
Hbr Guide To Finance Basics For Managers Hbr Guide Series

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Harvard Business Review Guides Ultimate Boxed Set (16 Books)
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HBR Guide to Finance Basics for Managers
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Managing Teams in the Hybrid Age: The HBR Guides Collection (8 Books) Harvard Business Press

Set your company up for long-term success. Every company needs a strategy. A focused strategy aligns decision making throughout the organization and helps establish a competitive edge in the marketplace. But with so many options to consider, how do you define a unique strategy that will ensure growth? Whether you're starting a business from scratch or leading an

existing company facing new threats, this book offers the direction you need. The HBR Guide to Setting Your Strategy provides practical tips and advice that break down the process of crafting strategy so you can identify the areas your company should build on to help it thrive long into the future. You'll learn to: Understand what strategy is—and what it isn't Define where you'll play and how you'll win Conduct more-effective strategic discussions with your team Test your strategy before you implement it Communicate your strategy to key stakeholders Ensure your strategy is flexible and adaptable 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 Review Guides Ultimate Boxed Set (16 Books)

Harvard Business Review Press

Wigtown, Schottland. The Book Shop, die größte Second-Hand-Buchhandlung des Landes, ist ein Paradies für Buchliebhaber. Die Bücherregale reichen bis zur Decke, die Regalböden hängen durch ob ihrer verführerischen Last. Es gibt alles, was das Herz begehrt. Was Sie als Kunde nicht sehen, sind die Probleme im Hintergrund, mit denen sich der Besitzer Shaun Bythell herumschlagen muss. In seinem »Tagebuch eines Buchhändlers« finden Sie alles: exzentrische Kunden, unhöfliche Angestellte und eine ständig leere Kasse, aber auch den Nervenkitzel eines unerwarteten antiquarischen Fundes und den Charme der Küstenkleinstadt Wigtown. Tauchen Sie ein in die Welt des Buchhandels und lassen Sie sich verzaubern! Donnerstag, 24. April Online-Bestellungen: 3 Gefundene Bücher: 3 Eine ältere Kundin erzählte mir, dass das nächste Buch ihres Buchclubs Dracula sei, aber sie konnte sich nicht daran erinnern, was er geschrieben hatte. Kasse insgesamt £160,70 14 Kunden
[HBR Guide to Beating Burnout](#) Harvard Business Press
 The perfect gift for aspiring leaders: 16 volumes of HBR Guide. 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, and Managing Up and Across. 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 Also available as an ebook set.
HBR Guide to Finance Basics for Managers Harvard Business Press

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.

Finance Basics (HBR 20-Minute Manager Series) Plassen Verlag

You'll get up to speed fast on the most essential business skills with this set of concise, practical primers. Finance Basics explains the fundamentals of corporate finance—and its jargon; Running Meetings gives you the tools and checklists you need to keep your meetings effective and efficient; Presentations helps you create and deliver a persuasive performance, fast; Managing Projects shows you how to set up and execute on a project plan; Managing Time helps you to figure out where all the minutes of your day are going—and how to get them under control; Getting Work Done helps you to use each of those minutes more productively; Creating Business Plans shows you how to present the risks and rewards of your idea; Managing Up helps you to build your relationship with your boss; Delegating Work shows you how to hand work off right; and Giving Effective Feedback teaches you how to make potentially difficult confrontations and turn them into productive conversations. This 10-volume, specially priced boxed set makes a perfect gift for aspiring leaders who are short on time but need advice fast. Get up to speed fast on essential business skills. Whether you're looking for a crash course or a brief refresher, you'll find just what you need in HBR's 20-Minute Manager series—foundational reading for ambitious professionals and aspiring executives. Each book is a concise, practical primer, so you'll have time to brush up on a variety of key management topics. Advice you can quickly read and apply, from the most trusted source in business.

HBR Guide to Making Better Decisions Harvard Business Press
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 Being a Great Boss Harvard Business Press
Master your most pressing professional challenges with this seven-volume set that collects the smartest best practices from leading experts all in one place. HBR Guide to Better Business Writing and HBR Guide to Persuasive Presentations help you perfect your communication skills; HBR Guide to Managing Up and Across and HBR Guide to Office Politics show you how to build the best professional relationships; HBR Guide to Finance Basics for Managers is the one book you'll ever need to teach you

about the numbers; HBR Guide to Project Management addresses tough questions such as how to manage stakeholder expectations and how to manage uncertainty in a complex project; and HBR Guide to Getting the Right Work Done goes beyond basic productivity tips to teach you how to prioritize and focus on your work. This specially priced set of the most popular books in the series makes a perfect gift for aspiring leaders looking for trusted advice. 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.

