

Hbrs 10 Must Reads On Communication With Featured Article Athe Necessary Art Of Persuasiona By Jay A Conger

If you read nothing else on managing people, read these definitive articles from Harvard Business Review. Managing people is fraught with challenges, even if you're a seasoned manager. HBR's 10 Must Reads on Managing People 2-Volume Collection provides enduring ideas and practical advice on managing people to help you handle these difficulties and maximize your employees' performance. Bringing together HBR's 10 Must Reads on Managing People, Vol. 1 and HBR's 10 Must Reads on Managing People, Vol. 2, this collection includes twenty articles selected by HBR's editors and features the indispensable article "Leadership That Gets Results" by Daniel Goleman. From timeless classics to the latest game-changing ideas from thought leaders Marcus Buckingham, W. Chan Kim, Renee Mauborgne, and more, HBR's 10 Must Reads on Managing People 2-Volume Collection will inspire you to: Tailor your management style to fit your people and organizational goals Give feedback the right way Support first-time managers Manage emotional culture on your team Push your people to collaborate and break silos Overcome organizational obstacles to effective management Manage up and across Manage your boss 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.

If you read nothing else on sales, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you understand how to create the conditions for sales success. This book will inspire you to: * Understand your customer's buying center * Integrate your sales and marketing operations * Assess your business cycle and its impact on your sales force * Transition away from solution sales * Leverage the power of micromarkets * Introduce tiebreaker selling and consensus selling * Motivate your sales force properly

How HR can lead. If you read nothing else on reinventing human resources, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones on how HR leaders can partner with the C-suite, drive change throughout the organization, and develop the workforce of the future. This book will inspire you to: Overhaul performance management practices to jump-start motivation and engagement Use agile processes to transform how you hire, develop, and manage people Establish diversity programs that increase innovation and competitiveness as well as inclusion Use people analytics to bring unprecedented insight to hiring and talent management Prepare your company for the double waves of artificial intelligence and an older workforce Close the gap between HR and strategy This collection of articles includes: "People Before Strategy: A New Role for the

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CHRO," by Ram Charan, Dominic Barton, and Dennis Carey; "How Netflix Reinvented HR," by Patty McCord; "HR Goes Agile," by Peter Cappelli and Anna Tavis; "Reinventing Performance Management," by Marcus Buckingham and Ashley Goodall; "Better People Analytics," by Paul Leonardi and Noshir Contractor; "21st-Century Talent Spotting," by Claudio Fernandez-Araoz; "Tours of Duty: The New Employer-Employee Contract," by Reid Hoffman, Ben Casnocha, and Chris Yeh; "Creating the Best Workplace on Earth," by Rob Goffee and Gareth Jones; "Why Diversity Programs Fail," by Frank Dobbins and Alexandra Kalev; "When No One Retires," by Paul Irving; and "Collaborative Intelligence: Humans and AI Are Joining Forces," by H. James Wilson and Paul R. Daugherty.

HBR's 10 Must Reads

A year's worth of management wisdom, all in one place. We've reviewed the ideas, insights, and best practices from the past year of Harvard Business Review to keep you up-to-date on the most cutting-edge, influential thinking driving business today. With authors from Clayton M. Christensen to Adam Grant and company examples from Intel to Uber, this volume brings the most current and important management conversations to your fingertips. This book will inspire you to: Rethink the way you work in the face of advancing automation Transform your business using a platform strategy Apply design thinking to create innovative products Identify where too much collaboration may be holding your people back See the theory of disruptive innovation in a brand new light Recognize the signs that your cross-cultural negotiation may be falling apart This collection of articles includes "Collaborative Overload," by Rob Cross, Reb Rebele, and Adam Grant; "Algorithms Need Managers, Too," by Michael Luca, Jon Kleinberg, and Sendhil Mullainathan; "Pipelines, Platforms, and the New Rules of Strategy," by Marshall W. Van Alstyne, Geoffrey G. Parker, and Sangeet Paul Choudary; "What Is Disruptive Innovation?," by Clayton M. Christensen, Michael Raynor, and Rory McDonald; "How Indra Nooyi Turned Design Thinking into Strategy," an interview with Indra Nooyi by Adi Ignatius; "Engineering Reverse Innovations," by Amos Winter and Vijay Govindarajan; "The Employer-Led Health Care Revolution," by Patricia A. McDonald, Robert S. Mecklenburg, and Lindsay A. Martin; "Getting to Sí, Ja, Oui, Hai, and Da," by Erin Meyer; "The Limits of Empathy," by Adam Waytz; "People Before Strategy: A New Role for the CHRO," by Ram Charan, Dominic Barton, and Dennis Carey; and "Beyond Automation," by Thomas H. Davenport and Julia Kirby.

