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Managing Difficult Interactions ,2008-10-14 In the business world confrontations are inevitable whether they re with your employees peers bosses or even suppliers and customers Ignored or handled badly confrontations can damage workplace relationships and ruin careers This volume helps you master the art of effectively managing difficult interactions You ll learn how to Determine which confrontations are worth an investment of your time and energy Understand and manage the strong emotions that can arise during confrontations Design solutions that meet all stakeholders needs Coach your direct reports to resolve confrontations productively **Making Decisions** ,2008-11-18 As a manager you make countless decisions every day Some are straightforward such as assigning a team member to a project Others are far more complex such as determining how to handle an under performing product line How can you boost the odds of making the best decisions for your organization Treat decision making as a process This volume reveals key strategies for handling each step in the process You ll find out how to Generate a diverse set of alternative courses of action for the decision at hand Assess the feasibility risks and ethical implications of each alternative Select the best course of action Communicate your decision and carry it out **Developing a Business Case** Harvard Business School Press,2010-11-23 How do you decide on the best course of action for your company to take advantage of new opportunities By building a business case This book provides a framework for building a business case You ll learn how to Clearly define the opportunity you ll want to address in your business case Identify and analyze a range of alternatives Recommend one option and assess its risks Create a high level implementation plan for your proposed alternative Communicate your case to key stakeholders Creating A Business Plan: Pocket Mentor Series Harvard Business School Press,2007-11 Managing Diversity ,2009-01-13 The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day Each book in the series is packed with handy tools self tests and real life examples to help you identify strengths and weaknesses and hone critical skills Whether you re at your desk in a meeting or on the road these portable guides enable you to tackle the daily demands of your work with greater speed savvy and effectiveness Many organizations encourage diversity because providing equal opportunity for everyone is the right thing to do A diverse workforce can also yield such important competitive advantages as a higher level of profitable innovation a better understanding of market opportunities and stronger employee productivity and commitment But as people with different backgrounds beliefs and values interact in the workplace conflicts can arise How can you foster diversity on your team and surmount the challenges that can come with it This book teaches managers how to Recruit a diverse team Foster an inclusive environment by replacing common misconceptions with facts Handle diversity related conflict Tap the business value generated by the team s diversity **Hiring an Employee** ,2008-11-10 Your hiring decisions can make or break your team Hire the right employees and your team s performance will soar Bring the wrong ones on board and you re likely to see productivity and morale plummet How to hire right Understand and master the many steps in the

hiring process This book helps you get started You ll discover how to Identify the skills and personal qualities needed in a new hire Recruit a diverse pool of qualified candidates Prepare for and effectively conduct a job interview Make a job offer correctly *Executing Innovation* Harvard Business Review,2009-03-02 The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day Each book in the series is packed with handy tools self tests and real life examples to help you identify strengths and weaknesses and hone critical skills Whether you re at your desk in a meeting or on the road these portable guides enable you to tackle the daily demands of your work with greater speed savvy and effectiveness Ideas are not enough successful innovation requires people to pick up where the creative process leaves off These people must take the creative idea and apply it to a real life problem to design a new product service or process They must construct a carefully articulated vision for the project draw up a feasible financial plan and advocate the project over the whole course of its development and implementation This book teaches you how to execute an innovation from start to finish Develop a vision statement that stands up to evaluation criteria Build a strong business case to the stakeholders who will be affected Manage both explicit and hidden resistance to change Sustain the passion around your idea and keeping its momentum going *Executing Strategy* Harvard Business Review,2009-08-04 Every day on the job you face common challenges And you need immediate solutions to those challenges The Pocket Mentor Series can help Each book in the series is packed with handy tools self tests and real life examples to help you identify your strengths and weaknesses and hone critical skills Whether you re at your desk in a meeting or on the road these portable concise guides enable you to tackle the daily demands of your work with speed savvy and effectiveness The latest volume in the series *Executing Strategy* That strategy you ve defined for your group is brilliant promising better market share higher profits or some other impressive business result But your strategy won t deliver the expected outcomes if you and your group don t execute it that is if you don t put it into action by implementing the right strategic initiatives This volume helps you master the challenging art of strategy execution You ll learn how to Craft action plans for the strategic initiatives required to meet your goals Keep your action plans on course despite the inevitable setbacks and surprises Cultivate employees sense of ownership and accountability for your plans Create a group culture in which everyone views strategy as their job **Thinking Strategically** Harvard Business School Press,2010-06-17 As a manager you will face complex decisions without easy answers How do you examine situations from a broad perspective and develop solutions that benefit your organization This book will help you Understand what strategic thinking is and why it s valuable Recognize the personal traits behaviors and attitudes and cognitive capacities that strategic thinkers demonstrate View strategic thinking as a process Apply seven strategic thinking skills seeing the big picture clarifying strategic objectives identifying relationships patterns and trends thinking creatively analyzing information prioritizing your actions and making trade offs *Improving Business Processes* Harvard Business School Press,2010-08-01 In challenging times companies must serve their customers faster and more

