

as how to manage stakeholder expectations and how to manage uncertainty in a complex project; and HBR Guide to Getting the Right Work Done goes beyond basic productivity tips to teach you how to prioritize and focus on your work. This specially priced set of the most popular books in the series makes a perfect gift for aspiring leaders looking for trusted advice. Arm yourself with the advice you need to succeed on the job, from 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.

Discusses how readers can stay focused, accomplish more, and manage time.

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

HBR Guide to Project Management (HBR Guide Series) Harvard Business Press

Take the stress out of giving feedback. To help your employees meet their goals and fulfill their potential, you need to provide them with regular feedback. But the prospect of sharing potentially negative news can be overwhelming. How do you construct your message so that it's not only well received but also expressed in a way that encourages change? Whether you're commending exemplary work or addressing problem behavior, the HBR Guide to Delivering Effective Feedback provides you with practical advice and tips to transform any performance discussion—from weekly check-ins to annual reviews—into an opportunity for growth and development. You'll learn to: Establish trust with your direct reports Assess their performance fairly Emphasize improvement, even in criticism React calmly to a defensive feedback recipient Recognize and motivate star performers Create individualized development plans 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. If you're an executive, manager, or team leader, one of your toughest responsibilities is managing your people's performance. This digital collection, curated by Harvard Business Review, will help you evaluate employee performance, provide coaching, conduct performance reviews, give effective feedback, and more; it includes Dick Grote's How to be Good at Performance Appraisals; Harvard Business Essentials' Performance Management; the HBR Guide to Coaching Employees; and Giving Effective Feedback and Performance Reviews, both from HBR's 20-Minute Manager Series.

This collection will help you sharpen the key management skills you need to succeed today. We all want to give more persuasive presentations, write more effective emails, master the basics of finance, and manage both stress and time a bit better. These Harvard Business Review Guides—now offered as a complete digital collection—will help you get there. Packed with concise, practical tips from leading experts, the HBR Guides series is designed to help you learn and apply strategies and tactics to work smarter and more effectively, every day. This collection features digital editions of all eight books in the series: HBR Guides on Persuasive Presentations, Better Business Writing, Getting the Right Work Done, Managing Stress at Work, Finance Basics for Managers, Project Management, Managing Up and Across, and Getting the Mentoring You Need. As an important part of your management toolkit, these guidebooks will arm you with the advice you need to success on the job from the most trusted name in business. For busy managers looking for answers to common challenges, let these HBR Guides mentor you all the way to success. About the HBR Guide series: Arm yourself with the advice you need to succeed on the job, from 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.

MEET YOUR GOALS—ON TIME AND ON BUDGET. How do you rein in the scope of your project when you've got a group of demanding stakeholders breathing down your neck? And map out a schedule everyone can stick to? And motivate team members who have competing demands on their time and attention? Whether you're managing your first project or just tired of improvising, this guide will give you the tools and confidence you need to define smart goals, meet them, and capture lessons learned so future projects go even more smoothly. The HBR Guide to Project Management will help you: Build a strong, focused team Break major objectives into manageable tasks Create a schedule that keeps all the moving parts under control Monitor progress toward your goals Manage stakeholders' expectations Wrap up your project and gauge its success

Are you looking for an alternative to a career path at a big firm? Does founding your own start-up seem too risky? There is a radical third path open to you: You can buy a small business and run it as CEO. Purchasing a small company offers significant financial rewards—as well as personal and professional fulfillment. Leading a firm means you can be your own boss, put your executive skills to work, fashion a company environment that meets your own needs, and profit directly from your success. But finding the right business to buy and closing the deal isn't always easy. In the HBR Guide to Buying a Small Business, Harvard Business School professors Richard Ruback and Royce Yudkoff help you: Determine if this path is right for you Raise capital for your acquisition Find and evaluate the right prospects Avoid the pitfalls that could derail your search Understand why a "dull" business might be the best investment Negotiate a potential deal with the seller Avoid deals that fall through at the last minute

PMI??PMP?????
Dysfunctional teams are maddening yet are a reality of organizational life. How often have you sat in team meetings complaining to yourself, "What a colossal waste of time. Why does it take forever for this group to make a simple decision? What are we even trying to achieve here?" But as the team leader, you have the power to change things for the better. It's up to you to get people to work well together and produce results. How do you avoid the pitfalls you've experienced so painfully in the past? Team expert Mary Shapiro offers step-by-step advice, drawing on time-tested principles, practical exercises, guidelines for structured team conversations, and examples from a range of industries and organizational settings.

Find the right person to help supercharge your career. Whether you're eyeing a specific leadership role, hoping to advance your skills, or simply looking to broaden your professional network, you need to find someone who can help. Wait for a senior manager

to come looking for you—and you'll probably be waiting forever. Instead, you need to find the mentoring that will help you achieve your goals. Managed correctly, mentoring is a powerful and efficient tool for moving up. The HBR Guide to Getting the Mentoring You Need will help you get it right. You'll learn how to:

- Find new ways to stand out in your organization
- Set clear and realistic development goals
- Identify and build relationships with influential sponsors
- Give back and bring value to mentors and senior advisers
- Evaluate your progress in reaching your professional goals

Join forces with others inside and outside your organization to solve your toughest problems. If you read nothing else on collaborating effectively, 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 work more productively with people on your team, in other departments, and in other organizations. Leading experts such as Daniel Goleman, Herminia Ibarra, and Morten Hansen provide the insights and advice you need to:

