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essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges **Work from Anywhere: The HBR Guides Collection (5 Books)** Harvard Business Review,2023-06-13 Everything you need to get your best work done no matter where you do it For many working remotely is a dream come true For others it comes with stress distraction and endless video call fatigue No matter how you feel about the new world of work aspects of being part of a far flung or hybrid team can be challenging Work from Anywhere The HBR Guides Collection offers ideas and strategies to help you enjoy the benefits of working from anywhere and deal with the difficulties that come along with it Included in this five book set are HBR Guide to Remote Work HBR Guide to Managing Flexible Work HBR Guide to Work Life Balance HBR Guide to Being More Productive and HBR Guide to Beating Burnout You ll learn how to Craft a remote work routine that works for you Manage difficult conversations when you can t meet in person Keep your team engaged both in person and virtually Adjust to your coworkers flexible work arrangements Set boundaries without alienating your colleagues Motivate yourself when there s no one looking over your shoulder Avoid work from home burnout 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 can be overwhelming How do you construct your message so that it s not only well received but also expressed in a way that encourages change Whether you re commending exemplary work or addressing problem behavior the HBR Guide to Delivering Effective Feedback provides you with practical advice and tips to transform any performance discussion from weekly check ins to annual reviews into an opportunity for growth and development You ll learn to Establish trust with your direct reports Assess their performance fairly Emphasize improvement even in criticism React calmly to a defensive feedback recipient Recognize and motivate star performers Create individualized development plans 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 Guides to Performance Management Collection (4 Books) (HBR Guide Series)* Harvard Business Review,Mary Shapiro,2017-11-14 If you manage a team you need to be able to measure and manage their performance From establishing a performance review cycle and building toward your year end assessment to providing individual feedback and coaching and establishing group cohesion and accountability this collection teaches you the skills you need to inspire your team to greater success This specially priced four volume set includes books from the HBR Guide series on the topics of Performance Management Coaching Employees Delivering Effective Feedback and Leading Teams You ll learn how to Set and adapt employee and team goals Assess performance fairly Coach your employees through tough situations React calmly if someone gets defensive when

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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 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

The to Z of Arts Management Ann Tonks,2020-02-25 The A to Z of Arts Management Second Edition covers 97 topics about the management of arts and cultural organisations Each section offers a theoretical and conceptual introduction to the topic as well as storytelling and reflections about the meaning and application of such theories in the real world Drawing on the

author's past as a manager running media and performing arts companies and her present as a consultant helping Boards and managers this book covers a wide range of topics from leadership motivation and cultural policy to passion coffee and laughter This second edition includes even more coverage and stories about the challenges of arts management and new topics such as harassment philanthropy and venues Written for arts managers students and Board members anywhere in the world The A to Z of Arts Management provides information about research and academic best practice in arts management alongside stories about the reality of working in the arts and cultural industries

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