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HBR Guide to

Coaching Employees

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Foster steady growth
Motivate star performers



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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

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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 Office Politics Karen Dillon,2015 Every organization has its share of political drama Personalities clash Agendas compete Turf wars erupt But you need to work productively with your colleagues even the challenging ones for the good of your organization and your career This guide will teach you how to Build relationships with difficult people gain allies and increase your sphere of influence wrangle resources move up without alienating your colleagues avoid power games and petty rivalries and claim credit when it s due

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 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 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 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

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