

Hbr Guide To Coaching Your Employees

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.

Don't wait for someone else to manage your career. The days of HR-sponsored development plans are over. Managing your career--and the

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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.

Wer einen Menschen verstehen will, sollte seinen Hund kennen. Es gibt prominente Menschen, über die man alles zu wissen glaubt - doch das stimmt erst dann, wenn man auch die Geschichten über ihre Hunde kennt, die sie liebten und denen sie sich von einer anderen, bislang unbekanntem Seite zeigen. "Schlafende Hunde" erzählt diese Geschichten. Von Winston Churchill, der zwar oft als bärbeißige Bulldogge karikiert wird - privat aber gern mit flauschigen Pudeln schmuste, die er der Einfachheit halber durchnummerierte. Von Picasso, der über seinen geliebten Dackel Lump sagte, er sei weder Hund noch Mensch, sondern "wirklich jemand anderes". Von Sigmund Freud, der nicht

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nur die Psychoanalyse, sondern auch den Therapiehund erfand, und von Großmäzenin Peggy Guggenheim, die sich neben ihren 14 Schoßterriern begraben ließ. Im Leben der Prominenten, das so lückenlos ausgeleuchtet scheint, sind die Hunde, die sie begleiten, in der oberflächlichen Wahrnehmung oft nur niedliche Statisten und Foto-Requisiten. Tatsächlich spielen sie für ihre Besitzer meist nicht weniger als eine existenzielle Rolle: als Tröster der ewig Enttäuschten und als unblendbare, einzig ehrliche Gefährten in einer Welt voller Bücklinge. Bei ihren Recherchen für "Schlafende Hunde" las Anja Rützel die rührenden Vermissungsbriefe, die Richard Wagner aus dem Exil an Frau Minna schickte und in denen er sich mehr nach seinem Hund Peps als nach seiner Angetrauten sehnt. Sie suchte - und fand - das Grab von Susan, des ersten Corgis von Queen Elizabeth II., den sie damals sogar mit auf Hochzeitsreise nahm und von der alle über 30 Corgis abstammen, die die Queen in ihrem Leben besaß.

Forget about the hard bargain. Whether you're discussing the terms of a high-stakes deal, forming a key partnership, asking for a raise, or planning a family event, negotiating can be stressful. One person makes a demand, the other concedes a point. In the end, you settle on a subpar solution in the middle—if you come to any agreement at all. But these discussions don't need to be win-or-lose situations. Written by

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negotiation expert Jeff Weiss, the HBR Guide to Negotiating provides a disciplined approach to finding a solution that works for everyone involved. Using a seven-part framework, this book delivers tips and advice to move you from a game of concessions and compromises to one of collaboration and creativity, resulting in better outcomes and better working relationships. You'll learn how to:

- Prepare for your conversation
- Understand everyone's interests
- Craft the right message
- Work with multiple parties
- Disarm aggressive negotiators
- Choose the best solution

HBR Guide to Remote Work

Harvard Business Review Guides Ultimate Boxed Set (16 Books)

HBR Guide to Motivating People (HBR Guide Series)

HBR Guide to Being a Great Boss

HBR Guide for Women at Work (HBR Guide Series)

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

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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.

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 Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious

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professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.

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

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. Find a way to work that works for you and your team. The 9-to-5 office routine no longer exists. Many employees have the option to work anywhere, any time. But how do you

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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 has the answers. Filled with tips, advice, and examples, this book helps individual contributors and managers alike assess the trade-offs that come with flexible work options, advocate for the arrangement that works for them, and remain productive and connected to team members at the same time. You'll learn to: Identify key job responsibilities and when and where each one can be done Establish the best arrangements for yourself and your team Create the conditions for success Stay connected and visible, no matter when or where you work Win support for your projects and ideas Keep people 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 Coaching Your Employees

HBR Guide to Making Better Decisions

HBR Guide to Emotional Intelligence (HBR Guide Series)