You want the most important ideas on management all in one place. Now you can have them—in a set of HBR's 10 Must Reads. We've combed through hundreds of Harvard Business Review articles on strategy, change leadership, managing people, and managing yourself and selected the most important ones to help you maximize your performance. This six-title collection includes only the most critical articles from the world's top management experts, curated from Harvard Business Review's rich archives. We've done the work of selecting them so you won't have to. These books are packed with enduring advice from the best minds in business such as: Michael Porter, Clayton Christensen, Peter Drucker, John Kotter, Daniel Goleman, Jim Collins, Ted Levitt, Gary Hamel, W. Chan Kim, Renée Mauborgne and much more. The HBR's 10 Must Reads Boxed Set includes: HBR's 10 Must Reads: The Essentials This book brings together the best thinking from management's most influential experts. Once you've read these definitive articles, you can delve into each core topic the series

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explores: managing yourself, managing people, leadership, strategy, and change management. HBR's 10 Must Reads on Managing Yourself The path to your professional success starts with a critical look in the mirror. Here's how to stay engaged throughout your 50-year work life, tap into your deepest values, solicit candid feedback, replenish your physical and mental energy, and rebound from tough times. This book includes the bonus article "How Will You Measure Your Life?" by Clayton M. Christensen. HBR's 10 Must Reads on Managing People Managing your employees is fraught with challenges, even if you're a seasoned pro. Boost their performance by tailoring your management styles to their temperaments, motivating with responsibility rather than money, and fostering trust through solicited input. This book includes the bonus article "Leadership That Gets Results," by Daniel Goleman. HBR's 10 Must Reads on Leadership Are you an extraordinary leader—or just a good manager? Learn how to motivate others to excel, build your team's confidence, set direction, encourage smart risk-taking, credit others for your success, and draw strength from adversity. This book includes the bonus article "What Makes an Effective Executive," by Peter F. Drucker. HBR's 10 Must Reads on Strategy Is your company spending too much time on strategy development, with too little to show for it? Discover what it takes to distinguish your company from rivals, clarify what it will (and won't) do, create blue oceans of uncontested market space, and make your priorities explicit so employees can realize your vision. This book includes the bonus article "What Is Strategy?" by Michael E. Porter. HBR's 10 Must Reads on Change Management Most companies' change initiatives fail—but yours can beat the odds. Learn how to overcome addiction to the status quo, establish a sense of urgency, mobilize commitment and resources, silence naysayers, minimize the pain of change, and motivate change even when business is good. This book includes the bonus article "Leading Change," by John P. Kotter. About the HBR's 10 Must Reads Series: HBR's 10 Must Reads series is the definitive collection of ideas and best practices for aspiring and experienced leaders alike. These books offer essential reading selected from the pages of Harvard Business Review on topics critical to the success of every manager. Each book is packed with advice and inspiration from the best minds in business.

A year's worth of management wisdom, all in one place. We've reviewed the ideas, insights, and best practices from the past year of Harvard Business Review to keep you up-to-date on the most cutting-edge, influential thinking driving business today. With authors from Thomas H. Davenport to Michael E. Porter and company examples from Facebook to DHL, this volume brings the most current and important management conversations right to your fingertips. This book will inspire you to: Make stronger connections and build greater trust among people who work on multiple teams Engage customers and employees alike with the help of artificial intelligence Channel your outrage about sexual harassment in the workplace into effective action Consider how CEO activism can generate goodwill for your company--and weigh its risks Pair data with qualitative research to increase diversity in your organization Remain competitive in a hub economy by using your company's assets and capabilities differently This collection of articles includes: "The Overcommitted Organization," by Mark Mortensen and Heidi K. Gardner; "Why Do We Undervalue Competent Management?" by Raffaella Sadun, Nicholas Bloom, and John Van Reenen; "Numbers Take Us Only So Far," by Maxine Williams; "The New CEO Activists," by Aaron K. Chatterji and Michael W.

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Toffel; "Artificial Intelligence for the Real World," by Thomas H. Davenport and Rajeev Ronanki; "Why Every Organization Needs an Augmented Reality Strategy," by Michael E. Porter and James E. Heppelmann; "Thriving in the Gig Economy," by Gianpiero Petriglieri, Susan Ashford, and Amy Wrzesniewski; "Managing Our Hub Economy," by Marco Iansiti and Karim R. Lakhani; "The Leader's Guide to Corporate Culture," by Boris Groysberg, Jeremiah Lee, Jesse Price, and J. Yo-Jud Cheng; "The Error at the Heart of Corporate Leadership," by Joseph L. Bower and Lynn S. Paine; and "Now What?" by Joan C. Williams and Suzanne Lebsack.

