

## Hbr Guide To Project Management Senhengore

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

**No More Headaches, Hypertension, or Heartburn** If your work involves projects, then this book is for you. It will show every company owner and project manager—at businesses large and small—how to run projects differently. You'll benefit if you've ever:

- been over budget on a project
- exceeded a timeline on a project
- worked on a project that completely stalled as you neared the finish line
- lost money on a sure-thing project and had no idea why
- noticed that scope and feature creep held you back
- watched a project take three times as long as planned
- felt too embarrassed to perform a review of your successes and failures
- wondered whether your project actually made any money

By the time you finish the book, you'll be ready to implement **Project Management for Profit** in your own company—and be prepared to keep your projects on track and on budget.

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

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.

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**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

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.

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.

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

Stop pushing products—and start cultivating relationships with the right customers. If you read nothing else on marketing that delivers competitive advantage, 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 reinvent your marketing by putting it—and your customers—at the center of your business. Leading experts such as Ted Levitt and Clayton Christensen provide the insights and advice you need to: Figure out what business you're really in Create products that perform the jobs people need to get done Get a bird's-eye view of your brand's strengths and weaknesses Tap a market that's larger than China and India combined Deliver superior value to your B2B customers End the war between sales and marketing

Discusses how readers can make persuasive presentations that inspire action,

engage the audience, and sell ideas.

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."

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

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.

The Harvard Business Review Project Management Collection is for anyone serious about project management. Project Management for Profit shows every company owner and project manager—at businesses large and small—how to run projects differently. Reinventing Project Management, based on an unprecedented study of more than 600 projects in a variety of businesses and organizations around the globe, provides a new and highly adaptive model for planning and managing projects to achieve superior business results. Also included in this collection are Managing Projects Large and Small, which will walk you through every step of project oversight from start to finish, and the HBR Guide to Project Management, which 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, and wrap up your project and gauge its success. 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.

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.

Agile Practice Guide – First Edition has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

Discusses how readers can stay focused, accomplish more, and manage time. 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 Harvard Business Review digital collection will give you the confidence and tools you need to write and speak successfully. It includes the HBR Guide to Persuasive Presentations, by presentation expert Nancy Duarte; the HBR Guide to Better Business Writing, by writing expert Bryan A. Garner; the HBR Guide to Negotiating, by negotiation expert Jeff Weiss; Failure to Communicate, by consultant and coach Holly Weeks; as well as HBR's 10 Must Reads on Communication, Giving Effective Feedback, Running Meetings, How to Run a Meeting, and Managing Difficult Interactions.

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.

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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Master your most pressing professional challenges with this seven-volume set that collects the smartest best practices from leading experts all in one place.HBR Guide to Better Business Writing and HBR Guide to Persuasive

Presentations help you perfect your communication skills;HBR Guide to Managing Up and Across and HBR Guide to Office Politics show you how to build the best professional relationships;HBR Guide to Finance Basics for Managers is the one book you'll ever need to teach you about the numbers;HBR Guide to Project Management addresses tough questions such as how to manage stakeholder expectations and how to manage uncertainty in a complex project; andHBR 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.

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

Traditional Chinese edition of Leaders Eat Last: Why Some Teams Pull Together and Others Don't by Simon Sinek. Sinek is the author of "Start with Why: How Great Leaders Inspire Everyone to Take Action," and a popular TED talk speaker. In Traditional Chinese. Annotation copyright Tsai Fong Books, Inc. Distributed by Tsai Fong Books, Inc.

Resource added for the Human Resources program 101161.

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.

Make every minute count. Your calendar is full, and yet your meetings don't always seem to advance your work. Problems often arise with unrealistic or vague agendas, off-track conversations, tuned-out participants who don't know why they're there, and follow-up notes that no one reads—or acts on. Meetings can feel like a waste of time. But when you invest a little energy in preparing yourself and your participants, you'll stay focused, solve problems, gain consensus, and leave each meeting ready to take action. With input from over 20 experts combined with useful checklists, sample agendas, and follow-up memos, the HBR Guide to Making Every Meeting Matter will teach you how to: Set and communicate your meeting's purpose Invite the right people Prepare an achievable agenda Moderate a lively conversation Regain control of a wayward meeting Ensure follow-through without babysitting or haranguing 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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Daniel Gilbert? Dan Heath? Amanda Ripley? David Shenk? "Passion, Patience, Persistence" Teach for Taiwan? Lawrence H. Summers? Sal Khan? Brad Stevens? Soledad O'Brien? Starfish Media Group? Arianna Huffington? The Huffington Post? Tory Burch? CEO? Robert D. Putnam? Amy Cuddy? Sonja Lyubomirsky? Barbara Fredrickson? Joel Klein? Ed Viesturs? Josh Waitzki? IQ? Malcolm Gladwell? The Tipping Point? Stephen Covey? Carol Dweck? Daniel H. Pink? Susan Cain? Quiet? Simon Sinek? Start With Why? Paul Tough? How Children Succeed? Daniel Gilbert? Stumbling on Happiness? Dan



HBR Guide to Better Business Writing and HBR Guide to Persuasive Presentations help you perfect your communication skills; HBR Guide to Managing Up and Across and HBR Guide to Office Politics show you how to build the best professional relationships; HBR Guide to Finance Basics for Managers is the one book you'll ever need to teach you about the numbers; HBR Guide to Project Management addresses tough questions such 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.

**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 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

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

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