challenges, the result is a team that knows how to thrive, no matter what the future holds.

Managing Up

As a serial entrepreneur, Kevin Kruse has seen time and again that the leadership practices that actually work are the opposite of what is commonly taught and implemented. *Close Your Open Door Policy* shows how a contrarian approach can be a better, faster, and easier way to succeed as a leader. Chapter by chapter, Kruse focuses on a piece of popular wisdom, then shows with real-world case studies and quantitative research that the opposite approach will lead to better results, encouraging leaders to play favorites, stay out of meetings, and, of course, close their open doors.

How to Choose a Leadership Pattern

Build vital connections to accelerate your career success *Managing Up* is your guide to the most valuable 'soft skill' your career has ever seen. It's not about sucking up or brown-nosing; it's about figuring out who you are, who your boss is, and finding where you meet. It's about building real relationships with people who

have influence over your career. Managing up is good for you, good for your boss, and good for the organization as a whole. This book gives you strategies for developing these all-important connections and building more than rapport; you become able to quickly assess situations, and determine which actions will move you forward; you become your own talent manager, and your boss's top choice for that new opportunity. As a skill, managing up can do more for your career than simply 'networking' ever could—and this book shows you how. Real-world strategies give you a set of actionable steps, supplemented by expert advice from a top leadership consultant that helps you get on track to advancement. It's never too early or too late to start adjusting your alignment, and this book provides the help you need to start accelerating your trajectory. Develop robust relationships with influential people Enhance your self-awareness and become more adaptable Gain new opportunities and accelerate your career Stop 'schmoozing' and develop true, lasting connections Managing up helps you build the sort of relationships that foster more communication, collaboration, cooperation, and understanding between people at different levels of power, with a variety of perspectives and skills. This type of bridge-building builds your reputation for effectiveness and fit, so you can start skipping rungs on the ladder as you build a strong, successful career. Managing Up is your personal manual for building this vital skill so you can begin building your best future.

HBR Guide to Dealing with Conflict (HBR Guide Series)

Great teams don't just happen. How often have you sat in team meetings complaining to yourself, "Why does it take forever for this group to make a simple decision? What are we even trying to achieve?" As a team leader, you have the power to improve things. It's up to you to get people to work well together and produce results. Written by team expert Mary Shapiro, the HBR Guide to Leading Teams will help you avoid the pitfalls you've experienced in the past by focusing on the often-neglected people side of teams. With practical exercises, guidelines for structured team conversations, and step-by-step advice, this guide will help you: Pick the right team members Set clear, smart goals Foster camaraderie and cooperation Hold people accountable Address and correct bad behavior Keep your team focused and motivated

HBR Guide to Office Politics

You'll get up to speed fast on the most essential business skills with this set of concise, practical primers. Finance Basics explains the fundamentals of corporate finance—and its jargon; Running Meetings gives you the tools and checklists you need to keep your meetings effective and efficient; Presentations helps you create and deliver a persuasive performance, fast; Managing Projects shows you how to set up and execute on a project plan; Managing Time helps you to figure out where all the minutes of your day are going—and how to get them under control; Getting

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Work Done helps you to use each of those minutes more productively; Creating Business Plans shows you how to present the risks and rewards of your idea; Managing Up helps you to build your relationship with your boss; Delegating Work shows you how to hand work off right; and Giving Effective Feedback teaches you how to make potentially difficult confrontations and turn them into productive conversations. This 10-volume, specially priced boxed set makes a perfect gift for aspiring leaders who are short on time but need advice fast. Get up to speed fast on essential business skills. Whether you're looking for a crash course or a brief refresher, you'll find just what you need in HBR's 20-Minute Manager series—foundational reading for ambitious professionals and aspiring executives. Each book is a concise, practical primer, so you'll have time to brush up on a variety of key management topics. Advice you can quickly read and apply, from the most trusted source in business.