Your company needs a winning business model to thrive--and it may soon need to reinvent that business model to survive. If you read nothing else on business model innovation, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you set up a model for success and stay ahead of your competitors. This book will inspire you to:

- Build a new business in an established organization
- Give your traditional offerings a shot in the arm
- Understand how a business model differs from a strategy
- Establish digital business models around traditional products
- Adopt the practices of lean start-ups
- Reimagine your core business as a platform
- Counter threats by revolutionizing your business model

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Learn why bad decisions happen to good managers—and how to make better ones. If you read nothing else on decision making, 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 and your organization make better choices and avoid common traps. Leading experts such as Ram Charan, Michael Mankins, and Thomas Davenport provide the insights and advice you need to:

- Make bold decisions that challenge the status quo
- Support your decisions with diverse data
- Evaluate risks and benefits with equal rigor
- Check for faulty cause-and-effect reasoning
- Test your decisions with experiments
- Foster and address constructive criticism
- Defeat indecisiveness with clear accountability

Build the workforce of the future. In our volatile and complex era--which boasts a competitive market for top talent--HR's traditional model will fail. Your company needs to adopt the latest skills to successfully manage performance and evaluate potential. HBR's 10 Must Reads for HR Leaders Collection features innovative ideas on how to foster a vibrant, high-performing company culture, spearhead constructive change, and reap the benefits of a diverse workforce. Included in this five-book set are HBR's 10 Must Reads on Reinventing HR, HBR's 10 Must Reads on Change Management, HBR's 10 Must Reads on Building a Great Culture, HBR's 10 Must Reads on Diversity, and HBR's 10 Must Reads on Managing People. The collection includes fifty articles selected by HBR's editors from renowned thought leaders including Marcus Buckingham, W. Chan Kim, Renee Mauborgne, and Sylvia Ann Hewlett, plus the indispensable article "People Before Strategy" by Ram Charan, Dominic Barton, and Dennis Carey. With HBR's 10 Must Reads for HR Leaders Collection, break free from the traditional HR mindset and learn how to build the workforce of the future. HBR's 10 Must

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In his defining work on emotional intelligence, bestselling author Daniel Goleman found that it is twice as important as other competencies in determining outstanding leadership. If you read nothing else on emotional intelligence, read these 10 articles by experts in the field. We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you boost your emotional skills--and your professional success. This book will inspire you to:

- * Monitor and channel your moods and emotions
- * Make smart, empathetic people decisions
- * Manage conflict and regulate emotions within your team
- * React to tough situations with resilience
- * Better understand your strengths, weaknesses, needs, values, and goals
- * Develop emotional agility

Serving on a board is like having a second full-time job. Earning a seat on a board is a rite of passage for senior leaders. Serving on a board is an opportunity to share your skills and extend your reach beyond your own organization as you help select, appoint, and review the performance of an organization's senior leadership team, determine compensation and incentive plans, approve strategic decisions, and ensure the financial well-being of the organization in both the short- and long-term. But in today's increasingly complex business environment, serving on a board also means working to address detailed issues such as increasing diversity on the board itself and in the organization, ensuring a risk-mitigation plan that prepares the organization for everything from hackers to sexual predators, and navigating big-picture challenges such as the unprecedented pace of change and disruption--all while managing financials and shareholder expectations. If you read nothing else on boards, read these 10 articles by experts in the field. We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you address classic challenges such as increasing diversity, ensuring a culture that reflects company values, and providing strategic oversight while also addressing emerging issues such as shareholder activism, cybersecurity, and ever-shifting regulations. This book will inspire you to:

- Collaborate effectively with the other members of the board and executive team
- Anticipate and address legislation and regulation issues
- Adopt a company-centered model that prioritizes the health of the enterprise over fattening shareholders' wallets
- Rethink your role and attitude toward risk
- Support leadership transitions
- Foster creative abrasion to keep ideas flowing
- Manage and build relationships with the executive team--and your shareholders

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A year's worth of management wisdom, all in one place. We've reviewed the ideas, insights, and best practices from the past year of Harvard Business Review to keep you up-to-date on the most cutting-edge, influential thinking driving business today. With authors from Marcus Buckingham to Amy Edmondson and company examples from Lyft to Disney, this volume

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brings the most current and important management conversations right to your fingertips. This book will inspire you to: Rethink whether constant, candid feedback really helps employees thrive Move beyond diversity and inclusion to creating a racially just workplace Adopt connected strategies that anticipate your customers' needs Navigate the challenges of dual-career relationships Understand when data creates competitive advantage—and when it doesn't Break through the organizational barriers that impede AI initiatives Lead in a new era of climate action This collection of articles includes "The Feedback Fallacy," by Marcus Buckingham and Ashley Goodall; "Cross-Silo Leadership," by Tiziana Casciaro, Amy C. Edmondson, and Sujin Jang; "Toward a Racially Just Workplace," by Laura Morgan Roberts and Anthony J. Mayo; "The Age of Continuous Connection," by Nicolaj Siggelkow and Christian Terwiesch; "The Hard Truth about Innovative Cultures," by Gary P. Pisano; "Creating a Trans-Inclusive Workplace," by Christian N. Thoroughgood, Katina B. Sawyer, and Jennica R. Webster; "When Data Creates Competitive Advantage," by Andrei Hagiu and Julian Wright; "Your Approach to Hiring Is All Wrong," by Peter Cappelli; "How Dual-Career Couples Make It Work," by Jennifer Petriglieri; "Building the AI-Powered Organization," by Tim Fountaine, Brian McCarthy, and Tamim Saleh; "Leading a New Era of Climate Action," by Andrew Winston; and "That Discomfort You're Feeling Is Grief," by Scott Berinato.

