



20 MINUTE MANAGER



Managing Projects

Managing Up

Running Meetings

Managing Time

Getting Work Done

Finance Basics

Delegating Work

Giving Effective Feedback

Creating Business Plans

Presentations

Hbr 20 Minute Manager Boxed Set 10 Books Hbr 20 Minute Manager Series

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Capitalism Thomas Klikauer, 2022-01-01 This book argues that media and capitalism no longer exist as separated entities and posits three reasons why one can no longer exist without the other Firstly mass media have become indispensable to capitalism due to the media s ability to sell the commodities of mass consumerism Media capitalism also creates pro capital attitudes among a target population and establishes an ideological hegemony Thirdly media capitalism provides mass deception to hide the pathologies of capitalism which include mass poverty rising inequalities and the acceleration of global

warming To illuminate this the book's historical chapter traces the emergence of media capitalism Its subsequent chapters show how media capitalism has infiltrated the public sphere society schools universities the world of work and finally democracy The book concludes by outlining how societies can transition from media capitalism to a post media capitalist society

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Running Meetings Harvard Business Review, 2014 Whether you're new to running meetings or a seasoned executive with no time to waste leading effective and even pleasant meetings is a must Running Meetings guides you through the basics of Crafting a useful agenda Inviting the right team members Making sure everyone's voice is heard while avoiding conflict Capturing decisions ideas and follow up tasks Don't have much time Get up to speed fast on the most essential business skills with HBR's 20 Minute Manager series Whether you need a crash course or a brief refresher each book in the series is a concise practical primer that will help you brush up on a key management topic Advice you can quickly read and apply for ambitious professionals and aspiring executives from the most trusted source in business Also available as an ebook

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Innovative Teams (HBR 20-Minute Manager Series) Harvard Business Review, 2015-04-07

Unleash your team's creativity and build a high performing team. Don't leave creativity up to the creatives in your organization. Fostering creativity within your team can help your organization solve problems, create innovative products, break out into a new market, and even communicate and collaborate more effectively. *Innovative Teams* shows you how to:

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- Build a diverse team
- Generate a wide array of new ideas
- Manage disagreements
- Make sure your ideas actually get implemented

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Presentations (HBR 20-Minute Manager Series) Harvard Business Review, 2014-02-18

Deliver powerful presentations that impress and move your audience. Feeling stressed about your upcoming presentation? Whether you're nervous about how you'll organize your thoughts or how you'll articulate them on the big day, *Presentations* provides the quick guidelines and expert tips you need to:

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- Prepare and rehearse effectively
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The Billboard, 1926 [Running Meetings \(HBR 20-Minute Manager Series\)](#) Harvard Business Review, 2014-06-03

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