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a Killer
Presentation

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Analyze risk and return

By Raymond Sheen
with Amy Gallo



Harvard
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Hbr Guide To Building Your Business Case Hbr Guide Series

Jeff Weiss



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HBR Guide to Building Your Business Case (HBR Guide Series), 2015-07-07 **HBR Guide to Building Your Business Case** Raymond Sheen, Amy Gallo, 2015 You've got a great idea that will increase revenue or productivity but how do you get approval to make it happen By building a business case that clearly shows its value Maybe you struggle to win support for projects because you're not sure what kind of data your stakeholders will trust or naysayers always seem to shoot your ideas down at the last minute Or perhaps you're intimidated by analysis and number crunching so you just take a stab at estimating costs and benefits with little confidence in your accuracy To get any idea off the ground at your company you'll have to make a strong case for it This guide gives you the tools to do that [HBR Guide to Building Your Business Case](#) Raymond Sheen, Amy Gallo (Business writer), 2013 **HBR Guide to Building Your Business Case (HBR Guide Series)** Raymond Sheen, 2015-06-16 Get your idea off the ground You've got a great idea that will increase revenue or boost productivity but how do you get the buy in you need to make it happen By building a business case that clearly shows your idea's value That's not always easy Maybe you're not sure what kind of data your stakeholders will trust Or perhaps you're intimidated by number crunching The HBR Guide to Building Your Business Case written by project management expert Raymond Sheen gives you the guidance and tools you need to make a strong case You'll learn how to Spell out the business need for your idea Align your case with strategic goals Build the right team to shape and test your idea Calculate the return on investment Analyze risks and opportunities Present your case to stakeholders **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 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 Guide to Negotiating (HBR Guide Series)* Jeff Weiss,2016-01-26 Forget about the hard bargain Whether you re discussing the terms of a high stakes deal forming a key partnership asking for a raise or planning a family event negotiating can be stressful One person makes a demand the other concedes a point In the end you settle on a subpar solution in the middle if you come to any agreement at all But these discussions don t need to be win or lose situations Written by negotiation expert Jeff Weiss the HBR Guide to Negotiating provides a disciplined approach to finding a solution that works for everyone involved Using a seven part framework this book delivers tips and advice to move you from a game of concessions and compromises to one of collaboration and creativity resulting in better outcomes and better working relationships You ll learn how to Prepare for your conversation Understand everyone s interests Craft the right message Work with multiple parties Disarm aggressive negotiators Choose the best solution *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 Leading Teams (HBR Guide Series)** Mary Shapiro,2015-06-16 Great teams don t just happen How often have you sat in team meetings complaining to yourself Why does it take forever for this group to make a simple decision What are we even trying to achieve As a team leader you have the power to improve things It s up to you to get people to work well together and produce results Written by team expert Mary Shapiro the HBR Guide to Leading Teams will help you avoid the pitfalls you ve experienced in the past by focusing on the often neglected people side of teams With practical exercises guidelines for structured team conversations and step by step advice this guide will help you Pick the right team members Set clear smart goals Foster camaraderie and cooperation Hold people accountable Address and correct bad behavior Keep your team focused and motivated *HBR Guide to Managing Flexible Work (HBR Guide Series)* Harvard Business

Review,2022-05-24 Find a way to work that works for you The 9 to 5 office routine no longer exists Many employees have the option to work anywhere any time But how do you find the flexible arrangement that s right for you And how do you manage a team when they re all working in different places and on different schedules The HBR Guide to Managing Flexible Work is filled with practical tips and advice to help you and your team stay productive and connected no matter when or where you work You ll learn how to Set a flexible work schedule that meets your needs Remain connected and visible Get more done in less time Make the most of hybrid meetings Keep your team engaged both in person and virtually 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**

