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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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of project oversight from start to finish Thanks to the book s comprehensive information on everything from planning and budgeting to team building and after project reviews managers will master the discipline and skills they need to achieve stellar results without wasting time and money

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