The path to your professional success starts with a critical look in the mirror. If you read nothing else on managing yourself, read these 10 articles (plus the bonus article "How Will You Measure Your Life?" by Clayton M. Christensen). We've combed through hundreds of Harvard Business Review articles to select the most important ones to help you maximize yourself. HBR's 10 Must Reads on Managing Yourself will inspire you to: Stay engaged throughout your 50+-year work life Tap into your deepest values Solicit candid feedback Replenish physical and mental energy Balance work, home, community, and self Spread positive energy throughout your organization Rebound from tough times Decrease distractibility and frenzy Delegate and develop employees' initiative This collection of best-selling articles includes: bonus article "How Will You Measure Your Life?" by Clayton M. Christensen, "Managing Oneself," "Management Time: Who's Got the Monkey?" "How Resilience Works," "Manage Your Energy, Not Your Time," "Overloaded Circuits: Why Smart People Underperform," "Be a Better Leader, Have a Richer Life," "Reclaim Your Job," "Moments of Greatness: Entering the Fundamental State of Leadership," "What to Ask the Person in the Mirror," and "Primal Leadership: The Hidden Driver of Great Performance." Command the room--whether you're speaking to an audience of one or to hundreds. If you read nothing else on public speaking and presenting, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you speak confidently in front of a group and connect with audiences of any size. This book will inspire you to: Feel more confident when it's your turn to present Understand how to persuade, motivate, and change minds Frame your message so people really listen Gain your audience's trust by being more authentic Use visuals and data more effectively Learn to be more charismatic Infuse your day-to-day communication with storytelling 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.

Put an end to miscommunication and inefficiency—and tap into the strengths of your diverse team. If you read nothing else on managing across cultures, read these 10 articles. We've

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combed through hundreds of Harvard Business Review articles and selected the most important ones to help you manage culturally diverse employees, whether they're dispersed around the world or you're working with a multicultural team in a single location. This book will inspire you to: Develop your cultural intelligence Overcome conflict on a team where cultural norms differ Adopt a common language for more efficient communication Use the diverse perspectives of your employees to find new business opportunities Take varying cultural practices into account when resolving ethical issues Accommodate and plan for your expatriate employees This collection of articles includes "Cultural Intelligence," by P. Christopher Earley and Elaine Mosakowski; "Managing Multicultural Teams," by Jeanne Brett, Kristin Behfar, and Mary C. Kern; "L'Oreal Masters Multiculturalism," by Hae-Jung Hong and Yves Doz; "Making Differences Matter: A New Paradigm for Managing Diversity," by David A. Thomas and Robin J. Ely; "Navigating the Cultural Minefield," by Erin Meyer; "Values in Tension: Ethics Away from Home," by Thomas Donaldson; "Global Business Speaks English," by Tsedal Neeley; "10 Rules for Managing Global Innovation," by Keeley Wilson and Yves L. Doz; "Lost in Translation," by Fons Trompenaars and Peter Woolliams; and "The Right Way to Manage Expats," by J. Stewart Black and Hal B. Gregersen.

If you read nothing else on strategy, read these definitive articles from Harvard Business Review. Defining--and executing--the best strategy for your company is fraught with challenge. Do you have the right strategy to lead your company into the future? HBR's 10 Must Reads on Strategy 2-Volume Collection provides enduring ideas and practical advice on how to accelerate your organization's strategy development and execution. Bringing together HBR's 10 Must Reads on Strategy, Vol. 1 and HBR's 10 Must Reads on Strategy, Vol. 2, this collection includes twenty articles selected by HBR's editors and features the indispensable article "What is Strategy?" by Michael E. Porter. From timeless classics to the latest game-changing ideas from thought leaders W. Chan Kim, Renee Mauborgne, Jim Collins, and more, HBR's 10 Must Reads on Strategy 2-Volume Collection will inspire you to: Distinguish your companies from your rivals Reinvent your business model to keep you on the competitive map Craft a vision for an uncertain future Create and capture new markets--and break free from overcrowded ones Clarify decision roles for faster decision making See the growing relevance of data analytics in your organization Transform your products and services into platforms Identify the signals of future disruption and take steps to avoid it 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.