The Harvard Business Review Manager's Handbook

The hidden brain is the voice in our ear when we make the most important decisions in our lives—but we're never aware of it. The hidden brain decides whom we fall in love with and whom we hate. It tells us to vote for the white candidate and convict the dark-skinned defendant, to hire the thin woman but pay her less than the man doing the same job. It can direct us to safety when disaster strikes and move us to extraordinary acts of altruism. But it can also be manipulated to

turn an ordinary person into a suicide terrorist or a group of bystanders into a mob. In a series of compulsively readable narratives, Shankar Vedantam journeys through the latest discoveries in neuroscience, psychology, and behavioral science to uncover the darkest corner of our minds and its decisive impact on the choices we make as individuals and as a society. Filled with fascinating characters, dramatic storytelling, and cutting-edge science, this is an engrossing exploration of the secrets our brains keep from us—and how they are revealed.

HBR Guide to Coaching Employees (HBR Guide Series)

For today's time-strapped manager or professional, setting aside time to brush up on key management skills is almost impossible. Luckily, Harvard Business Review's 20-Minute Manager Collection is here to help. Designed to get you up to speed quickly, with learnings you can apply immediately, this digital collection will help you sharpen the most essential business skills. This set includes full digital editions of all eight books in the series, including HBR's 20-Minute Managers on: Finance Basics, Presentations, Managing Projects, Delegating, Running Meetings, Managing Time, Managing Up, and Creating Business Plans. Each of these is primer on these necessary skills—all from the most trusted name in business. Whether you're looking for a crash course or a brief refresher, you'll find just what you need to succeed in the HBR 20-Minute Manager Collection. About the HBR 20-Minute Manager series: Get up to speed fast on essential business skills. Whether you're

looking for a crash course or a brief refresher, you'll find just what you need in HBR's 20-Minute Manager series—foundational reading for ambitious professionals and aspiring executives. Each book is a concise, practical primer, so you'll have time to brush up on a variety of key management topics. Advice you can quickly read and apply, from the most trusted source in business.

HBR Guide to Managing Up and Across (HBR Guide Series)

ARE YOUR WORKING RELATIONSHIPS WORKING AGAINST YOU? To achieve your goals and get ahead, you need to rally people behind you and your ideas. But how do you do that when you lack formal authority? Or when you have a boss who gets in your way? Or when you're juggling others' needs at the expense of your own? By managing up, down, and across the organization. Your success depends on it, whether you're a young professional or an experienced leader. The HBR Guide to Managing Up and Across will help you: Advance your agenda—and your career—with smarter networking Build relationships that bring targets and deadlines within reach Persuade decision makers to champion your initiatives Collaborate more effectively with colleagues Deal with new, challenging, or incompetent bosses Navigate office politics

Harvard Business Review 20-Minute Manager Ultimate Boxed

Set (16 Books)

Does it seem like you never have enough time to get everything done? Keeping on top of your tasks, deadlines, and work schedule can be daunting. *Managing Time* quickly walks you through the basics. You'll learn to: Assess how you spend your time now Prioritize your tasks Plan the right time to work on each one Avoid procrastination and interruptions 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.

Rise

Managing your boss: Isn't that merely manipulation? Corporate cozying up? Not according to John Gabarro and John Kotter. In this handy guidebook, the authors contend that you manage your boss for a very good reason: to do your best on the job—and thereby benefit not only yourself but also your supervisor and your entire company. Your boss depends on you for cooperation, reliability, and honesty. And you depend on him or her for links to the rest of the organization, for setting

priorities, and for obtaining critical resources. By managing your boss—clarifying your own and your supervisor's strengths, weaknesses, goals, work styles, and needs—you cultivate a relationship based on mutual respect and understanding. The result? A healthy, productive bond that enables you both to excel. Gabarro and Kotter provide valuable guidelines for building this essential relationship—including strategies for determining how your boss prefers to process information and make decisions, tips for communicating mutual expectations, and tactics for negotiating priorities. Thought provoking and practical, *Managing Your Boss* enables you to lay the groundwork for one of the most crucial working relationships you'll have in your career.