efficiently This makes improving your business processes more critical than ever In this book you ll learn key steps for carrying out a business process improvement initiative including how to Plan a business process improvement initiative Analyze and redesign a current process that needs improvement Obtain the resources needed to change a process Develop a systematic approach for creating and implementing change The Pocket Mentorseries offers immediate solutions to the challenges managers face on the job every day Each book in the series is packed with handy tools self tests and real life examples to help you identify strengths and weaknesses and hone critical skills Whether you re at your desk in a meeting or on the road these portable guides enable you to tackle the daily demands of your work with greater speed savvy and effectiveness

Leading Virtual Teams Harvard Business School Press,2010-04-01 How do you lead a team scattered all over the globe How do you keep members you can t see focused communicative and productive This book helps you understand both the benefits and challenges of virtual teams and shows you how to build and coach a community that promotes collaboration and ongoing communication

Thinking Strategically Harvard Business Review,2010-06-17 To be a successful manager you need to master the skills that characterize strategic thinking from examining situations to interpreting information and know how to apply those skills on the job In Thinking Strategically you ll learn to Understand what strategic thinking is and why it is valuable View strategic thinking as a process Recognize the personal traits behaviors attitudes and cognitive capacities that strategic thinkers demonstrate

Executing Innovation ,2009 Intro Contents Mentor s Message Why Executing Innovation Matters Executing Innovation The Basics Why Innovate Step 1 Develop an Inspiring Vision Step 2 Identify Stakeholders Step 3 Cultivate Your Support Network Step 4 Build Your Business Case Step 5 Communicate with Your Stakeholders Step 6 Manage Resistance Step 7 Stay Passionate About Your Innovation Tips and Tools Tools for Executing Innovation Test Yourself To Learn More Sources for Executing Innovation Notes

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Developing Employees Harvard Business Review,2009-06-01 The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day Each book in the series is packed with handy tools self tests and real life examples to help you identify strengths and weaknesses and hone critical skills Whether you re at your desk in a meeting or on the road these portable guides enable you to tackle the daily demands of your work with greater speed savvy and effectiveness Managing employee growth is critical to your organization s success But to develop your employees effectively you must have certain skills such as the ability to seek out opportunities set goals and provide feedback This volume teaches you to Assess developmental needs Understand and take into account differences

between your employees Use a Performance and Potential grid to determine next steps Conduct a career development discussion *Performance Appraisal*, 2009-04-14 The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day Each book in the series is packed with handy tools self tests and real life examples to help you identify strengths and weaknesses and hone critical skills Whether you re at your desk in a meeting or on the road these portable guides enable you to tackle the daily demands of your work with greater speed savvy and effectiveness One of your most sensitive duties as a manager is conducting performance appraisals How do you objectively evaluate another person s performance What guidelines are there for talking to your direct reports about both their strengths and their weaknesses How can you address a weakness to help an employee develop into a stronger member of your team This book teaches you how to prepare for conduct and follow up on performance evaluations in ways that link employee performance to your company s and group s goals You ll learn how to Document employee development right from the start Set the appropriate tone in a performance review Address a performance problem Follow up on next steps with your employee

