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Harvard Business Review



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HBR's 10 Must Reads on Leadership, Vol. 2 (with bonus article "The Focused Leader" By Daniel Goleman)

Harvard Business Review, Daniel Goleman, Michael D. Watkins, Herminia Ibarra, Michael E. Porter, 2020-03-24 Stay on top of your leadership game Leadership isn't something you're born with or gifted as a reward for an abundance of charisma true leadership stems from core skills that can be learned Get more of the leadership ideas you want from the authors you trust with HBR's 10 Must Reads on Leadership Vol 2 We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you maximize your own and your organization's performance With insights from leading experts including Michael D Watkins Herminia Ibarra and Michael E Porter this book will inspire you to Identify areas for personal growth Build trust with and among your employees Develop a more dynamic and sophisticated communication style Try out different leadership styles and behaviors to find the right approach for you and your organization Transform yourself from a problem solver to an agenda setter Harness the power of connections Become an adaptive and strategic leader This collection of articles includes Leadership Is a Conversation by Boris Groysberg and Michael Slind How Managers Become Leaders The Seven Seismic Shifts of Perspective and Responsibility by Michael D Watkins Strategic Leadership The Essential Skills by Paul J H Schoemaker Steve Krupp and Samantha Howland The Authenticity Paradox by Herminia Ibarra Both And Leadership by Wendy K Smith Marianne W Lewis and Michael L Tushman Are You a Collaborative Leader by Herminia Ibarra and Morten T Hansen Cross Silo Leadership by Tiziana Casciaro Amy C Edmondson and Sujin Jang How CEOs Manage Time by Michael E Porter and Nitin Nohria The Best Leaders Are Great Teachers by Sydney Finkelstein Nimble Leadership by Deborah Ancona Elaine Backman and Kate Isaacs and The Focused Leader by Daniel Goleman

HBR Guide to Making Better Decisions Harvard Business Review, 2020-02-11 Learn how to make better faster decisions You make decisions every day from prioritizing your to do list to choosing which long term innovation projects to pursue But most decisions don't have a clear cut answer and assessing the alternatives and the risks involved can be overwhelming You need a smarter approach to making the best choice possible The HBR Guide to Making Better Decisions provides practical tips and advice to help you generate more creative ideas evaluate your alternatives fairly and make the final call with confidence You'll learn how to Overcome the cognitive biases that can skew your thinking Look at problems in new ways Manage the trade offs between options Balance data with your own judgment React appropriately when you've made a bad choice Communicate your decision and overcome any resistance 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

HBR Guide to Critical Thinking Harvard Business Review, 2023-01-31 Tackle complex situations with critical thinking You're facing a problem at work There are many ways you can approach the situation but each comes with its own pros and cons How do you sort through all the information so

that you know you're taking the right path. The answer is in how you think. The HBR Guide to Critical Thinking will help you navigate your most challenging issues from difficult problems to tough decisions to complex scenarios. By carefully observing the situation, gathering information, inviting other perspectives, and analyzing what's in front of you, you can move forward with confidence while building this crucial leadership skill. You'll learn how to Question your assumptions. Keep an open mind to opposing viewpoints. Sidestep cognitive biases. Use data when appropriate. Grow comfortable with ambiguity. Find innovative and creative solutions. 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. *HBR Guide to Performance Management (HBR Guide Series)* Harvard Business Review, 2017-06-20

Efficiently and effectively assess employees' performance. Are your employees meeting their goals? Is their work improving over time? Understanding where your employees are succeeding and falling short is a pivotal part of ensuring you have the right talent to meet organizational objectives. In order to work with your people and effectively monitor their progress, you need a system in place. The HBR Guide to Performance Management provides a new multi-step cyclical process to help you keep track of your employees' work, identify where they need to improve, and ensure they're growing with the organization. You'll learn to Set clear employee goals that align with company objectives. Monitor progress and check in regularly. Close performance gaps. Understand when to use performance analytics. Create opportunities for growth tailored to the individual. Overcome and avoid burnout on your team. 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. **HBR Guide to Project Management** Harvard Business Review, 2012