Managing Projects (HBR 20-Minute Manager Series)

You're the boss: Should you call all the shots? Pick a course of action, then "sell" your idea to employees? Gather input from subordinates but make final decisions yourself? Let your group solve problems? Each approach has its advantages and disadvantages. *How to Choose a Leadership Pattern* offers strategies for selecting the best approach—depending on considerations such as your values, your subordinates' abilities, and the situation (including the degree of time pressure you're under). Since 1922, *Harvard Business Review* has been a leading source of breakthrough ideas in management practice. The *Harvard Business Review Classics* series now offers you the opportunity to make these seminal pieces a part

of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world.

The Unwritten Rules of Managing Up

While some of us enjoy a lively debate with colleagues and others prefer to suppress our feelings over disagreements, we all struggle with conflict at work. Every day we navigate an office full of competing interests, clashing personalities, limited time and resources, and fragile egos. Sure, we share the same overarching goals as our colleagues, but we don't always agree on how to achieve them. We work differently. We rub each other the wrong way. We jockey for position. How can you deal with conflict at work in a way that is both professional and productive—where it improves both your work and your relationships? You start by understanding whether you generally seek or avoid conflict, identifying the most frequent reasons for disagreement, and knowing what approaches work for what scenarios. Then, if you decide to address a particular conflict, you use that information to plan and conduct a productive conversation. The HBR Guide to Dealing with Conflict will give you the advice you need to: Understand the most common sources of conflict Explore your options for addressing a disagreement Recognize whether you—and your counterpart—typically seek or avoid conflict Prepare for and engage in a difficult conversation Manage your and your

counterpart's emotions Develop a resolution together Know when to walk away 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.

Being the Boss

Your boss plays an important role in your career. So how do you navigate this delicate, significant professional relationship without playing political games or compromising your character? Managing Up offers concise, expert tips on: Understanding your manager's priorities and pressures Setting a positive tone for the relationship Managing expectations--and egos Earning trust and respect 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.

Build an A-Team

A guide to creating a productive working relationship with a manager shares anecdotes about the author's work with top business leaders while addressing such topics as empowerment, prioritizing, multitasking, and working under pressure. Reprint. 17,500 first printing.

The HBR Essential 20-Minute Manager Collection (5 Books) (HBR 20-Minute Manager Series)

What do you do when the biggest threat to your project is your boss? It's not that your boss is out to get you. In fact, bosses generally mean well. But clueless leadership from a well-intentioned boss can sometimes cause more damage than a criminal mastermind tying your project to the railroad tracks. The Unwritten Rules of Managing Up provides refreshingly practical and candid insight into the best practices and techniques that project managers have successfully used for decades to manage a wide variety of senior-level stakeholders—ranging from perfectly competent and pleasant to downright dysfunctional and inept. While managing up is an incredibly valuable skill for virtually any type of boss (not just the difficult ones), the book includes recommendations for managing six particularly challenging—and common—types of senior leaders. They are the bombastic Tornado, who takes over meetings without realizing it; the Wishful Thinker, who regularly asks the impossible; the Clueless Chameleon, who can't

quite decide what he or she really wants (but still holds you responsible for delivering it); the MIA Boss, who is just not around enough; the Meddlesome Micromanager, who hovers and insists you complete a task his or her way; and the Naked Emperor, who falls in love with his or her own crazy ideas. Brownlee also offers basic techniques to use with any boss, even a great one. This book is not just for professionals seeking to enhance their workplace effectiveness but also for senior leaders interested in addressing their blind spots and coaching others toward a more collaborative, results-focused leadership approach.

Managing Up

Managing up is a conscious approach to working with your supervisor toward mutually important goals. Through managing up, you build a better relationship with your boss and also deliver value to your company. This guide helps you cultivate a beneficial relationship with your manager; take advantage of expertise and resources to solve problems; and negotiate win-win solutions to challenges with your supervisor.

Managing Your Boss

Whether you're starting out in your career or just want a refresher on the

fundamentals, the HBR Essential 20-Minute Manager Collection gives you a hand-picked selection of concise, practical primers on the professional skills you need to master most. This specially priced five-volume set includes Getting Work Done, Managing Time, Presentations, Running Meetings, and Difficult Conversations. You'll learn how to: Prioritize your work Determine the right time to work on each task and avoid distractions Deliver presentations that persuade Plan ahead to set your meetings up for success Navigate conflict while making sure all voices are heard Address difficult situations without the drama 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.