Focusing on Your Customer Harvard Business Review, 2010-11-04 Closing individual sales in most businesses is not enough for success Success depends on developing profitable lifetime relationships with customers But gaining customer loyalty requires hard work care and attentiveness In this book you ll learn to assess the lifetime value of a customer and why it makes sense to build loyalty among your target customers You ll also learn to Understand the service profit chain Leverage the interrelationships among customer satisfaction customer loyalty employee capability and company profitability Build and refine a process for delivering extraordinary value to your customers *The Bearded Lady Project* Lexi Jamieson Marsh, Ellen Currano, 2020-05-12 During a discussion of how women are treated in traditionally male dominated fields paleobotanist Ellen Currano lamented to filmmaker Lexi Jamieson Marsh that as the only young and female faculty member in her department she was not taken seriously by her colleagues If only she had the right amount of facial hair she joked maybe they would recognize her expertise The next morning she saw a message from Lexi saying Let s do this Let s get beards That simple remark was the beginning of the Bearded Lady Project Challenging persistent gender biases in the sciences the project puts the spotlight on underrepresented geoscientists in the field and in the lab This book pairs portraits of the scientists after donning fake beards with personal essays in which they tell their stories The beautiful photography by Kesley Vance and Draper White shot with a vintage large format camera and often in the field in deserts mountains badlands and mudflats recalls the early days of paleontological expeditions more than a century ago With just a simple prop fake facial hair the pictures dismantle the stereotype of the burly bearded white man that has dominated ideas of field scientists for far too long Using a healthy dose of humor *The Bearded Lady Project* celebrates the achievements of the women who study the history of life on Earth revealing the obstacles they ve faced because of their gender as well as how they push back

Seeking Solutions National Research Council, Policy and Global Affairs, Committee on Women in Science, Engineering,

and Medicine, Committee on Advancing Institutional Transformation for Minority Women in Academia, 2013-12-17 Seeking Solutions Maximizing American Talent by Advancing Women of Color in Academia is the summary of a 2013 conference convened by the Committee on Women in Science Engineering and Medicine of the National Research Council to discuss the current status of women of color in academia and explore the challenges and successful initiatives for creating the institutional changes required to increase representation of women of color at all levels of the academic workforce While the number of women including minority women pursuing higher education in science engineering and medicine has grown the number of minority women faculty in all institutions of higher education has remained small and has grown less rapidly than the numbers of nonminority women or minority men Seeking Solutions reviews the existing research on education and academic career patterns for minority women in science engineering and medicine to enhance understanding of the barriers and challenges to the full participation of all minority women in STEM disciplines and academic careers Additionally this report identifies reliable and credible data source and data gaps as well as key aspects of exemplary policies and programs that are effective in enhancing minority women's participation in faculty ranks Success in academia is predicated on many factors and is not solely a function of talent Seeking Solutions elucidates those other factors and highlights ways that institutions and the individuals working there can take action to create institutional cultures hospitable to people of any gender race and ethnicity [HBR's 10 Must Reads on Creative Teams Collection \(7 Books\)](#) Harvard Business

Review, Clayton M. Christensen, Indra Nooyi, Marcus Buckingham, Adam Grant, 2020-12-08 Ignite the creative spark within your team For your company to stand out in today's competitive environment you need to be original You need to have fresh ideas exciting products and offerings and a willingness to experiment And that starts at the team level HBR's 10 Must Reads for Creative Teams Collection provides expert advice on how to foster curiosity encourage better collaboration and use design thinking to change the way you brainstorm test and execute new ideas Included in this seven book set are HBR's 10 Must Reads on Creativity HBR's 10 Must Reads on Teams HBR's 10 Must Reads on Collaboration HBR's 10 Must Reads on Building a Great Culture HBR's 10 Must Reads on Design Thinking HBR's 10 Must Reads on Managing People HBR's 10 Must Reads on Managing People Vol 2 The collection includes seventy articles selected by HBR's editors from renowned thought leaders including Marcus Buckingham Adam Grant Francesca Gino and Indra Nooyi plus the indispensable article How Pixar Fosters Collective Creativity by Ed Catmull With HBR's 10 Must Reads for Creative Teams Collection you can break free from the usual and capitalize on originality HBR's 10 Must Reads paperback series is the definitive collection of books for new and experienced leaders alike Leaders looking for the inspiration that big ideas provide both to accelerate their own growth and that of their companies should look no further HBR's 10 Must Reads series focuses on the core topics that every ambitious manager needs to know leadership strategy change managing people and managing yourself Harvard Business Review has sorted through hundreds of articles and selected only the most essential reading on each topic Each

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