



SMARTER THAN THE AVERAGE GUIDE

# **HBR Guide to**

## **Coaching Employees**

**Give effective feedback**  
**Foster steady growth**  
**Motivate star performers**

# Hbr Guide To Coaching Employees Hbr Guide Series

**Harvard Business Review**



## **Hbr Guide To Coaching Employees Hbr Guide Series:**

*HBR Guide to Coaching Employees*, 2015 Resource added for the Human Resources program 101161 [HBR Guide to Coaching Employees \(HBR Guide Series\)](#) Harvard Business Review, 2014-11-18 Help your employees help themselves As a manager in today's business world you can't just tell your direct reports what to do You need to help them make their own decisions enable them to solve tough problems and actively develop their skills on the job Whether you have a star on your team who's eager to advance an underperformer who's dragging the group down or a steady contributor who feels bored and neglected you need to coach them Help shape their goals and support their efforts to achieve them In the HBR Guide to Coaching Employees you'll learn how to Create realistic but inspiring plans for growth Ask the right questions to engage your employees in the development process Give them room to grapple with problems and discover solutions Allow them to make the most of their expertise while compelling them to stretch and grow Give them feedback they'll actually apply Balance coaching with the rest of your workload 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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**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 Making Every Meeting Matter (HBR Guide Series)** Harvard Business 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 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 Guides Boxed Set (7 Books) (HBR Guide Series)** Harvard Business Review, Nancy Duarte, 2015-05-05 Master your most pressing professional challenges with this seven volume set that collects the smartest best practices from leading experts all in one place HBR Guide to Better Business Writing and HBR Guide to Persuasive Presentations help you perfect your communication skills HBR Guide to Managing Up and Across and HBR Guide to Office Politics show you how to build the best professional relationships HBR Guide to Finance Basics for Managers is the one book you'll ever need to teach you about the numbers HBR Guide to Project Management addresses tough questions such as how to manage stakeholder expectations and how to manage uncertainty in a complex project and HBR Guide to Getting the Right Work Done goes beyond basic productivity tips to teach you how to prioritize and focus on your work This specially priced set of the most popular books in the series makes a perfect gift for aspiring leaders looking for trusted advice Arm yourself with the advice 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     *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 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

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**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 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 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

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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 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 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 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 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 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 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

## Reviewing **Hbr Guide To Coaching Employees Hbr Guide Series**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Hbr Guide To Coaching Employees Hbr Guide Series**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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