HBR 20-Minute Manager Boxed Set (10 Books) (HBR 20-Minute Manager Series)

New 2nd edition is now available. As companies reorganize and reengineer, thousands of people are finding themselves tossed into management every day. "You may go to bed as a member of the team and wake up to find yourself

suddenly in charge," says Matuson. The key to success is managing effectively both up and down the line of organization-this first edition of Suddenly in Charge provides a unique approach with two books in one: read it in one direction and you'll find all the tips and tools you need to manage down, establishing credibility with your team and leading in a way that both builds rapport and garners respect. Flip the book over and you'll find success strategies for managing up, interacting successfully with your bosses and developing strong relationships. In the Managing Up side of the this book, you will learn how to manage your relationships and responsibilities as an employee, including how to understand the boss's style of management; deal with dictatorial, indecisive or otherwise difficult bosses; promote yourself; ask for raises; and know when it's time to leave a position. With key learning points, real-life examples and proved strategies for effective communication, Managing Up helps you navigate the world of office politics while staying true to yourself. The key to success is managing effectively both up and down the line of organization. In the Managing Down side of this book, you will learn how to manage your relationships and responsibilities as a boss, including how to stay sane during conflicts, evaluate performance, and make the hiring and firing process easier and more mutually beneficial. With key learning points, real-life examples and proven strategies for effective communication, Managing Down helps you clearly define your new role and cultivate an environment of engaged, motivated employees.

Innovative Teams (HBR 20-Minute Manager Series)

Today we have greater control over where and when we work. As our businesses spread across the world and technology makes it easy to do our jobs from anywhere there's Wi-Fi, more of us have the option to go remote. But that doesn't mean we're good at it. Whether you're calling in from a home office every day or one of your team members occasionally logs in from the quiet car on a train, distance can make collaboration more difficult. Remote work gives teams flexibility and options, but when you're not face-to-face with colleagues, it's difficult to set and manage expectations, deal with inevitable tech glitches, keep your people (and yourself) motivated and engaged, and infuse warmth and personality into the blunt communication tools you're using. The Virtual Manager Collection gives you the solutions you need to be productive, whether you're managing a team, a project, or just your own work. This specially priced three-volume set includes Virtual Collaboration, Running Virtual Meetings, and Leading Virtual Teams. Tips and strategies cover:

- getting your technology up and running—and keeping it there
- building and maintaining relationships from afar
- communicating well through a variety of media
- running productive virtual meetings
- setting and managing expectations for your work
- leading geographically dispersed teams

This set has the practical advice, insights, and tools you need to work well, no matter where you are. 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.

Managing Up (HBR 20-Minute Manager Series)

How do the most resilient leaders and organizations survive—and even thrive—during a market slowdown? If you read nothing else on weathering a down market and returning to growth, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you navigate a tough market, stay resilient, and return to growth and prosperity faster than the competition. In this expanded edition, we've included brand new bonus articles on leading through the Covid-19 recession. This book will inspire you to: Learn the right lessons from previous recessions Minimize pain while cutting costs Pull off big deals despite a down market Foster a culture of resilience Use emotional intelligence to protect your job Seize the opportunity to innovate and reinvent your business Lead the turnaround and return to growth The brand new articles in this expanded edition include: "Learning from the Future," by Peter Scoblic; "5 Ways to Stimulate Cash Flow in a Downturn," by Eddie Yoon and Christopher Lochhead; "Include Your Employees in Cost-Cutting Decisions" by Patrick Daoust and Paul Simon; "The Case for M&A in a Downturn" by Brian

Salsberg; and "Preparing Your Business for a Post-Pandemic World" Carsten Lund Pedersen and Thomas Ritter. 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.

