



SMARTER THAN THE AVERAGE GUIDE

# **HBR Guide to**

# **Networking**

**Branch out**

**Give and receive**

**Make smart connections**

# Hbr Guide To Office Networking

**Harvard Business Review**



## **Hbr Guide To Office Networking:**

**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 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 to Navigating the Toxic Workplace** Harvard Business Review, 2024-01-16 Is your workplace toxic Toxic workplaces take many forms Whether you're dealing with a narcissistic boss a backstabbing colleague endless microaggressions or a culture of overwork and burnout it can feel impossible to know what to do Should you address the issue directly play office politics go to HR or just keep your head down The HBR Guide to Navigating the Toxic Workplace will help you set boundaries and change what you can while maintaining your mental health and self respect through some of the toughest interpersonal challenges you'll face at work You'll learn how to Recognize what's fixable Help bring problems to light Keep your performance up Protect your reputation and your career Prevent a toxic culture from infecting your team Rebuild trust and psychological safety Move on if you choose without burning bridges 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 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

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your unique vision as a leader      **HBR Guide to Leading Through Change** Harvard Business Review,2024-08-27 Drive transformation Change is now constant As a leader you must serve as interpreter project manager cheerleader and conduit Plans evolve Contexts shift Progress happens in fits and starts Through it all you must push your team forward even when you encounter pushback How can you ensure that your team has the information the mindset and the resources they need to be successful The HBR Guide to Leading Through Change provides the practical tips research stories and advice you need to understand communicate and implement change effectively no matter the size or scale of the challenge you re facing You ll learn to Improve your odds of success Communicate a shared vision Keep going even amid lags and setbacks Deal with naysayers and roadblocks Build trust and resilience on your team Make a lasting impact 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 Remote Work** Harvard Business Review,2021-02-02 Get your best work done no matter where you do it Video calls from your couch Project reports in a coffee shop Presentations at your kitchen table Working remotely gives you more flexibility in how and where you do your job But being part of a far flung team can be challenging How can you make remote work work for you The HBR Guide to Remote Work provides practical tips and advice to help you stay productive avoid distractions and collaborate with your team despite the distance that separates you You ll learn to Create a regular work from home routine Identify the right technology for your needs Run better virtual meetings Avoid burnout and video call fatigue Manage remote employees Conduct difficult conversations when you can t meet in person 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 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 Guides to Emotional Intelligence at Work Collection (5 Books) (HBR Guide Series)** Harvard Business Review,Karen Dillon,Amy Gallo,2017-11-14 Emotional intelligence has been shown to be more

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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 Executing Your Strategy** Harvard Business Review, 2023-08-29 Put your strategy into action. Even the best competitive strategies mean nothing if they aren't executed well. Yet many organizations struggle when they move from defining a strategy to actually applying it. Somehow, all the careful planning falls apart, initiatives fail, and leaders are left wondering how to pick up the pieces. The HBR Guide to Executing Your Strategy is here to help. This book offers leaders and managers tips and advice for sharing the strategy with your employees, making the shift toward the right objectives, and seeing your strategy come to fruition. You'll learn how to understand the why behind your strategy, identify the capabilities you have and the ones you need, communicate objectives and priorities effectively to your team, prioritize strategic projects, and let go of outdated ones. Encourage cross-silo collaboration toward organizational goals. Adjust course when necessary. 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 is 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 Guide to Better Recruiting and Hiring** Harvard Business Review, 2025-02-18 Discover and hire great talent An open position on your team presents both a challenge and an opportunity You need to understand what skills and capabilities will add value now and in the future all while juggling the hiring process with the day to day demands of your job as a manager The HBR Guide to Better Recruiting and Hiring provides the practical tips research stories and advice you need to successfully attract identify and hire people whose values competencies and potential align with your team and your organization You'll learn how to Identify gaps in your team's skill set Expand your talent pool Conduct productive interviews Partner effectively with HR Evaluate a candidate's potential for growth Make a compelling offer Negotiate with confidence 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 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

**HBR Guide to AI Basics for Managers** Harvard Business Review, 2023-01-10 AI is ready for business Are you ready for AI From financial modeling and product design to performance management and hiring decisions

AI and machine learning are becoming everyday tools for managers at businesses of all sizes But AI systems come with benefits and downsides and if you can't make sense of them you're not going to make the right decisions Whether you need to get up to speed quickly or need a refresher or you're working with an AI expert for the first time the HBR Guide to AI Basics for Managers will give you the information and skills you need to succeed You'll learn how to Understand key AI terms and concepts Recognize which of your projects would benefit from AI Work more effectively with your data team Hire the right AI vendors and consultants Deal with ethical risks before they arise Scale AI across your organization 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 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 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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