NEW from the bestselling HBR's 10 Must Reads series. 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

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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

Looking for more Must Read articles from Harvard Business Review? Check out these titles in the popular series: HBR's 10 Must Reads: The Essentials HBR's 10 Must Reads on Communication HBR's 10 Must Reads on Innovation HBR's 10 Must Reads on Leadership HBR's 10 Must Reads on Making Smart Decisions HBR's 10 Must Reads on Managing Yourself HBR's 10 Must Reads on Strategic Marketing HBR's 10 Must Reads on Teams

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

Build resilience in your company to weather the greatest crises. If you read nothing else on organizational resilience, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you understand how to reshape your company to overcome disruption, social upheaval, and disaster. This book will inspire you to:

- Reposition your core business while launching a separate, disruptive business
- Build the ability to continually anticipate and adjust to emerging trends
- Prepare for the business implications of global warming
- Understand the risks of hyperefficient businesses
- Develop organizational grit
- Rebound from a recession faster than your competition
- Lead your company through any kind of crisis

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ever?changing business environment.

This essential, comprehensive digital collection delivers the entire 12 books of the HBR's 10 Must Reads series with over 120 Harvard Business Review articles. With this essential collection from Harvard Business Review, you'll have the best management ideas and advice all in one place. Now offered as a comprehensive digital compilation, this set includes the entire library of Harvard Business Review articles (more than 120 of them) found in the HBR 10 Must Reads book series. From leadership and strategy to innovation and marketing, no other collection offers the top thinking from global experts on today's most essential management topics. The collection includes must-have articles on the following topics: Leadership, Managing Yourself, Strategy, Managing People, Change Management, Communication, Innovation, Making Smart Decisions, Teams, Collaboration, and Strategic Marketing. In addition, you'll get articles from the foundational HBR's 10 Must Reads: The Essentials, which offers seminal pieces chosen by the editorial team at Harvard Business Review. Each book is packed with enduring advice from the best minds in business such as: Michael Porter, Clayton Christensen, Peter Drucker, John Kotter, Daniel Goleman, Jim Collins, Ted Levitt, Gary Hamel, W. Chan Kim, Renée Mauborgne and much more. The HBR's 10 Must Reads Collection includes: HBR's 10 Must Reads: The Essentials This book brings together the best thinking from management's most influential experts. Once you've read these definitive articles, you can delve into each core topic the series explores: managing yourself, managing people, leadership, strategy, and change management. HBR's 10 Must Reads on Managing Yourself The path to your professional success starts with a critical look in the mirror. Here's how to stay engaged throughout your 50-year work life, tap into your deepest values, solicit candid feedback, replenish your physical and mental energy, and rebound from tough times. This book includes the bonus article "How Will You Measure Your Life?" by Clayton M. Christensen. HBR's 10 Must Reads on Managing People Managing your employees is fraught with challenges, even if you're a seasoned pro. Boost their performance by tailoring your management styles to their temperaments, motivating with responsibility rather than money, and fostering trust through solicited input. This book includes the bonus article "Leadership That Gets Results," by Daniel Goleman. HBR's 10 Must Reads on Leadership Are you an extraordinary leader—or just a good manager? Learn how to motivate others to excel, build your team's confidence, set direction, encourage smart risk-taking, credit others for your success, and draw strength from adversity. This book includes the bonus article "What Makes an Effective Executive," by Peter F. Drucker. HBR's 10 Must Reads on Strategy Is your company spending too much time on strategy development, with too little to show for it? Discover what it takes to distinguish your company from rivals, clarify what it will (and won't) do, create blue oceans of uncontested market space, and make your priorities explicit so employees can realize your vision. This book includes the bonus