The HBR Essential 20-Minute Manager Collection (5 Books) (HBR 20-Minute Manager Series)

You never dreamed being the boss would be so hard. You're caught in a web of conflicting expectations from subordinates, your supervisor, peers, and customers. You're not alone. As Linda Hill and Kent Lineback reveal in *Being the Boss*, becoming an effective manager is a painful, difficult journey. It's trial and error, endless effort, and slowly acquired personal insight. Many managers never complete the journey. At best, they just learn to get by. At worst, they become terrible bosses. This new book explains how to avoid that fate, by mastering three

imperatives: · Manage yourself: Learn that management isn't about getting things done yourself. It's about accomplishing things through others. · Manage a network: Understand how power and influence work in your organization and build a network of mutually beneficial relationships to navigate your company's complex political environment. · Manage a team: Forge a high-performing "we" out of all the "I"s who report to you. Packed with compelling stories and practical guidance, *Being the Boss* is an indispensable guide for not only first-time managers but all managers seeking to master the most daunting challenges of leadership.

Managing Up

Don't leave creativity up to the "creatives" in your organization. Fostering creativity within your team can help your organization solve problems, create innovative products, break out into a new market, and even communicate and collaborate more effectively. *Innovative Teams* shows you how to: Create the right environment for inventive thinking Build a diverse team Generate a wide array of new ideas Manage disagreements Make sure your ideas actually get implemented 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.

HBR Guide to Building Your Business Case

Are you a good boss--or a great one? Get more of the management ideas you want, from the authors you trust, with HBR's 10 Must Reads on Managing People (Vol. 2). We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you master the innumerable challenges of being a manager. With insights from leading experts including Marcus Buckingham, Michael D. Watkins, and Linda Hill, this book will inspire you to:

- Draw out your employees' signature strengths
- Support a culture of honesty and civility
- Cultivate better communication and deeper trust among global teams
- Give feedback that will help your people excel
- Hire, reward, and tolerate only fully formed adults
- Motivate your employees through small wins
- Foster collaboration and break down silos across your company

This collection of articles includes "Are You a Good Boss--or a Great One?," by Linda A. Hill and Kent Lineback; "Let Your Workers Rebel," by Francesca Gino; "The Feedback Fallacy," by Marcus Buckingham and Ashley Goodall; "The Power of Small Wins," by Teresa M. Amabile and Steven J. Kramer; "The Price of Incivility," by Christine Porath and Christine Pearson; "What Most People Get Wrong About Men and Women," by Catherine H. Tinsley and Robin J. Ely; "How Netflix Reinvented HR," by Patty McCord; "Leading the Team You Inherit," by Michael D. Watkins; "The Overcommitted Organization,"

by Mark Mortensen and Heidi K. Gardner; "Global Teams That Work," by Tsedal Neeley; "Creating the Best Workplace on Earth," by Rob Goffee and Gareth Jones.

The Virtual Manager Collection (3 Books) (HBR 20-Minute Manager Series)

"A successful Silicon Valley executive and consultant shares straight-shooting advice for succeeding at work without losing your sanity in three steps: do better, look better, and connect better"--Provided by publisher.

Performance Reviews (HBR 20-Minute Manager Series)

You've been asked to manage a key project--or perhaps you've volunteered for an assignment that could advance your career. So how do you make sure the project succeeds? *Managing Projects* walks you quickly through the basics, including: Drawing up a realistic schedule and project plan Monitoring key tasks and benchmarks Communicating with stakeholders Bringing the project to a close 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.

HBR Guides to Managing Your Career Collection (6 Books)

No is perhaps the most important and certainly the most powerful word in the language. Every day we find ourselves in situations where we need to say No—to people at work, at home, and in our communities—because No is the word we must use to protect ourselves and to stand up for everything and everyone that matters to us. But as we all know, the wrong No can also destroy what we most value by alienating and angering people. That's why saying No the right way is crucial. The secret to saying No without destroying relationships lies in the art of the Positive No, a proven technique that anyone can learn. This indispensable book gives you a simple three-step method for saying a Positive No. It will show you how to assert and defend your key interests; how to make your No firm and strong; how to resist the other side's aggression and manipulation; and how to do all this while still getting to Yes. In the end, the Positive No will help you get not just to any Yes but to the right Yes, the one that truly serves your interests. Based on William Ury's celebrated Harvard University course for managers and professionals, *The Power of a Positive No* offers concrete advice and practical examples for saying No in virtually any situation. Whether you need to say No to your customer or your coworker, your employee or your CEO, your child or your spouse, you will find in