The Advice Trap

Schlafende Hunde

As a woman, you may face unfair challenges in the workplace--from being passed over for

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promotion to being ignored in conversation. Unconscious bias and negative assumptions are working against you. HBR's Women at Work Collection will help you break through these barriers and help you get what you want from your career. This two-book set includes HBR's 10 Must Reads on Women and Leadership and the HBR Guide for Women at Work. The Must Read volume brings together the 10 best articles from Harvard Business Review, curated by our editors, on gender dynamics in the workplace, while the HBR Guide provides practical and useful tips for how to identify and overcome the factors holding women back. This unique compilation offers insights from world-class experts including Herminia Ibarra, Joan Williams, Sheryl Sandberg, and others. It will inspire you to: learn the root causes of the barriers that exist for women; better understand the path women must take to leadership; check your own gender biases and distinguish between confidence and competence; manage a more effective gender-diversity program; advocate for yourself; and demonstrate your leadership skills. HBR's Women at Work Collection is an invaluable resource for any woman seeking to reach her true leadership potential and for anyone--man or woman--looking to create a more gender-balanced workforce. Find the right person to help supercharge your career. Whether you're eyeing a specific

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leadership role, hoping to advance your skills, or simply looking to broaden your professional network, you need to find someone who can help. Wait for a senior manager to come looking for you—and you'll probably be waiting forever. Instead, you need to find the mentoring that will help you achieve your goals. Managed correctly, mentoring is a powerful and efficient tool for moving up. The HBR Guide to Getting the Mentoring You Need will help you get it right. You'll learn how to:

- Find new ways to stand out in your organization
- Set clear and realistic development goals
- Identify and build relationships with influential sponsors
- Give back and bring value to mentors and senior advisers
- Evaluate your progress in reaching your professional goals

If you aren't working with a strategy, you're wasting your time. Strategy isn't just a set of plans handed down from the C-suite. To grow as a leader, you need to understand your company's strategy and align your thinking, projects, and team with organizational goals and vision. Master these abilities with the HBR Guides to Building Your Strategic Skills Collection. This three-book set, which includes the HBR Guide to Thinking Strategically, the HBR Guide to Managing Strategic Initiatives, and the HBR Guide to Setting Your Strategy, will help you change the way you think about your work, manage your most important priorities, and craft

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a strategy for long-term growth. You'll learn how to: Understand what strategy is--and what it isn't Define a clear strategy, whether you're in a start-up or in an established business Manage a portfolio of strategic projects Embed strategic thinking into your daily tasks and decision making Align your team around key objectives Let go of work that doesn't add value Communicate strategy throughout your organization 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.

Every day begins with the same challenge: too many tasks on your to-do list and not enough time to accomplish them. Perhaps you tell yourself to just buckle down and get it all done—skip lunch, work a longer day. Maybe you throw your hands up, recognize you can't do it all, and just begin fighting the biggest fire or greasing the squeakiest wheel. And yet you know how good it feels on those days when you're working at peak productivity, taking care of difficult and meaty projects while also knocking off the smaller tasks that have been hanging over your head forever. Those are the times when your day didn't run you—you ran your day. To have more of those days more often, you need to discover what works for you given your

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strengths, your preferences, and the things you must accomplish. Whether you're an assistant or the CEO, whether you've been in the workforce for 40 years or are just starting out, this guide will help you be more productive. You'll discover different ways to: Motivate yourself to work when you really don't want to Take on less, but get more done Preserve time for your most important work Improve your focus Make the most of small pockets of time between meetings Set boundaries with colleagues—without alienating them Take time off without tearing your hair out 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 Beating Burnout

HBR Guide to Your Professional Growth

HBR Guide to Managing Strategic Initiatives

HBR Guide to Leading Teams

HBR Guide to Performance Management (HBR Guide Series)

