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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 **The HBR Guides Collection (8 Books) (HBR Guide Series)** Harvard Business Review,Nancy Duarte,2014-09-23 This collection will help you sharpen the key management skills you need to succeed today We all want to give more persuasive presentations write more effective emails master the basics of finance and manage both stress and time a bit better These Harvard Business Review Guides now offered as a complete digital collection will help you get there Packed with concise practical tips from leading experts the HBR Guides series is designed to help you learn and apply strategies and tactics to work smarter and more effectively every day This collection features digital editions of all eight books in the series HBR Guides on Persuasive Presentations Better Business Writing Getting the Right Work Done Managing Stress at Work Finance Basics for Managers Project Management Managing Up and Across and Getting the Mentoring You Need As an important part of your management toolkit these guidebooks will arm you with the advice you need to success on the job from the most trusted name in business For busy managers looking for answers to common challenges let these HBR Guides mentor you all the way to success About the HBR Guide series Arm yourself with the advice you need to succeed on the job from 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 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

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