this book the secret to saying No clearly, respectfully, and effectively. In today's world of high stress and limitless choices, the pressure to give in and say Yes grows greater every day, producing overload and overwork, expanding e-mail and eroding ethics. Never has No been more needed. A Positive No has the power to profoundly transform our lives by enabling us to say Yes to what counts—our own needs, values, and priorities. Understood this way, No is the new Yes. And the Positive No may be the most valuable life skill you'll ever learn! From the Hardcover edition.

HBR Guide to Leading Teams (HBR Guide Series)

Whether you're starting out in your career or just want a refresher on the fundamentals, the HBR Essential 20-Minute Manager Collection gives you a hand-picked selection of concise, practical primers on the professional skills you need to master most. This specially priced five-volume set includes Getting Work Done, Managing Time, Presentations, Running Meetings, and Difficult Conversations. You'll learn how to: Prioritize your work Determine the right time to work on each task and avoid distractions Deliver presentations that persuade Plan ahead to set your meetings up for success Navigate conflict while making sure all voices are heard Address difficult situations without the drama 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.

Close Your Open Door Policy

Every organization has its share of political drama: Personalities clash. Agendas compete. Turf wars erupt. But you need to work productively with your colleagues—even the challenging ones—for the good of your organization and your career. How can you do that without compromising your integrity? By acknowledging that power dynamics and unwritten rules exist—and constructively navigating them. Whether you're a new professional or an experienced one, this guide will teach you how to: (1) Build relationships with difficult people, (2) gain allies and increase your sphere of influence, (3) wrangle resources, (4) move up without alienating your colleagues, (5) avoid power games and petty rivalries, and (6) claim credit when it's due.

HBR's 10 Must Reads on Managing in a Downturn, Expanded Edition (with bonus article "Preparing Your Business for a Post-Pandemic World" by Carsten Lund Pedersen and Thomas

Ritter)

"You've got a great idea that will increase revenue or productivity--but how do you get approval to make it happen? By building a business case that clearly shows its value. Maybe you struggle to win support for projects because you're not sure what kind of data your stakeholders will trust, or naysayers always seem to shoot your ideas down at the last minute. Or perhaps you're intimidated by analysis and number crunching, so you just take a stab at estimating costs and benefits, with little confidence in your accuracy. To get any idea off the ground at your company you'll have to make a strong case for it. This guide gives you the tools to do that"--

HBR Guides to Emotional Intelligence at Work Collection (5 Books) (HBR Guide Series)

IS YOUR WORKLOAD SLOWING YOU—AND YOUR CAREER—DOWN? Your inbox is overflowing. You're paralyzed because you have too much to do but don't know where to start. Your to-do list never seems to get any shorter. You leave work exhausted but have little to show for it. It's time to learn how to get the right work done. In the HBR Guide to Getting the Right Work Done, you'll discover how to focus your time and energy where they will yield the greatest reward. Not only will you end each day knowing you made progress—your improved productivity will

also set you apart from the pack. Whether you're a new professional or an experienced one, this guide will help you: Prioritize and stay focused Work less but accomplish more Stop bad habits and develop good ones Break overwhelming projects into manageable pieces Conquer e-mail overload Write to-do lists that really work

It's Okay to Manage Your Boss

Emotional intelligence has been shown to be more important than other competencies in determining outstanding leadership. Emotions drive some of our most critical professional interactions--whether you're inspiring your team to higher performance, persuading your boss to see something from your point of view, dealing with difficult colleagues, or managing your own stress level. Indeed, knowing how to manage emotions has become one of the crucial criteria in hiring and promotion. This specially priced five-volume set includes books from the HBR Guide series on the topics of Emotional Intelligence, Office Politics, Dealing with Conflict, Managing Stress at Work, and Managing Up and Across. You'll learn how to: Monitor and channel your moods and reactions Determine your emotional intelligence strengths and weaknesses Deal with difficult people Understand when to resolve a conflict head-on--and when to let it go Influence others across the organization Build supportive alliances with coworkers and colleagues Handle workplace stress in productive ways 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.