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article “What Is Strategy?” by Michael E. Porter. HBR’s 10 Must Reads on Change Management Most companies’ change initiatives fail—but yours can beat the odds. Learn how to overcome addiction to the status quo, establish a sense of urgency, mobilize commitment and resources, silence naysayers, minimize the pain of change, and motivate change even when business is good. This book includes the bonus article “Leading Change,” by John P. Kotter. HBR’s 10 Must Reads on Innovation To innovate profitably, you need more than just creativity. Learn how to decide which ideas are worth pursuing, innovate through the front lines, tailor your efforts to meet customer’s needs, and avoid classic pitfalls. This book includes the bonus article “The Discipline of Innovation” by Peter F. Drucker. HBR’s 10 Must Reads on Communication The best leaders know how to communicate clearly and persuasively. From connecting with the audience and establishing credibility to inspiring others to carry out your vision, get the skills you need to express your ideas with clarity and impact—no matter what the situation. This book includes the bonus article “The Necessary Art of Persuasion” by Jay A. Conger. HBR’s 10 Must Reads on Collaboration Join forces with others inside and outside your organization to solve your toughest problems. Learn how to forge strong relationships, build a collaborative culture, and manage conflict wisely. This book includes the bonus article “Social Intelligence and the Biology of Leadership” by Daniel Goleman and Richard Boyatzis. HBR’s 10 Must Reads on Strategic Marketing Reinvent your marketing by putting it—and your customers—at the center of your business. Leading experts provide the insights and advice you need to figure out what business you’re really in, uncover your brand’s strengths and weaknesses, and end the war between sales and marketing. This book includes the bonus article “Marketing Myopia” by Theodore Levitt. HBR’s 10 Must Reads on Making Smart Decisions Discover why bad decisions happen to good managers—and how to make better ones. Get the skills you need to make bold decisions that challenge the status quo, support your decisions with data, and foster and address constructive criticism. This book includes the bonus article “Before You Make that Big Decision ...” by Daniel Kahneman, Dan Lovallo, and Olivier Sibony. HBR’s 10 Must Reads on Teams Most teams underperform. Yours can beat the odds. Learn how to boost team performance through mutual accountability, motivate large, diverse groups to tackle complex projects, and increase your teams’ emotional intelligence. This book includes the bonus article “The Discipline of Teams” by John R. Katzenbach and Douglas K. Smith. About the HBR’s 10 Must Reads Series: HBR’s 10 Must Reads series is the definitive collection of ideas and best practices for aspiring and experienced leaders alike. These books offer essential reading selected from the pages of Harvard Business Review on topics critical to the success of every manager. Each book is packed with advice and inspiration from the best minds in business.

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of articles in the Harvard Business Review archive and selected the most important ones to help you assemble and steer teams that get results. Leading experts such as Jon Katzenbach, Teresa Amabile, and Tamara Erickson provide the insights and advice you need to: Boost team performance through mutual accountability Motivate large, diverse groups to tackle complex projects Increase your teams' emotional intelligence Prevent decision deadlock Extract results from a bunch of touchy superstars Fight constructively with top-management colleagues

Contains six selected articles on leadership from the Harvard Business Review. Includes writings on the importance of emotional intelligence in leadership; argues that management is about coping with complexity; and questions what the crucial characteristics of good leaders are, including debunking common myths. Business.

Learn to be a better negotiator--and achieve the outcomes you want. If you read nothing else on how to negotiate successfully, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you avoid common mistakes, find hidden opportunities, and win the best deals possible. This book will inspire you to: Control the negotiation before you enter the room Persuade others to do what you want--for their own reasons Manage emotions on both sides of the table Understand the rules of negotiating across cultures Set the stage for a healthy relationship long after the ink has dried Identify what you can live with and when to walk away This collection of articles includes: "Six Habits of Merely Effective Negotiators" by James K. Sebenius; "Control the Negotiation Before It Begins" by Deepak Malhotra; "Emotion and the Art of Negotiation" by Alison Wood Brooks; "Breakthrough Bargaining" by Deborah M. Kolb and Judith Williams; "15 Rules for Negotiating a Job Offer" by Deepak Malhotra; "Getting to Si, Ja, Oui, Hai, and Da" by Erin Meyer; "Negotiating Without a Net: A Conversation with the NYPD's Dominick J. Misino" by Diane L. Coutu; "Deal Making 2.0: A Guide to Complex Negotiations" by David A. Lax and James K. Sebenius; "How to Make the Other Side Play Fair" by Max H. Bazerman and Daniel Kahneman; "Getting Past Yes: Negotiating as if Implementation Mattered" by Danny Ertel; "When to Walk Away from a Deal" by Geoffrey Cullinan, Jean-Marc Le Roux, and Rolf-Magnus Weddigen.

You want the most important ideas on management all in one place. Now you can have them--in a set of HBR's 10 Must Reads, available as a 14-volume paperback boxed set or as an ebook set. We've combed through hundreds of Harvard Business Review articles on topics such as emotional intelligence, communication, change, leadership, strategy, managing people, and managing yourself and selected the most important ones to help you maximize your own and your organization's performance. The HBR's 10 Must Reads Ultimate Boxed Set includes 14 bestselling collections: "HBR's 10 Must-Reads on Leadership"; "HBR's 10 Must-Reads on Emotional Intelligence"; "HBR's 10 Must-Reads on

Managing Yourself"; "HBR's 10 Must-Reads on Strategy"; "HBR's 10 Must-Reads on Change Management"; "HBR's 10 Must-Reads on Managing People"; "HBR's 10 Must Reads: The Essentials"; "HBR's 10 Must-Reads on Communication"; "HBR's 10 Must-Reads on Managing Across Cultures"; "HBR's 10 Must-Reads on Strategic Marketing"; "HBR's 10 Must-Reads on Teams"; "HBR's 10 Must-Reads on Innovation"; "HBR's 10 Must-Reads on Making Smart Decisions"; and "HBR's 10 Must-Reads on Collaboration." The HBR's 10 Must Reads Ultimate Boxed Set makes a smart gift for your team, colleagues, or clients. HBR's 10 Must Reads series is the definitive collection of ideas and best practices for aspiring and experienced leaders alike. These books offer essential reading selected from the pages of Harvard Business Review on topics critical to the success of every manager. Each book is packed with advice and inspiration from leading experts such as Clayton Christensen, Peter Drucker, Rosabeth Moss Kanter, John Kotter, Michael Porter, Daniel Goleman, Theodore Levitt, and Rita Gunther McGrath.