Managing the human side of work Research by Daniel Goleman, a psychologist and coauthor of *Primal Leadership*, has shown that emotional intelligence is a more powerful determinant of good leadership than technical competence, IQ, or vision. Influencing those around us and supporting our own well-being requires

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us to be self-aware, know when and how to regulate emotional reactions, and understand the emotional responses of those around us. No wonder emotional intelligence has become one of the crucial criteria in hiring and promotion. But luckily it's not just an innate trait: Emotional intelligence is composed of skills that all of us can learn and improve on. In this guide, you'll learn how to: Determine your emotional intelligence strengths and weaknesses Understand and manage your emotional reactions Deal with difficult people Make smarter decisions Bounce back from tough times Help your team develop emotional intelligence Arm yourself with the advice you need to succeed on the job, with 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. 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

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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 brains in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

Resource added for the Human Resources program 101161.

Full of expert guidance on leadership and management, this unique book is geared specifically to the needs of social work administrators, educators and practitioners in both academic and agency settings. The contents are fully comprehensive and encompass both theoretical approaches to management and leadership plus a wide variety of practical strategies that can be directly applied to practice. Topics blend the art and science of leadership and management and incorporate all competencies and practice behaviors required by Network for Social Work Management (NSWM) and Council on Social Work Education (CSWE). These include understanding different leadership styles, practicing self-reflection and self-care, methods to motivate teams and mentor others, developing strategic plans, understanding financial management, marketing, fundraising, human resources, program evaluations, community collaboration, and much more. Additionally, the text illustrates the parallels/disparities between social work practice skills, knowledge, and ethics, and those of leadership and management. Instructor resources

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include PowerPoints for each chapter, lecture notes, a sample syllabi. Print version of the book includes free, searchable, digital access to entire contents. KEY FEATURES: Geared specifically to the needs of social work educators and practitioners in academic and agency settings Incorporates all competencies and practice behaviors required by NSWM and CSWE as cited in each chapter Discusses the differences between management and leadership along with best practices Fosters knowledge and skill development through the use of competency-based real-life cases, self-reflective exercises, and thought-provoking questions Offers examples of how to motivate and work with different cohorts, community groups, and other stakeholders Addresses the challenges of financial management and fundraising Exhibits specific problem-solving and decision-making strategies

Berühmte Menschen und ihre Haustiere - zehn Liebesgeschichten

HBR Guide to Coaching Employees

Bleiben Sie demütig, neugierig - und ändern Sie für immer die Art, wie Sie führen

HBR 20-Minute Manager Boxed Set (10 Books) (HBR 20-Minute Manager Series)

HBR Guide to Delivering Effective Feedback (HBR Guide Series)

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.

Bring strategy into your daily work. It's your responsibility as a manager to ensure that your work--and the work of your team--aligns with the overarching objectives of your organization. But when you're faced with competing projects and limited time, it's difficult to keep strategy front of mind. How do you keep your eye on the long term amid a sea of short-term demands? The HBR Guide to Thinking Strategically provides practical advice and tips to help you see the big-picture perspective in every aspect of your daily

work, from making decisions to setting team priorities to attacking your own to-do list. You'll learn how to: Understand your organization's strategy Align your team around key objectives Focus on the priorities that matter most Spot trends in your company and in your industry Consider future outcomes when making decisions Manage trade-offs Embrace a leadership mindset Dysfunctional teams are maddening yet are a reality of organizational life. How often have you sat in team meetings complaining to yourself, "What a colossal waste of time. Why does it take forever for this group to make a simple decision? What are we even trying to achieve here?" But as the team leader, you have the power to change things for the better. It's up to you to get people to work well together and produce results. How do you avoid the pitfalls you've experienced so painfully in the past? Team expert Mary Shapiro offers step-by-step advice, drawing on time-tested principles, practical exercises, guidelines for structured team conversations, and examples from a range of industries and organizational settings.