- Forge strong relationships up, down, and across the organization
- Build a collaborative culture
- Bust silos
- Harness informal knowledge sharing
- Pick the right type of collaboration for your business
- Manage conflict wisely
- Know when not to collaborate

Forget about the hard bargain. Whether you're discussing the terms of a high-stakes deal, forming a key partnership, asking for a raise, or planning a family event, negotiating can be stressful. One person makes a demand, the other concedes a point. In the end, you settle on a subpar solution in the middle—if you come to any agreement at all. But these discussions don't need to be win-or-lose situations. Written by negotiation expert Jeff Weiss, the HBR Guide to Negotiating provides a disciplined approach to finding a solution that works for everyone involved. Using a seven-part framework, this book delivers tips and advice to move you from a game of concessions and compromises to one of collaboration and creativity, resulting in better outcomes and better working relationships. You'll learn how to:

- Prepare for your conversation
- Understand everyone's interests
- Craft the right message
- Work with multiple parties
- Disarm aggressive negotiators
- Choose the best solution

Master the most critical professional skills with this five-volume set that covers topics from personal effectiveness to leading others. This specially priced collection includes books from the HBR Guide series on the topics of Getting the Right Work Done, Better Business Writing, Persuasive Presentations, Making Every Meeting Matter, and Project Management. You'll learn how to:

- Prioritize and stay focused
- Overcome procrastination
- Conquer email overload
- Push past writer's block
- Create powerful visuals
- Establish credibility with tough audiences
- Moderate lively conversations and regain control of wayward meetings
- Build a strong project team
- Create a realistic schedule--and stay on track
- Manage stakeholders' expectations

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.

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.

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.

"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"--

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 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.

Get your idea off the ground. You've got a great idea that will increase revenue or boost productivity—but how do you get the buy-in you need to make it happen? By building a business case that clearly shows your idea's value. That's not always easy: Maybe you're not sure what kind of data your stakeholders will trust. Or perhaps you're intimidated by number crunching. The HBR

Guide to Building Your Business Case, written by project management expert Raymond Sheen, gives you the guidance and tools you need to make a strong case. You'll learn how to: Spell out the business need for your idea Align your case with strategic goals Build the right team to shape and test your idea Calculate the return on investment Analyze risks and opportunities Present your case to stakeholders

Discusses financial basics, introduces the language of finances, and describes decision making with data.

DON'T LET YOUR WRITING HOLD YOU BACK. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a nicety. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. The HBR Guide to Better Business Writing, by writing expert Bryan A. Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you: • Push past writer's block • Grab—and keep—readers' attention • Earn credibility with tough audiences • Trim the fat from your writing • Strike the right tone • Brush up on grammar, punctuation, and usage

Learn what it takes to build a great business with this digital collection curated by Harvard Business Review; it contains everything you need to know about entrepreneurship, from leadership traits and a willingness to fail to financial intelligence and tips for building a business case. Includes Financial Intelligence for Entrepreneurs; Fail Better; Heart, Smarts Guts, and Luck; Entrepreneur's Toolkit; HBR on Entrepreneurship; HBR Guide to Building Your Business Case; HBR Guide to Negotiating; How I Did It; and the Harvard Business Review articles "Five Stages of Small Business Growth," and "Why Entrepreneurs Don't Scale."

A unique approach to policy implementation with essential guidance and useful tools Effective Implementation in Practice: Integrating Public Policy and Management presents an instrumental approach to implementation analysis. By spanning policy fields, organizations, and frontline conditions in implementation systems, this book provides a robust foundation for policy makers, public and nonprofit managers and leaders. Detailed case studies enable readers to identify key intervention points, become more strategic, and improve outcomes. The engaging style and specific examples provide a bridge to practice, while diagrams, worksheets, and other tools included in the appendix help managers apply these ideas to team meetings, operational planning, and program assessment and refinement. Policy and program implementation is fraught with challenges as public and nonprofit leaders juggle organizational missions and stakeholder expectations while managing policy and program impact and effectiveness. Using their own experience in practice, teaching, and research, the authors empower policy and program implementers to recognize their essential roles within the workplace and help them cultivate the analytical and social skills necessary to change. Understand how program or policy technology constitutes the core of implementation Study a conceptual framework encompassing power dynamics, culture, relationships in the field and the rules that are operating during program and policy implementation Discover a multilevel approach that identifies key points of strategic action at various levels and settings of the implementation system and assesses implementation success The integration of policy and management mindsets gives readers an insightful yet accessible understanding of implementation, allowing them to achieve the potent results desired by the public. For those in senior positions at federal agencies to local staff at nonprofit organizations, Effective Implementation in Practice: Integrating Public Policy and Management provides an invaluable one-stop resource.

Are you suffering from work-related stress? Feeling overwhelmed, exhausted, and short-tempered at work—and at home? Then you may have too much stress in your life. Stress is a serious problem that impacts not only your mental and physical health, but also your loved ones and your organization. So what can you do to address it? The HBR Guide to Managing Stress at Work will help you find a sustainable solution. It will help you reach the goal of getting on an even keel—and staying there. You'll learn how to: • Harness stress so it spurs, not hinders, productivity • Create realistic and manageable routines • Aim for progress, not perfection • Make the case for a flexible schedule • Ease the physical tension of spending too much time at your computer • Renew yourself physically, mentally, and emotionally

Working remotely gives you flexibility and independence. But it can pose challenges when you need to team up with colleagues or coworkers. Virtual Collaboration covers the basics of working productively--and collaboratively--from anywhere. You'll learn to: Communicate clearly over a variety of media Bond with colleagues across the wires Keep others--and yourself--accountable Avoid and mitigate tech glitches 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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