NEW from the bestselling HBR's 10 Must Reads series. The best leaders know how to communicate clearly and persuasively. How do you stack up? If you read nothing else on communicating 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 express your ideas with clarity and impact—no matter what the situation. Leading experts such as Deborah Tannen, Jay Conger, and Nick Morgan provide the insights and advice you need to:

- Pitch your brilliant idea—successfully
- Connect with your audience
- Establish credibility
- Inspire others to carry out your vision
- Adapt to stakeholders' decision-making styles
- Frame goals around common interests
- Build consensus and win support

Looking for more Must Read articles from Harvard Business Review? Check out these titles in the popular series: HBR's 10 Must Reads: The Essentials HBR's 10 Must Reads on Collaboration HBR's 10 Must Reads on Innovation HBR's 10 Must Reads on Leadership HBR's 10 Must Reads on Making Smart Decisions HBR's 10 Must Reads on Managing Yourself HBR's 10 Must Reads on Strategic Marketing HBR's 10 Must Reads on Teams

We've combed through the ideas, insights, and best practices from the past year of Harvard Business Review to help you get up to speed fast on the relevant concepts driving business today. Discover new ideas and sample the latest thinking of our vast array of management experts. Revisit these topics now to make sure your organization is incorporating the best, most up-to-date practices, or keep this book as a reference so you can turn to these memorable pieces when you need them the most. The collection includes articles on leadership, strategy, and innovation, as well as articles that will help you manage yourself and others. A year's worth of management wisdom, all in one place.

Becoming a great leader takes work. This collection from Harvard Business Review offers the ideas and strategies to help get you there. The HBR's 10 Must

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Reads Leadership Collection (4 Books) includes the popular books HBR's 10 Must Reads on Leadership, HBR's 10 Must Reads on Managing Yourself, HBR's 10 Must Reads on Strategy, and HBR's 10 Must Reads on Emotional Intelligence. This unique compilation offers insights from world-class experts on the topics most important to your success as a leader—how to inspire others and improve team performance, how to galvanize your organization's strategy development and execution, and the best ways to chart your own path to professional success. The collection includes forty articles selected by HBR's editors from renowned thought leaders including Michael Porter, Peter Drucker, John Kotter, Daniel Goleman, W. Chan Kim, and Renée Mauborgne, as well as the bonus award-winning article "How Will You Measure Your Life?" by Clayton Christensen. It's time to transform yourself from a good manager into a great leader. The HBR's 10 Must Reads Leadership Collection will help you do just that—and will become an invaluable addition to your management toolkit. HBR's 10 Must Reads series is the definitive collection of ideas and best practices for aspiring and experienced leaders alike. These books offer essential reading selected from the pages of Harvard Business Review on topics critical to the success of every manager. Each book is packed with advice and inspiration from leading experts such as Clayton Christensen, Peter Drucker, Rosabeth Moss Kanter, John Kotter, Michael Porter, Daniel Goleman, Theodore Levitt, and Rita Gunther McGrath.

Managing people is fraught with challenges- even if you are a seasoned manager. Here's how to handle them. If you read nothing else on managing people, read these articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you maximize your employee's performance. This book will inspire you to: tailor your management styles to fit your people; motivate with more responsibility, not more money; support first-time managers; build trust by soliciting input; teach smart people how to learn from failure; build high-performing teams; and manage your boss. -- from Back Cover

Change is the one constant in business, and we must adapt or face obsolescence. Yet certain challenges never go away. That's what makes this book "must read." These are the 10 seminal articles by management's most influential experts, on topics of perennial concern to ambitious managers and leaders hungry for inspiration--and ready to run with big ideas to accelerate their own and their companies' success. If you read nothing else - full stop - read: Michael Porter on creating competitive advantage and distinguishing your company from rivals John Kotter on leading change through eight critical stages Daniel Goleman on using emotional intelligence to maximize performance Peter Drucker on managing your career by evaluating your own strengths and weaknesses Clay Christensen on orchestrating innovation within established organizations Tom Davenport on using analytics to determine how to keep your customers loyal Robert Kaplan and David Norton on measuring your company's