HBR 20-Minute Manager Boxed Set (10 Books) (HBR 20-Minute Manager Series) BoD – Books on Demand

Put your strategy into action. Even the best competitive strategies mean nothing if they aren't executed well. Yet many organizations struggle when they move from defining a strategy to actually applying it. Somehow, all the careful planning falls apart, initiatives fail, and leaders are left wondering how to pick up the pieces. The HBR Guide to Executing Your Strategy is here to help. This book offers leaders and managers tips and advice for sharing the strategy with your employees, making the shift toward the right objectives, and seeing your strategy come to fruition. You'll learn how to: Understand the "why" behind your strategy Identify the capabilities you have—and the ones you need Communicate objectives and priorities effectively to your team Prioritize strategic projects and let go of outdated ones Encourage cross-silo collaboration toward organizational goals Adjust course when necessary 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 Smarter Networking (HBR Guide Series) Harvard Business Press

HBR Guide to Finance Basics for Managers Harvard Business Press
[HBR Guide to Managing Strategic Initiatives](#) Harvard Business Press

Don't let your fear of finance get in the way of your success. This digital collection, curated by Harvard Business Review, brings together everything a manager needs to know about financial intelligence. It includes Financial Intelligence, called a "must-read" for decision makers without expertise in finance; A Concise Guide to Macroeconomics, which covers the essentials of macroeconomics and examines the core ideas of output, money, and expectations; Essentials of Finance and Budgeting, which explains everything HR professionals need to know to make wise financial decisions; Ahead of the Curve, Joseph H. Ellis's forecasting method to help managers and investors understand and predict the economic cycles that control their businesses and financial fates; Beyond Budgeting; which offers a coherent management model that overcomes the limitations of traditional budgeting; Preparing a Budget, packed with handy tools, self-tests, and real life examples to help you hone critical skills; and HBR Guide to Finance Basics for Managers, which will give you the tools and confidence you need to master the fundamentals of finance.

HBR Guide to Managing Flexible Work (HBR Guide Series)

Harvard Business Press

Don't let a fear of numbers hold you back. Today's business environment brings with it an onslaught of data. Now more than ever, managers must know how to tease insight from data--to understand where the numbers come from, make sense of them, and use them to inform tough decisions. How do you get started? Whether you're working with data experts or running your own tests, you'll find answers in the HBR Guide to Data Analytics Basics for Managers. This book describes three key steps in the data analysis process, so you can get the information you need, study the data, and communicate your findings to others. You'll learn how to: Identify the metrics you need to measure Run experiments and A/B tests Ask the right questions of your data experts Understand statistical terms and concepts Create effective charts and visualizations Avoid common mistakes

Dealterms.vc Harvard Business Review Press

Find a way to work that works for you. The 9-to-5 office routine no longer exists. Many employees have the option to work anywhere, any time. But how do you find the flexible arrangement that's right for you? And how do you manage a team when they're all working in different places and on different schedules? The HBR Guide to Managing Flexible Work is filled with practical tips and advice to help you and your team stay productive and connected, no matter when or where you work. You'll learn how to: Set a flexible work schedule that meets your needs Remain connected and visible Get more done—in less time Make the most of hybrid meetings Keep your team engaged, both in person and virtually 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 Unlocking Creativity Harvard Business Press

Don't wait for someone else to manage your career. The days of HR-sponsored development plans are over. Managing your career--and the skills you need to be successful--is your responsibility. If you're looking to push yourself to the next level, it can be hard to determine where to start. The HBR Guide to Your Professional Growth will be your coach, transforming your abstract hopes and ideas into a concrete action plan. No matter where you are in your career, this guide will help you: Assess your current skills--and acquire new ones Elicit feedback you can use Set meaningful--and achievable--goals Make time for learning Play to your strengths Identify your next challenge 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 Better Mental Health at Work (HBR Guide Series)
ExpernetBooks

Bahnbrechend. Inspirierend. Eines der faszinierendsten Bücher zur Organisationsentwicklung des letzten Jahrzehnts. Dies ist ein sehr wichtiges Buch, bedeutsam in vielerlei Hinsicht: Sowohl angesichts der bahnbrechenden Forschungsergebnisse, Einsichten, Ratschläge und Empfehlungen, die es enthält, als auch aufgrund der genauso wichtigen Fragen und Herausforderungen, auf die es hinweist.“ Ken Wilber aus dem Nachwort „Die programmatische Aufforderung ‚Reinventing

Reinventing Organizations - Chapter 3
 Reinventing Organizations - Chapter 4
 Reinventing Organizations - Chapter 5
 Reinventing Organizations - Chapter 6
 Reinventing Organizations - Chapter 13
 Reinventing Organizations - Chapter 14
 Reinventing Organizations - Chapter 15

Harvard Business Review Press

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.

Reinventing Organizations Harvard Business Press
 Anyone can think more creatively and unlock innovation.

Creativity is the key to innovation, but too many projects and teams are organized in ways that stifle new ideas. You need to ensure that creativity can thrive—and that you are part of the process. Fortunately, anyone can use method-driven approaches to teach and learn creativity. The HBR Guide to Unlocking Creativity will show you how to reach your creative potential, manage creative collaboration, and achieve groundbreaking results. This guide will help you: Understand the neuroscience of creativity Run better brainstorming sessions—in person or virtually Use design thinking to generate new solutions Model a mindset of curiosity and experimentation Balance creativity with productivity Bring breakthrough ideas to life 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 Navigating the Toxic Workplace Harvard Business Press

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 succeed 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.

Work from Anywhere: The HBR Guides Collection (5 Books)
Harvard Business Press

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 your high performers from burnout Help prevent burnout on your team—even if you're burned out Bounce back and regain your productivity and effectiveness 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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