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Harvard Business Review

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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

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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

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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

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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

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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

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