Difficult Conversations (HBR 20-Minute Manager Series)

Conducting performance reviews can be stressful. But these conversations are critical to your employees' development, allowing you to formally communicate with them about their accomplishments relative to their goals. Performance Reviews guides you through the basics. You'll learn to: Gather and analyze the right information Document your assessment Address performance problems Set challenging goals 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.

HBR Guide to Getting the Right Work Done (HBR Guide Series)

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

Suddenly in Charge

A well-crafted business plan generates enthusiasm for your idea and boosts your odds of success--whether you're proposing a new initiative within your organization or starting an entirely new company. *Creating Business Plans* quickly walks you through the basics. You'll learn to: Present your idea clearly Develop sound financial plans Project risks--and rewards Anticipate and address your audience's concerns 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.

The HBR 20-Minute Manager Collection (8 Books) (HBR 20-Minute Manager Series)

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The perfect gift for aspiring leaders: 16 volumes of HBR 20-Minute Manager. This 16-volume, specially priced boxed set makes a perfect gift for aspiring leaders who are short on time but need advice fast, on topics from creating business plans and giving feedback to managing time and presentations. The set includes Creating Business Plans, Delegating Work, Difficult Conversations, Finance Basics, Getting Work Done, Giving Effective Feedback, Innovative Teams, Leading Virtual Teams, Managing Projects, Managing Time, Managing Up, Performance Reviews, Presentations, Running Meetings, Running Virtual Meetings, and Virtual Collaboration. 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.

Creating Business Plans (HBR 20-Minute Manager Series)

Get what you need from your boss In this follow-up to the bestselling It's Okay to Be the Boss, Bruce Tulgan argues that as managers demand more and more from their employees, they are also providing them with less guidance than ever before. Since the number one factor in employee success is the relationship between employees and their immediate managers, employees need to take greater

responsibility for getting the most out of that relationship. Drawing on years of experience training managers and employees, Tulgan reveals the four essential things employees should get from their bosses to guarantee success at work. Shows employees how to ask for what they need to succeed in their high-pressure jobs Shatters previously held beliefs about how employees should manage up Outlines what employees must get from their managers: clear expectations; the skills needed to perform their jobs; honest feedback, recognition or rewards A novel approach to managing up, It's Okay to Manage Your Boss is an invaluable resource for employees who want to work more effectively with their managers.

The Power of a Positive No

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

managersNavigate 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.

HBR's 10 Must Reads on Managing People, Vol. 2 (with bonus article “The Feedback Fallacy” by Marcus Buckingham and Ashley Goodall)

You have to talk with a colleague about a fraught situation, but you're worried that they'll yell, or blame you, or shut down. You fear your emotions could block you from a resolution. But you can communicate in a way that's constructive--not combative. Difficult Conversations walks you through: Uncovering the root cause of friction Maintaining a positive mind-set Untangling the problem together Agreeing on a way forward 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.

Managing Time (HBR 20-Minute Manager Series)

Help your employees help themselves. As a manager in today's business world, you can't just tell your direct reports what to do: You need to help them make their own decisions, enable them to solve tough problems, and actively develop their skills on the job. Whether you have a star on your team who's eager to advance, an underperformer who's dragging the group down, or a steady contributor who feels bored and neglected, you need to coach them: Help shape their goals—and support their efforts to achieve them. In the HBR Guide to Coaching Employees you'll learn how to: Create realistic but inspiring plans for growth Ask the right questions to engage your employees in the development process Give them room to grapple with problems and discover solutions Allow them to make the most of their expertise while compelling them to stretch and grow Give them feedback they'll actually apply Balance coaching with the rest of your workload Arm yourself with the advice you need to succeed on the job, from a source you trust. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

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