We all wish we could sharpen key management skills like writing more effective emails or proposals, focusing on what really matters, giving more persuasive presentations, or dealing with a boss who makes you want to scream. But who has the time? The HBR Guides can help. **The Harvard Business Review Manager's Handbook** Harvard Business Review, 2016-12-13

The one primer you need to develop your managerial and leadership skills. Whether you're a new manager or looking to have more influence in your current management role, the challenges you face come in all shapes and sizes: a direct report's anxious questions, your boss's last-minute assignment of an important presentation, or a blank business case staring you in the face. To reach your full potential in these situations, you need to master a new set of business and personal skills. Packed with step-by-step advice and wisdom from Harvard Business Review's management archive, the HBR Manager's Handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees' trust. The book's brief sections allow you to home in quickly on the solutions you need, right away, or take a deeper dive if you need more context. Keep this comprehensive guide with you throughout your career and be a more impactful leader in your organization. In the HBR Manager's Handbook, you'll find Step-by-step guidance through

common managerial tasks Short sections and chapters that you can turn to quickly as a need arises Self assessments throughout Exercises and templates to help you practice and apply the concepts in the book Concise explanations of the latest research and thinking on important management skills from Harvard Business Review experts such as Dan Goleman Clayton Christensen John Kotter and Michael Porter Real life stories from working managers Recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly The skills covered in the book include Transitioning into a leadership role Building trust and credibility Developing emotional intelligence Becoming a person of influence Developing yourself as a leader Giving effective feedback Leading teams Fostering creativity Mastering the basics of strategy Learning to use financial tools Developing a business case

HBR's 10 Must Reads for CEOs (with bonus article "Your Strategy Needs a Strategy" by Martin Reeves, Claire Love, and Philipp Tillmanns) Harvard Business Review, Martin Reeves, Claire Love, Philipp Tillmanns, John P. Kotter, 2019-04-23 As CEO you set the vision the strategy and the tone of your organization You establish priorities anticipate and address challenges champion and lead change efforts set people up for success and manage risk Though you may have a great senior executive team and a top flight board the success of your organization depends on your leadership If you read nothing else on being an effective chief executive read these 10 articles by experts in the field We've combed through hundreds of Harvard Business Review articles and selected the best ones to help you toggle between long and short term views manage risk and innovation and cultivate productive relationships with your staff and your board This book will inspire you to Navigate the changing global business environment Customize your company's strategy to the environment you're working in Attract engage and retain the best talent Anticipate and address legislative and regulatory issues Sharpen your awareness of the tactical and soft skills you need to lead Adopt a founder's mindset and build new offerings move into new markets and create next generation solutions Manage and build relationships with your board and your shareholders This collection of articles includes Your Strategy Needs a Strategy by Martin Reeves Claire Love and Philipp Tillmanns Managing Your Innovation Portfolio by Bansi Nagji and Geoff Tuff Leading Change Why Transformation Efforts Fail by John P. Kotter Reinventing Your Business Model by Mark W. Johnson Clayton M. Christensen and Henning Kagermann Leadership Is a Conversation by Boris Groysberg and Michael S. Slied Strategic Intent by Gary Hamel and C. K. Prahalad When Growth Stalls by Matthew S. Olson Derek van Bever and Seth Verry The Secrets to Successful Strategy Execution by Gary L. Neilson Karla L. Martin and Elizabeth Powers The Focused Leader by Daniel Goleman Managing Risks A New Framework by Robert S. Kaplan and Anette Mikes 21st Century Talent Spotting by Claudio Fernandez Araoz and How CEOs Can Work with an Active Board by Ken Banta and Stephen D. Garrow

HBR Guide to Better Business Writing (HBR Guide Series) Bryan A. Garner, 2013-01-08

