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THE AVERAGE GUIDE

HBR Guide to

Coaching Employees

Give effective feedback
Foster steady growth
Motivate star performers

Hbr Guide To Coaching Your Employees

Daniel F McAuley



Hbr Guide To Coaching Your Employees:

HBR Guide to Coaching Employees (HBR Guide Series) Harvard Business Review, 2014-11-18 Help your employees help themselves As a manager in today's business world you can't just tell your direct reports what to do You need to help them make their own decisions enable them to solve tough problems and actively develop their skills on the job Whether you have a star on your team who's eager to advance an underperformer who's dragging the group down or a steady contributor who feels bored and neglected you need to coach them Help shape their goals and support their efforts to achieve them In the HBR Guide to Coaching Employees you'll learn how to Create realistic but inspiring plans for growth Ask the right questions to engage your employees in the development process Give them room to grapple with problems and discover solutions Allow them to make the most of their expertise while compelling them to stretch and grow Give them feedback they'll actually apply Balance coaching with the rest of your workload Arm yourself with the advice you need to succeed on the job from a source you trust Packed with how-to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges *HBR Guide to Coaching Employees*, 2015 Resource added for the Human Resources program 101161 [HBR Guide to Coaching Your Employees](#), 2013 *HBR Guides to Performance Management Collection (4 Books) (HBR Guide Series)* Harvard Business Review, Mary Shapiro, 2017-11-14 If you manage a team you need to be able to measure and manage their performance From establishing a performance review cycle and building toward your year-end assessment to providing individual feedback and coaching and establishing group cohesion and accountability this collection teaches you the skills you need to inspire your team to greater success This specially priced four-volume set includes books from the HBR Guide series on the topics of Performance Management Coaching Employees Delivering Effective Feedback and Leading Teams You'll learn how to Set and adapt employee and team goals Assess performance fairly Coach your employees through tough situations React calmly if someone gets defensive when you deliver feedback Create plans for individual development Rethink how you use performance ratings Avoid burnout on your team Foster group camaraderie and cooperation Hold your team accountable 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 Guide to Performance Management \(HBR Guide Series\)](#) Harvard Business Review, 2017-06-20 Efficiently and effectively assess employees' performance Are your employees meeting their goals Is their work improving over time Understanding where your employees are succeeding and falling short is a pivotal part of ensuring you have the right talent to meet organizational objectives In order to work with your people and effectively monitor their progress you need a system in place The HBR Guide to Performance Management provides a new multi-step cyclical process to help you keep track of your employees' work identify where they need to improve and ensure they're growing with the organization You'll learn to Set clear employee goals that align with company objectives Monitor progress and check in

regularly Close performance gaps Understand when to use performance analytics Create opportunities for growth tailored to the individual Overcome and avoid burnout on your team 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

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Harvard Business Review Guides Ultimate Boxed Set (16 Books) Harvard Business Review, Nancy Duarte, Bryan A. Garner, Mary Shapiro, Jeff Weiss, 2019-02-26 How to guides to your most pressing work challenges This 16 volume specially priced boxed set makes a perfect gift for aspiring leaders looking for trusted advice on such diverse topics as data analytics negotiating business writing and coaching This set includes Persuasive Presentations Better Business Writing Finance Basics Data Analytics Building Your Business Case Making Every Meeting Matter Project Management Emotional Intelligence Getting the Right Work Done Negotiating Leading Teams Coaching Employees Performance Management Delivering Effective Feedback Dealing with Conflict Managing Up and Across 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

Giving Effective Feedback (HBR 20-Minute Manager Series) Harvard Business Review, 2014-10-21 Master the art of delivering feedback Whether you're dealing with a problem employee or praising the good work of a colleague you need to communicate in a way that promotes positive change in others Giving Effective Feedback quickly walks you through the basics of delivering feedback that gets results including Choosing the right time to talk Engaging in productive dialogue Helping both star and struggling performers Developing a plan for effective follow up

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HBR Guide to Motivating People (HBR Guide Series) Harvard Business Review, 2019-05-28. Help your people reach their potential. As a manager, it's your responsibility to ensure your team is motivated and performing at a high level. But recent data reveals abysmal engagement levels among workers around the globe. How do you fix the problem before your most talented people walk out the door? By understanding what drains your employees, you can increase their job satisfaction and push them toward achieving their goals. The HBR Guide to Motivating People provides practical tips and advice to help your team find meaning in their work, build on their strengths, and produce the best results for the organization. You'll learn how to pinpoint the root causes of lackluster performance, tailor rewards and recognition to individuals, connect routine work activities to a higher purpose, support your employees' growth and development, prevent burnout, especially in your top performers, create a culture of engagement, and 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.

