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HBR Guide to

Coaching Employees

Give effective feedback
Foster steady growth
Motivate star performers



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Julia Schneider



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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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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 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

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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

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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

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Hbr Guide To Coaching Employees Hbr Guide Series Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the energy of words has be evident than ever. They have the ability to inspire, provoke, and ignite change. Such could be the essence of the book **Hbr Guide To Coaching Employees Hbr Guide Series**, a literary masterpiece that delves deep into the significance of words and their affect our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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