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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 Motivating People \(HBR Guide Series\)](#) Harvard Business Review,2019-05-28 Help your people reach their potential As a manager it s your responsibility to ensure your team is motivated and performing at a high level But recent data reveals abysmal engagement levels among workers around the globe How do you fix the problem before your most talented people walk out the door By understanding what drains your employees you can increase their job satisfaction and push them toward achieving their goals The HBR Guide to Motivating People provides practical tips and advice to help your team find meaning in their work build on their strengths and produce the best results for the organization You ll learn how to Pinpoint the root causes of lackluster performance Tailor rewards and recognition to individuals Connect routine work activities to a higher purpose Support your employees growth and development Prevent burnout especially in your top performers Create a culture of engagement 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 Smarter Networking \(HBR Guide Series\)](#) Harvard Business Review,2022-08-16 Make the connections that will help you succeed and advance faster Networking doesn t stop once you ve landed the job Building a high quality diverse network is key to learning and growth influencing others and launching your ideas But how do you move beyond small talk and cold emails to building a network that is strategic and effective made up of authentic relationships The HBR Guide to Smarter Networking will give you the tools you need to connect confidently get your initiatives off the ground and move up in your career This guide will help you Make great first impressions Connect better at conferences in person or virtual Reach out to find your next job Overcome obstacles to building your network Avoid networking burnout Keep your network healthy over the long haul 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 for Women at Work \(HBR Guide Series\)](#) Harvard Business Review,2018-10-23 Make your career what you want it to be Women regularly face unfair challenges in the workplace from being passed over for promotion to being ignored in conversation Unconscious bias and negative assumptions are working against them As a woman how can you break through these barriers and get what you want from your career The HBR Guide for Women at Work will help you identify and overcome the factors that are holding you back It provides practical tips and advice so you can face gender stereotypes head on make yourself visible when opportunities arise and demonstrate your leadership skills You ll learn to Speak up in meetings in a way that ensures your ideas will be heard Wield influence by building the right relationships Advocate for yourself and for what you want Align yourself with mentors and sponsors to support your growth Show passion without being perceived as too emotional Create your unique vision as a leader **HBR Guide to Emotional Intelligence (HBR Guide Series)** Harvard Business

Review,2017-06-06 Managing the human side of work Research by Daniel Goleman a psychologist and coauthor of Primal Leadership has shown that emotional intelligence is a more powerful determinant of good leadership than technical competence IQ or vision Influencing those around us and supporting our own well being requires us to be self aware know when and how to regulate our emotional reactions and understand the emotional responses of those around us No wonder emotional intelligence has become one of the crucial criteria in hiring and promotion But luckily it s not just an innate trait Emotional intelligence is composed of skills that all of us can learn and improve on In this guide you ll learn how to Determine your emotional intelligence strengths and weaknesses Understand and manage your emotional reactions Deal with difficult people Make smarter decisions Bounce back from tough times Help your team develop emotional intelligence 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 Data Analytics Basics for Managers \(HBR Guide Series\)](#) Harvard Business Review,2018-03-13 Don t let a fear of numbers hold you back Today s business environment brings with it an onslaught of data Now more than ever managers must know how to tease insight from data to understand where the numbers come from make sense of them and use them to inform tough decisions How do you get started Whether you re working with data experts or running your own tests you ll find answers in the HBR Guide to Data Analytics Basics for Managers This book describes three key steps in the data analysis process so you can get the information you need study the data and communicate your findings to others You ll learn how to Identify the metrics you need to measure Run experiments and A B tests Ask the right questions of your data experts Understand statistical terms and concepts Create effective charts and visualizations Avoid common mistakes **HBR Guide to Better Mental Health at Work (HBR Guide Series)** Harvard Business Review,2022-09-27 Build a mentally healthy workplace Mental health is just as important as physical health Yet being honest about depression anxiety and other psychological conditions at work can feel risky and hasn t always been welcome How can you ensure that you and your colleagues feel as though mental health is supported at the office The HBR Guide to Better Mental Health at Work contains practical tips and advice to help you bring mental health out of the shadows and into everyday conversations You ll learn how to Build habits to support your mental health Stay productive even when you re not feeling like yourself Talk about mental health with peers and managers Reach out to someone who might be struggling Consider the impact of intersectionality Offer the benefits people really need Fight the stigma and reduce shame 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 Delivering Effective Feedback \(HBR Guide Series\)](#) Harvard Business Review,2016-04-19 Take the stress out of giving feedback To help your employees meet their goals and fulfill their potential you need to provide them with regular feedback But the prospect of sharing potentially negative news

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