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HBR Guide to Beating Burnout Harvard Business Review, 2020-12-15. Burnout is rampant. Recognize the signs and make the right changes. The always-on workplace and increasing pressures are leading to a high rate of burnout. Unmanaged chronic work stress doesn't just lead to lower productivity and negative emotions; it can have dire personal and professional consequences. Are you and your team at risk? The HBR Guide to Beating Burnout provides practical tips and advice to help you, your team, and your organization navigate the perils of burnout and rediscover healthy engagement at work. You'll learn how to understand the difference between normal stress and burnout, keep your passion for work from leading to burnout, avoid working from home burnout, protect

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HBR Guide to Making Better Decisions Harvard Business Review, 2020-02-11 Learn how to make better faster decisions You make decisions every day from prioritizing your to do list to choosing which long term innovation projects to pursue But most decisions don't have a clear cut answer and assessing the alternatives and the risks involved can be overwhelming You need a smarter approach to making the best choice possible The HBR Guide to Making Better Decisions provides practical tips and advice to help you generate more creative ideas evaluate your alternatives fairly and make the final call with confidence You'll learn how to Overcome the cognitive biases that can skew your thinking Look at problems in new ways Manage the trade offs between options Balance data with your own judgment React appropriately when you've made a bad choice Communicate your decision and overcome any resistance Arm yourself with the advice you need to succeed on the job from a source you trust Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

HBR Guide to Managing Strategic Initiatives Harvard Business Review, 2020-02-11 This big initiative could make or break this fiscal year or your career Managing a successful strategic initiative may be the key to transforming your company and propelling your career forward Yet running a cross functional team on a high profile project can present a multitude of challenges and risks causing even the most experienced manager to struggle The HBR Guide to Managing Strategic Initiatives provides practical tips and advice to help you manage all the stages of an initiative's life cycle from buy in to launch to scaling up You'll learn how to Win and keep support for your new initiative Move rapidly from approval to implementation Assemble transformative high performing initiative teams Maintain the confidence of sponsors and stakeholders Stay on schedule and within budget Avoid initiative overload by killing projects that aren't meeting business needs Keep multiple initiatives in strategic alignment Arm yourself with the advice you need to succeed on the job from a source you trust Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

