



SMARTER THAN THE AVERAGE GUIDE

HBR Guide to

Better Business Writing

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By Bryan A. Garner



Hbr Guide To Better Business Writing Ebook

Amy Gallo



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Learn to assess the situation manage your emotions and move on While some of us enjoy a lively debate with colleagues and others prefer to suppress our feelings over disagreements we all struggle with conflict at work Every day we navigate an office full of competing interests clashing personalities limited time and resources and fragile egos Sure we share the same overarching goals as our colleagues but we don t always agree on how to achieve them We work differently We rub each other the wrong way We jockey for position How can you deal with conflict at work in a way that is both professional and productive where it improves both your work and your relationships You start by understanding whether you generally seek or avoid conflict identifying the most frequent reasons for disagreement and knowing what approaches work for what scenarios Then if you decide to address a particular conflict you use that information to plan and conduct a productive conversation The HBR Guide to Dealing with Conflict will give you the advice you need to Understand the most common sources of conflict Explore your options for addressing a disagreement Recognize whether you and your counterpart typically seek or avoid conflict Prepare for and engage in a difficult conversation Manage your and your counterpart s emotions Develop a resolution together Know when to walk away 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 to Managing Your Career Collection (6 Books)** Harvard Business

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