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 luxury But it's a skill you must cultivate to succeed You'll lose time money and influence if you email 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 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

Hybrid Workplace: The Insights You Need from Harvard Business Review Harvard Business Review, Amy C. Edmondson, Joan C. Williams, Bob Frisch, Liane Davey, 2022-03-15 Reinvent your organization for the hybrid age Hybrid work is here to stay but what will it look like at your company If your organization is holding on to inflexible pre pandemic policies about where and when your people work it may be risking a mass exodus of talent Designing a hybrid workplace that furthers your business goals while staying true to your culture requires balancing experimentation with rigorous planning Hybrid Workplace The Insights You Need from Harvard Business Review will help you adopt the best technological cultural and new management practices to seize the benefits and avoid the pitfalls of the hybrid age Business is changing Will you adapt or be left behind Get up to speed and deepen your understanding of the topics that are shaping your company s future with the Insights You Need from Harvard Business Review series Featuring HBR s smartest thinking on fast moving issues blockchain cybersecurity AI and more each book provides the foundational introduction and practical case studies your organization needs to compete today and collects the best research interviews and analysis to get it ready for tomorrow You can t afford to ignore how these issues will transform the landscape of business and society The Insights You Need series will help you grasp these critical ideas and prepare you and your company for the future

HBR Guide to Collaborative Teams (HBR Guide Series) Harvard Business Review, 2021-08-03 Break down the barriers to effective collaboration For cross functional projects to work you need to bring together diverse ideas and resources from across your organization But office politics conflicting objectives and lack of clear authority can get in the way The HBR Guide to Collaborative Teams provides practical tips and advice to help you collaborate more effectively Whether you re leading your own direct reports or building a talented group from disparate parts of your organization you ll discover how to align others goals and skills so you can solve problems as a team and deliver great results You ll learn to Develop a shared purpose Bust departmental silos Lead employees who don t report to you Overcome conflict and turf wars Prevent collaborative overload and fatigue Use the right tools for virtual information sharing 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

HBR's 10 Must Reads on Leadership 2-Volume Collection Harvard Business Review, 2020-04-07 If you read nothing else on leadership read these definitive articles from Harvard Business Review Leadership skills are not innate they can be acquired

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HBR Guide to Executing Your Strategy Harvard Business Review, 2023-08-29

Put your strategy into action. Even the best competitive strategies mean nothing if they aren't executed well. Yet many organizations struggle when they move from defining a strategy to actually applying it. Somehow all the careful planning falls apart, initiatives fail, and leaders are left wondering how to pick up the pieces. The HBR Guide to Executing Your Strategy is here to help. This book offers leaders and managers tips and advice for sharing the strategy with your employees, making the shift toward the right objectives, and seeing your strategy come to fruition. You'll learn how to understand the why behind your strategy, identify the capabilities you have and the ones you need, communicate objectives and priorities effectively to your team, prioritize strategic projects and let go of outdated ones, encourage cross-silo collaboration toward organizational goals, adjust course when necessary, and 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.

HBR Guide to Managing Up and Across (HBR Guide Series) Harvard Business Review, 2013-01-08

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's 10 Must Reads on Making Smart Decisions (with featured article "Before You Make That Big Decision..." by Daniel Kahneman, Dan Lovallo, and Olivier Sibony)* Harvard Business Review, Daniel Kahneman, Ram Charan, 2013-03-05 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