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strategy with the Balanced Scorecard Rosabeth Moss Kanter on avoiding common mistakes when pushing innovation forward Ted Levitt on understanding who your customers are and what they really want C. K. Prahalad and Gary Hamel on identifying the unique, integrated systems that support your strategy In his defining work on emotional intelligence, bestselling author Daniel Goleman found that it is twice as important as other competencies in determining outstanding leadership. If you read nothing else on emotional intelligence, read these 10 articles by experts in the field. We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you boost your emotional skills—and your professional success. This book will inspire you to: Monitor and channel your moods and emotions Make smart, empathetic people decisions Manage conflict and regulate emotions within your team React to tough situations with resilience Better understand your strengths, weaknesses, needs, values, and goals Develop emotional agility This collection of articles includes: "What Makes a Leader" by Daniel Goleman, "Primal Leadership: The Hidden Driver of Great Performance" by Daniel Goleman, Richard Boyatzis, and Annie McKee, "Why It's So Hard to Be Fair" by Joel Brockner, "Why Good Leaders Make Bad Decisions" by Andrew Campbell, Jo Whitehead, and Sydney Finkelstein, "Building the Emotional Intelligence of Groups" by Vanessa Urch Druskat and Steve B. Wolff, "The Price of Incivility: Lack of Respect Hurts Morale—and the Bottom Line" by Christine Porath and Christine Pearson, "How Resilience Works" by Diane Coutu, "Emotional Agility: How Effective Leaders Manage Their Negative Thoughts and Feelings" by Susan David and Christina Congleton, "Fear of Feedback" by Jay M. Jackman and Myra H. Strober, and "The Young and the Clueless" by Kerry A. Bunker, Kathy E. Kram, and Sharon Ting.

To innovate profitably, you need more than just creativity. Do you have what it takes? If you read nothing else on inspiring and executing innovation, 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 innovate effectively. Leading experts such as Clayton Christensen, Peter Drucker, and Rosabeth Moss Kanter provide the insights and advice you need to: Decide which ideas are worth pursuing Innovate through the front lines—not just from the top Adapt innovations from the developing world to wealthier markets Tweak new ventures along the way using discovery-driven planning Tailor your efforts to meet customers' most pressing needs Avoid classic pitfalls such as stifling innovation with rigid processes

If you read nothing else on leadership, read these definitive articles from Harvard Business Review. Leadership skills are not innate--they can be acquired and honed. HBR's 10 Must Reads on Leadership 2-Volume Collection provides enduring ideas and practical advice on how to harness inspiring, transformational leadership qualities and spearhead change. Bringing together HBR's 10 Must Reads on Leadership, Vol. 1 and HBR's 10 Must Reads on Leadership, Vol. 2, this collection includes twenty articles selected by HBR's editors and features the indispensable article "What Makes an Effective Executive" by Peter F. Drucker. From timeless classics to the latest game-changing ideas from thought leaders Jim Collins, Daniel Goleman, John Kotter, and more, HBR's 10 Must Reads on Leadership 2-Volume Collection will inspire you to: Identify areas for personal growth Develop a more dynamic and sophisticated communication style Transform yourself from a problem solver to an agenda

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setter Embrace the challenges of adaptive work Draw strength from adversity Build trust with and among your fellow employees Inspire others to give their all 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.

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

Articles previously published in Harvard Business Review.

Is your company spending too much time on strategy development—with too little to show for it? If you read nothing else on strategy, read these 10 articles (featuring "What Is Strategy?" by Michael E. Porter). We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you catalyze your organization's strategy development and execution. HBR's 10 Must Reads on Strategy will inspire you to: Distinguish your company from rivals Clarify what your company will and won't do Craft a vision for an uncertain future Create blue oceans of uncontested market space Use the Balanced Scorecard to measure your strategy Capture your strategy in a memorable phrase Make priorities explicit Allocate resources early Clarify decision rights for faster decision making This collection of best-selling articles includes: featured article "What Is Strategy?" by Michael E. Porter, "The Five Competitive Forces That Shape Strategy," "Building Your Company's Vision," "Reinventing Your Business Model," "Blue Ocean Strategy," "The Secrets to Successful Strategy Execution," "Using the Balanced Scorecard as a Strategic Management System," "Transforming Corner-Office Strategy into Frontline Action," "Turning Great Strategy into Great Performance," and "Who Has the D? How Clear Decision Roles Enhance Organizational Performance."

Use design thinking for competitive advantage. If you read nothing else on design thinking, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you use design thinking to produce breakthrough innovations and transform your organization. This book will inspire you to: Understand the transformative potential of design thinking Proceed from idea to product at lightning speed Iterate with rapid customer feedback Fail small and win big Create new products people love Lead design thinking teams more effectively Open new paths to innovation at your company 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

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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.

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