HBR Guide to Smarter Networking (HBR Guide Series) Harvard Business Review, 2022-08-16 Make the connections that will help you succeed and advance faster Networking doesn't stop once you've landed the job Building a high quality diverse network is key to learning and growth influencing others and launching your ideas But how do you move beyond small talk and cold emails to building a network that is strategic and effective made up of authentic relationships The HBR Guide to Smarter Networking will give you the tools you need to connect confidently get your initiatives off the ground and move up in your career This guide will help you Make great first impressions Connect better at conferences in person or virtual Reach out to find your next job Overcome obstacles to building your network Avoid networking burnout Keep your network healthy over the long haul 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 *Work from Anywhere: The HBR Guides Collection (5 Books)* Harvard Business Review,2023-06-13 Everything you need to get your best work done no matter where you do it For many working remotely is a dream come true For others it comes with stress distraction and endless video call fatigue No matter how you feel about the new world of work aspects of being part of a far flung or hybrid team can be challenging Work from Anywhere The HBR Guides Collection offers ideas and strategies to help you enjoy the benefits of working from anywhere and deal with the difficulties that come along with it Included in this five book set are HBR Guide to Remote Work HBR Guide to Managing Flexible Work HBR Guide to Work Life Balance HBR Guide to Being More Productive and HBR Guide to Beating Burnout You ll learn how to Craft a remote work routine that works for you Manage difficult conversations when you can t meet in person Keep your team engaged both in person and virtually Adjust to your coworkers flexible work arrangements Set boundaries without alienating your colleagues Motivate yourself when there s no one looking over your shoulder Avoid work from home burnout 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 *Managing Teams in the Hybrid Age: The HBR Guides Collection (8 Books)* Harvard Business Review,2023-06-13 Lead your hybrid team to success The strictly nine to five office routine no longer exists and you may be managing a team that works in several different locations at different times of day How can you keep your team engaged and remain connected and visible both in person and virtually Managing Teams in the Hybrid Age The HBR Guides Collection offers ideas and strategies to lead your team to its highest most productive potential whether they re working across the table or across an ocean Included in this eight book set are HBR Guide to Managing Flexible Work HBR Guide to Remote Work HBR Guide to Being a Great Boss HBR Guide to Leading Teams HBR Guide to Making Every Meeting Matter HBR Guide to Motivating People HBR Guide to Collaborative Teams and HBR Guide to Beating Burnout You ll learn how to Adjust to the flexible work arrangements that promote productivity and inclusion for you and your team members Craft a work from home routine that makes it easier rather than harder to work remotely Embody what it means to be a supportive and successful leader Create an efficient collaborative and motivated team Hold purposeful engaging and efficient meetings Prioritize employees professional development and job satisfaction Use passion and influence to promote effective collaborative teams Make the necessary changes to prevent burnout 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 Guide to Critical Thinking* Harvard Business Review,2023-01-31 Tackle complex situations with critical thinking You re facing a problem at work There are many ways you can approach the situation but each comes with its own pros and cons How do you sort through all the information so

that you know you're taking the right path. The answer is in how you think. The HBR Guide to Critical Thinking will help you navigate your most challenging issues from difficult problems to tough decisions to complex scenarios. By carefully observing the situation, gathering information, inviting other perspectives, and analyzing what's in front of you, you can move forward with confidence while building this crucial leadership skill. You'll learn how to Question your assumptions. Keep an open mind to opposing viewpoints. Sidestep cognitive biases. Use data when appropriate. Grow comfortable with ambiguity. Find innovative and creative solutions. 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 Guide to Remote Work Harvard Business Review, 2021-02-02. Get your best work done no matter where you do it. Video calls from your couch. Project reports in a coffee shop. Presentations at your kitchen table. Working remotely gives you more flexibility in how and where you do your job. But being part of a far-flung team can be challenging. How can you make remote work work for you? The HBR Guide to Remote Work provides practical tips and advice to help you stay productive, avoid distractions, and collaborate with your team despite the distance that separates you. You'll learn to Create a regular work-from-home routine. Identify the right technology for your needs. Run better virtual meetings. Avoid burnout and video call fatigue. Manage remote employees. Conduct difficult conversations when you can't meet in person. 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 Guide to Leading Through Change Harvard Business Review, 2024-08-27. Drive transformation. Change is now constant. As a leader, you must serve as interpreter, project manager, cheerleader, and conduit. Plans evolve. Contexts shift. Progress happens in fits and starts. Through it all, you must push your team forward even when you encounter pushback. How can you ensure that your team has the information, the mindset, and the resources they need to be successful? The HBR Guide to Leading Through Change provides the practical tips, research stories, and advice you need to understand, communicate, and implement change effectively, no matter the size or scale of the challenge you're facing. You'll learn to Improve your odds of success. Communicate a shared vision. Keep going even amid lags and setbacks. Deal with naysayers and roadblocks. Build trust and resilience on your team. Make a lasting impact. 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 Guide to AI Basics for Managers Harvard Business Review, 2023-01-10. AI is ready for business. Are you ready for AI? From financial modeling and product design to performance management and hiring decisions, AI and machine learning are becoming everyday tools for managers at businesses of all sizes. But AI systems come with benefits and downsides, and if you can't make sense of them, you're not going to make the right decisions. Whether you need to get up to speed quickly or need a refresher, or you're working with an AI expert for the first time, the HBR Guide to AI

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