The HBR Diversity and Inclusion Collection (5 Books) Harvard Business Review, 2021-04-20 Push forward diversity equity inclusion and racial justice at your organization The time is now to develop a company culture that seeks and celebrates difference combats racism and strives for equity The HBR Diversity and Inclusion Collection offers the ideas and strategies you need revitalize your D I efforts for the good of all Included in this set are HBR's 10 Must Reads on Diversity HBR's 10 Must Reads on Women and Leadership HBR's 10 Must Reads on Building a Great Culture HBR's 10 Must Reads on Managing Across Cultures Racial Justice The Insights You Need from Harvard Business Review It contains more than 50 articles selected by HBR's editors from renowned thought leaders such as Sheryl Sandberg Adam Grant Robert Livingston and Joan C Williams and features the indispensable articles Toward a Racially Just Workplace by Laura Morgan Roberts and Anthony J Mayo and Making Differences Matter A New Paradigm for Managing Diversity by David A Thomas and Robin J Ely The ideas and insights in the HBR Diversity and Inclusion Collection will help you take bold steps toward progress and equality in your company

HBR Guide to Remote Work Harvard Business Review, 2021-02-02 Get your best work done no matter where you do it Video calls from your couch Project reports in a coffee shop Presentations at your kitchen table Working remotely gives you more flexibility in how and where you do your job But being part of a far flung team can be challenging How can you make remote work work for you The HBR Guide to Remote Work provides practical tips and advice to help you stay productive avoid distractions and collaborate with your team despite the distance that separates you You'll learn to Create a regular work from home routine Identify the right technology for your needs Run better virtual meetings Avoid burnout and video call fatigue Manage remote employees Conduct difficult conversations when you can't meet in person 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

HBR Guide to Thinking Strategically (HBR Guide Series) Harvard Business Review, 2018-12-18 Bring strategy into your daily work It's your responsibility as a manager to ensure that your work and the work of your team aligns with the

overarching objectives of your organization But when you're faced with competing projects and limited time it's difficult to keep strategy front of mind How do you keep your eye on the long term amid a sea of short term demands The HBR Guide to Thinking Strategically provides practical advice and tips to help you see the big picture perspective in every aspect of your daily work from making decisions to setting team priorities to attacking your own to do list You'll learn how to Understand your organization's strategy Align your team around key objectives Focus on the priorities that matter most Spot trends in your company and in your industry Consider future outcomes when making decisions Manage trade offs Embrace a leadership mindset

HBR's 10 Must Reads on Organizational Resilience (with bonus article "Organizational Grit" by Thomas H. Lee and Angela L. Duckworth) Harvard Business Review, Clayton M. Christensen, Angela L. Duckworth, Gary Hamel, Roger L. Martin, 2020-11-24 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 your company prepare for and 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 climate change Learn about the risks of hyperefficient businesses Develop organizational grit Rebound from a recession faster than your competitors Lead your company through any kind of crisis This collection of articles includes How Resilience Works by Diane Coutu The Quest for Resilience by Gary Hamel and Liisa Valikangas Disruptive Technologies Catching the Wave by Joseph L Bower and Clayton M Christensen Organizational Grit by Thomas H Lee and Angela L Duckworth Leading in Times of Trauma by Jane E Dutton Peter J Frost Monica C Worline Jacoba M Lilius and Jason M Kanov Learning from the Future by J Peter Scoblic Leading a New Era of Climate Action by Andrew Winston The High Price of Efficiency by Roger L Martin Reigniting Growth by Chris Zook and James Allen Global Supply Chains in a Post Pandemic World by Willy C Shih and Roaring Out of Recession by Ranjay Gulati Nitin Nohria and Franz Wohlgezogen 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

HBR Guide to Making Every Meeting Matter (HBR Guide Series) Harvard Business Review, 2016-11-15 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

HBR Guide to Better Recruiting and Hiring Harvard Business Review, 2025-02-18 Discover and hire great talent An open position on your team presents both a challenge and an opportunity You need to understand what skills and capabilities will add value now and in the future all while juggling the hiring process with the day to day demands of your job as a manager The HBR Guide to Better Recruiting and Hiring provides the practical tips research stories and advice you need to successfully attract identify and hire people whose values competencies and potential align with your team and your organization You'll learn how to Identify gaps in your team's skill set Expand your talent pool Conduct productive interviews Partner effectively with HR Evaluate a candidate's potential for growth Make a compelling offer Negotiate with confidence 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

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