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Harvard Business Review

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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

Good Charts for Persuasive

Presentations Scott Berinato,Nancy Duarte,2017-04-25 The right visual revealed at the right time can turn an unremarkable presentation into a resonant emotional experience This two book collection provides you with the tools you need to craft and deliver presentations that will impress your audience increase your influence in your organization and advance your career

Good Charts The HBR Guide to Making Smarter More Persuasive Data Visualizations shows how a good visualization can communicate the nature and potential impact of information and ideas more powerfully than any other form of communication For a long time dataviz was left to specialists data scientists and professional designers No longer A new generation of tools and massive amounts of available data make it easy for anyone to create visualizations that communicate ideas far more effectively than generic spreadsheet charts ever could What s more building good charts is quickly becoming a need to have skill for managers If you re not doing it other managers are and they re getting noticed for it and getting credit for contributing to your company s success In Good Charts dataviz maven Scott Berinato provides an essential guide to how visualization works and how to use this new language to impress and persuade Dataviz today is where spreadsheets and word processors were in the early 1980s on the cusp of changing how we work Berinato lays out a system for thinking visually and building better charts through a process of talking sketching and prototyping This book is much more than a set of static rules for making visualizations It taps into both well established and cutting edge research in visual perception and neuroscience as well as the emerging field of visualization science to explore why good charts and bad ones create feelings behind our eyes Along the way Berinato also includes many engaging vignettes of dataviz pros illustrating the ideas in practice Good Charts will help you turn plain uninspiring charts that merely present information into smart effective visualizations that powerfully convey ideas

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- 4 Connect with and engage your audience
- 5 Show people why your ideas matter to them and
- 6 Strike the right tone in any situation

HBR Guides to Emotional Intelligence at Work Collection (5 Books) (HBR Guide Series) Harvard Business Review,Karen Dillon,Amy Gallo,2017-11-14 Emotional intelligence has been shown to be more important than other competencies in determining outstanding leadership Emotions drive some of our most critical professional interactions whether you re inspiring your team to higher performance persuading your boss to see something from your point of view dealing with difficult colleagues or managing your own stress level Indeed knowing how to manage emotions has become one of the crucial criteria in hiring and promotion This specially priced five volume set

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The HBR 20-Minute Manager Collection (8 Books) (HBR 20-Minute Manager Series) Harvard Business Review,2014-09-23 A curated collection of the business basics 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 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 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

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HBR Guides to Managing Your Career Collection (6 Books) Harvard Business Review, 2019-11-26 Don t wait for someone else to manage your career Career paths are far from straightforward HBR Guides to Managing Your Career Collection offers the ideas and strategies to help you take charge of your career and reach your highest potential both in and outside of work Included in this six book set are HBR Guide to Your Professional Growth HBR Guide to Work Life Balance HBR Guide to Getting the Mentoring You Need HBR Guide to Managing Up and Across HBR Guide to Office Politics and HBR Guide to

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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 **The Virtual Manager Collection (3 Books) (HBR 20-Minute Manager Series)** Harvard Business Review,2016-07-12 Learn how to work productively from anywhere 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

HBR Guide to Changing Your Career Harvard Business Review, 2018-07-17 Your next act starts now You're ready for something new but it's hard to start over Just the idea of trading the security you have now for the unknown or throwing away the education and time you've invested in your current career can plunge you into a swirl of indecision and anxiety But mixing things up every few years is an increasingly normal and cyclical part of a healthy work life a way to gain new skills and stretch your existing ones by applying them to different contexts Whether you know what you want to do next or you're still evaluating options the HBR Guide to Changing Your Career will help you Imagine other professional selves Identify the skills you need and those you already possess that will transfer to another industry Assess the financial implications of the change you're considering Try out new roles without endangering your current job Explain a seemingly winding career path Pitch yourself into a new role

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

HBR Guide to Being More Productive (HBR Guide Series) Harvard Business Review, 2017-06-27 Productivity starts with you Every day begins with the same challenge too many tasks on your to

do list and not enough time to accomplish them Perhaps you tell yourself to just buckle down and get it all done skip lunch work a longer day Maybe you throw your hands up recognize you can't do it all and just begin fighting the biggest fire or greasing the squeakiest wheel And yet you know how good it feels on those days when you're working at peak productivity taking care of difficult and meaty projects while also knocking off the smaller tasks that have been hanging over your head forever Those are the times when your day didn't run you you ran your day To have more of those days more often you need to discover what works for you given your strengths your preferences and the things you must accomplish Whether you're an assistant or the CEO whether you've been in the workforce for 40 years or are just starting out this guide will help you be more productive You'll discover different ways to Motivate yourself to work when you really don't want to Take on less but get more done Preserve time for your most important work Improve your focus Make the most of small pockets of time between meetings Set boundaries with colleagues without alienating them Take time off without tearing your hair out 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

Financial Planning, Budgeting, and Forecasting: Financial Intelligence Collection (7 Books) Harvard Business Review, Karen Berman, Joe Knight, David A. Moss, Jeremy Hope, 2015-11-10 Don't let your fear of finance get in the way of your success This digital collection curated by Harvard Business Review brings together everything a manager needs to know about financial intelligence It includes Financial Intelligence called a must read for decision makers without expertise in finance A Concise Guide to Macroeconomics which covers the essentials of macroeconomics and examines the core ideas of output money and expectations Essentials of Finance and Budgeting which explains everything HR professionals need to know to make wise financial decisions Ahead of the Curve Joseph H Ellis's forecasting method to help managers and investors understand and predict the economic cycles that control their businesses and financial fates Beyond Budgeting which offers a coherent management model that overcomes the limitations of traditional budgeting Preparing a Budget packed with handy tools self tests and real life examples to help you hone critical skills and HBR Guide to Finance Basics for Managers which will give you the tools and confidence you need to master the fundamentals of finance

HBR Guide to Beating Burnout Harvard Business Review, 2020-12-15 Burnout is rampant Recognize the signs and make the right changes The always on workplace and increasing pressures are leading to a high rate of burnout Unmanaged chronic work stress doesn't just lead to lower productivity and negative emotions it can have dire personal and professional consequences Are you and your team at risk The HBR Guide to Beating Burnout provides practical tips and advice to help you your team and your organization navigate the perils of burnout and rediscover healthy engagement at work You'll learn how to Understand the difference between normal stress and burnout Keep your passion for work from leading to burnout Avoid working from home burnout Protect your high performers from burnout Help prevent burnout on your team even if you're burned out Bounce back and regain

your productivity and effectiveness 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 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 Managing Strategic Initiatives Harvard Business Review,2020-02-11 This big initiative could make or break this fiscal year or your career Managing a successful strategic initiative may be the key to transforming your company and propelling your career forward Yet running a cross functional team on a high profile project can present a multitude of challenges and risks causing even the most experienced manager to struggle The HBR Guide to Managing Strategic Initiatives provides practical tips and advice to help you manage all the stages of an initiative s life cycle from buy in to launch to scaling up You ll learn how to Win and keep support for your new initiative Move rapidly from approval to implementation Assemble transformative high performing initiative teams Maintain the confidence of sponsors and stakeholders Stay on schedule and within budget Avoid initiative overload by killing projects that aren t meeting business needs Keep multiple initiatives in strategic alignment 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

The Enigmatic Realm of **Nice Book Hbr Guide Finance Basics Managers**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Nice Book Hbr Guide Finance Basics Managers** a literary masterpiece penned by way of a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those that partake in its reading experience.

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