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Creating Teams With an Edge ,2004-02-19 Teams can be a driving force for organizational performance and managers can play a key role in teams ultimate success or failure Highlighting the latest research on team development and dynamics and including hands on tools for improving communication resolving conflicts promoting interdependence and more this guide helps managers at all levels to motivate teams to achieve higher performance

Harvard Business Essentials ,2003 Innovation is an undisputed catalyst for company growth yet many managers across industries fail to create a climate that encourages and rewards innovation Managing Creativity and Innovation explores the manager s role in sparking organizational creativity and offers insight into what managers and leaders must do to increase successful innovation Contents include Generating new ideas and recognizing opportunities Moving innovation to market Removing mental blocks to creativity Establishing a strategic direction for profitable product development Brainstorming and fostering creative conflict within groups Creating an innovation friendly culture Plus readers can access free interactive tools on the Harvard Business Essentials companion web site Series Adviser Ralph Katz Dr Katz is professor of management at Northeastern University s College of Business and in the Management of Technology Group of M I T s Sloan School of Management He has carried out extensive management research on technology based innovation with emphasis in the management of technical professionals and project teams

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Power, Influence, and Persuasion Harvard Business School Press,2005-06-01 To be effective managers have to be skilled at acquiring power and using that power to persuade others to get things done This guide offers must know methods for commanding attention changing minds and influencing

decision makers up and down the organizational ladder The Harvard Business Essentials series provides comprehensive advice personal coaching background information and guidance on the most relevant topics in business Whether you are a new manager seeking to expand your skills or a seasoned professional looking to broaden your knowledge base these solution oriented books put reliable answers at your fingertips *Manager's Toolkit* ,2004-03-31 Zeroing in on the specific skills that make great managers stand out from the pack this comprehensive guide is both an essential primer for new managers and a valuable resource for seasoned executives From hiring and retaining good people to motivating and developing team members from understanding key financial statements to delegating work effectively and from setting goals for others to managing your own career this actionable guide walks readers through every aspect of managing in a complex business world Filled with practical tools and tips this essential toolkit helps managers to stay at the top of their game

Strategy Harvard Business School Press,2005-07-01 Strategic execution drives business success This book covers strategy from the ground up explaining what strategy is how to put together a strategic plan what tools and resources are necessary to execute it and how to measure results The Harvard Business Essentials series is designed to provide comprehensive advice personal coaching background information and guidance on the most relevant topics in business Whether you are a new manager seeking to expand your skills or a seasoned professional looking to broaden your knowledge base these solution oriented books put reliable answers at your fingertips **Harvard Business Essentials: Guide To Negotiation** Harvard Business Essentials,Richard Luecke,2003 Negotiation whether hammering out a great job offer settling a dispute with a client drafting a contract or making trade offs between business units is both a necessary and challenging aspect of business life In the business world confident negotiators are always in high demand Bringing a difficult negotiation to a successful conclusion can be one of the most exhilarating and valuable aspects of business today Packed with practical advice and handy tools Negotiation will help any manager sharpen skills and yield a sizable payoff Contents include Preparing the necessary information before a negotiation Managing multiparty negotiations Assessing the position of the opposing side Determining your sources of power and authority in a negotiation Recognizing the barriers to agreement and how to overcome them Plus readers can access free interactive tools on the Harvard Business Essentials companion web site Series Adviser Michael Watkins Associate Professor Michael Watkins does research on negotiation and leadership He is the coauthor of *Right From the Start Taking Charge in a New Leadership Role* HBS Press 1999 and the author of *Taking Charge in Your New Leadership Role A Workbook* HBS Publishing 2001 both of which examine how new leaders coming into senior management positions should spend their first six months on the job Harvard Business Essentials The Reliable Source for Busy Managers The Harvard Business Essentials series is designed to provide comprehensive advice personal coaching background information and guidance on the most relevant topics in business Drawing on rich content from Harvard Business School Publishing and other sources these concise guides are carefully crafted to provide a highly practical

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Finance for Managers Richard Luecke,2002 Providing the fundamentals of financial literacy this guide gives business managers the smart advice they need to increase their impact on financial planning budgeting and forecasting

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Harvard business essentials , Harvard Business Essentials: Coaching And Mentoring Harvard Business School Press,2004-09 Effective managers know that timely coaching can dramatically enhance their teams performance Coaching and Mentoring offers managers comprehensive advice on how to help employees grow professionally and achieve their goals This volume covers the full spectrum of effective mentoring and the nuts and bolts of coaching Managers will learn how to master special mentoring challenges improve listening skills and provide ongoing support to their employees

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