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HBR Guide to Better Recruiting and Hiring Harvard Business Review, 2025-02-18 Discover and hire great talent An open position on your team presents both a challenge and an opportunity You need to understand what skills and capabilities will add value now and in the future all while juggling the hiring process with the day to day demands of your job as a manager The HBR Guide to Better Recruiting and Hiring provides the practical tips research stories and advice you need to successfully attract identify and hire people whose values competencies and potential align with your team and your organization You'll learn how to Identify gaps in your team's skill set Expand your talent pool Conduct productive interviews Partner effectively with HR Evaluate a candidate's potential for growth Make a compelling offer Negotiate with confidence 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 *Harvard Business School Publishing* **Guide to Better Business Writing**, 2005 **HBR Guide to Better Mental Health at Work (HBR Guide Series)** Harvard Business Review, 2022-09-27 Build a mentally healthy workplace Mental health is just as important as physical health Yet being honest about depression anxiety and other psychological conditions at work can feel

risky and hasn't always been welcome. How can you ensure that you and your colleagues feel as though mental health is supported at the office? The HBR Guide to Better Mental Health at Work contains practical tips and advice to help you bring mental health out of the shadows and into everyday conversations. You'll learn how to build habits to support your mental health. Stay productive even when you're not feeling like yourself. Talk about mental health with peers and managers. Reach out to someone who might be struggling. Consider the impact of intersectionality. Offer the benefits people really need. Fight the stigma and reduce shame. 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.

Uncommon Law of Learned Writing 2.0 Chinua Asuzu, 2023-09-10 As lawyers, we must not in hot pursuit of common law outrun common sense. The dread of that eventuality prompted this book. *Uncommon Law of Learned Writing 2.0* promotes common sense in legal language. Plain language, which is commonsensical, broadens access to legal documents, thus democratizing the law. If democracy is government of the people, by the people, and for the people, law is the language in which government interacts with the people; it's the language of democracy. The people whose government speaks through law must understand what is said. No democratic society should brook legalese, a dense, verbose dialect known only to lawyers. What then should society do to redress the lawyer-induced obscurity? A Shakespearean character had an alarming proposal: The first thing we do let's kill all the lawyers. Apparently, that proposal was not enthusiastically endorsed, which explains why we're still here. A milder remedy: enrolling lawyers in language classes has been mooted, which explains why this book is in your hands. *Uncommon Law of Learned Writing 2.0* motivates lawyers to prefer plain language to the legalese and verbosity that have besmirched legal writing for centuries. This book is as sweeping and authoritative a treatment of its subject as you can find anywhere.

Better Business Writing: A Modern Approach Pasquale De Marco, 2025-05-14 *Better Business Writing: A Modern Approach* is the essential guide to writing clear, concise, and persuasive business documents. Whether you're a seasoned professional or just starting out in your career, this book will help you take your business writing skills to the next level. In this comprehensive guide, you'll learn the fundamentals of effective writing, including how to write clear and concise sentences, how to organize your writing logically, how to adapt your writing style to different audiences, how to write persuasive proposals and presentations, how to use storytelling to engage your audience. You'll also find practical tips and techniques that you can use immediately to improve your writing, such as how to avoid common writing mistakes, how to use active voice and strong verbs, how to proofread your writing effectively, how to use technology to improve your writing. With *Better Business Writing: A Modern Approach*, you'll have the tools and knowledge you need to write with confidence and clarity. Here's what people are saying about *Better Business Writing: A Modern Approach*: *"Better Business Writing: A Modern Approach is the best book on business writing I've ever read. It's clear, concise, and packed with practical advice that I can use immediately."* _ Pasquale De Marco _ *"I've been writing business documents for years, but I still learned a lot from *Better**

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Tested Writing Methods Mike Murach,2023-09-21 This book takes a top down approach to writing that will teach you all the writing methods that you need for success on the job What s hard to believe is that most of these methods aren t taught in high school or in college or in other books on writing In chapters 1 and 2 for example you ll learn how to use headings and subheadings to guide your readers and plan what you re going to write That s a critical skill for any document of two pages or more but you won t find anything about headings in most writing books In chapter 3 you ll learn how to write paragraphs that deliver one fully developed idea at a time That too is a critical skill because the paragraph is the primary unit of composition But most writing books have precious little to say about paragraphing On the other hand most writing books tell you far more than you need to know about writing sentences In contrast chapter 4 of this book uses a unique top down approach to show you how to write sentences that are easy to read and understand That way you can start with the skills that matter the most and then refine those skills one level at a time Chapters 5 and 6 continue this top down approach to writing With those skills in your skillset you re ready for chapter 7 It shows you when and how to use writing tools like ChatGPT that are driven by Artificial Intelligence As you will see these are powerful new tools but you need all the other skills in this book to get the most from them Last chapters 8 9 and 10 show you how to use the Microsoft Word features for writers templates styles the outline feature and the spelling and grammar checker If you don t already use these features you ll be glad you discovered them And if you don t already use Microsoft Word these chapters will show you why you should

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students how to write in the academic setting while introducing them to a number of other professional writings specific to the correctional profession such as the pre sentence investigation report contact sheets court status reports incident reports rehabilitation and therapy Covering correctional institutions as well as community corrections the goal is to interweave professional and technical writing academic writing and information literacy with the result being a stronger more confident report writer and student in corrections This text will be a concise supplemental writing book in courses focused on writing in the criminal justice discipline report writing or in introductory corrections courses It is part of a series of books on this topic that will span criminal justice policing corrections and research methods **The SAGE Guide to Writing in Policing** Jennifer M. Allen, Steven Hougland, 2019-12-02 Effective writing strategies for report writing guide students through the legal requirements and best practices for creating and completing reports commonly found in the field of policing Writing assignments and exercises provide students with opportunities to apply course material Examples of resumes and cover letters offer students real world tips to help prepare them for the workforce A discussion on plagiarism clearly defines the concept to students as well as offers advice on how plagiarism can be avoided An entire chapter devoted to information literacy explains to students how to better identify obtain and evaluate information **The SAGE Guide to Writing in Criminal Justice Research Methods** Jennifer M. Allen, Steven Hougland, 2020-01-28 The SAGE Guide to Writing in Criminal Justice Research Methods equips students with transferable writing skills that can be applied across the field of criminal justice both academically and professionally Authors Jennifer M Allen and Steven Hougland interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident writer researcher and student in criminal justice Focused on teaching students how to write in the academic setting while introducing them to a number of other writing tools specific to research methods such as writing literature reviews abstracts proposals and more The perfect companion for any criminal justice research methods course this brief text focuses on key topics that will benefit students in their classes and in the field *HBR Guide to Changing Your Career* Harvard Business Review, 2018-07-17 Your next act starts now You re ready for something new but it s hard to start over Just the idea of trading the security you have now for the unknown or throwing away the education and time you ve invested in your current career can plunge you into a swirl of indecision and anxiety But mixing things up every few years is an increasingly normal and cyclical part of a healthy work life a way to gain new skills and stretch your existing ones by applying them to different contexts Whether you know what you want to do next or you re still evaluating options the HBR Guide to Changing Your Career will help you Imagine other professional selves Identify the skills you need and those you already possess that will transfer to another industry Assess the financial implications of the change you re considering Try out new roles without endangering your current job Explain a seemingly winding career path Pitch yourself into a new role

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