If you're an executive, manager, or team leader, one of your toughest responsibilities is managing your people's performance. This digital collection, curated by Harvard Business Review, will help you evaluate employee performance, provide coaching, conduct performance reviews, give effective feedback, and more; it includes

Dick Grote's How to be Good at Performance Appraisals; Harvard Business Essentials' Performance Management; the HBR Guide to Coaching Employees; and Giving Effective Feedback and Performance Reviews, both from HBR's 20-Minute Manager Series.

HBR Guide to Data Analytics Basics for Managers (HBR Guide Series)

HBR Guide to Collaborative Teams (HBR Guide Series)

HBR Guide to Coaching Employees (HBR Guide Series)

HBR Guide to Getting the Mentoring You Need A Competency-Based Approach

Stop running on empty. Every day you juggle the many components that fill your life. Between work and family commitments, volunteer work, hobbies, and managing your physical and mental health, it's easy to feel overwhelmed and that you're letting someone down or neglecting some aspect of your life. But you can find ways to honor all of your commitments without collapsing. The HBR Guide to Work-Life Balance will help you: Evaluate and adjust your priorities Manage expectations Set and spend your time budget Make plans--and backup plans Understand how to make trade-offs Prioritize self-care Discover what works for you

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;

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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.

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

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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.

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 Making Every Meeting Matter (HBR Guide Series)

HBR Guides to Performance Management Collection (4 Books) (HBR Guide Series)

Harvard Business Review 20-Minute Manager Ultimate Boxed Set (16 Books)

HBR Guide to Being More Productive (HBR Guide Series)

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HBR's Women at Work Collection

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

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.

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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

Master the most critical professional skills with this five-volume set that covers topics from personal effectiveness to leading others. This specially priced collection includes books from the HBR Guide series on the topics of Getting the Right Work Done, Better Business Writing, Persuasive Presentations, Making Every Meeting Matter, and Project Management. You'll learn how to: Prioritize and stay focused Overcome procrastination Conquer email overload Push past writer's block Create powerful visuals Establish credibility with tough audiences Moderate lively conversations and regain control of wayward meetings Build a strong project team Create a realistic schedule--and stay on track Manage stakeholders' expectations 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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Wie viele Präsentationen haben Sie in Ihrem Berufsleben bereits verfolgt? Und Hand aufs Herz: Wie viele davon haben einen bleibenden Eindruck bei Ihnen hinterlassen? Wirklich gute Präsentationen sind noch immer die Ausnahme, denn nur selten werden die Möglichkeiten dieses Mediums optimal genutzt. Wer sein Publikum nachhaltig überzeugen möchte, muss seine Ideen verdichten und in stimmige Bilder umsetzen. slide:ology setzt hier an und führt Sie in die Kunst des visuellen Erzählens ein. Die Autorin Nancy Duarte weiß, wovon sie spricht: Sie leitet Duarte Design, das Unternehmen, das unter anderem die Slide-Show in Al Gores Oscar-prämiertem Film Eine unbequeme Wahrheit entwickelt hat. In slide:ology gewährt sie tiefe Einblicke in ihr umfangreiches Wissen als Designerin. Anhand von Fallstudien bringt sie Ihnen darüber hinaus die Visualisierungsstrategien einiger der erfolgreichsten Unternehmen der Welt nahe. slide:ology zeigt Ihnen unter anderem, wie Sie: - Ihr Publikum gezielt ansprechen - Ihre Ideen auf den Punkt bringen und ein stimmiges Design entwickeln - Ihre Aussagen mit Farben, Bildern und prägnantem Text unterstützen - Grafiken erstellen, die Ihren Zuhörern das Verständnis erleichtern - Präsentationstechnologien optimal nutzen

HBR Guide to Negotiating (HBR Guide Series)
HBR Guide to Work-Life Balance
Performance Reviews and Coaching: The Performance Management Collection (5 Books)

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Management and Leadership in Social Work HBR Guide to Managing Flexible Work (HBR Guide Series)

Make your career what you want it to be. Women regularly face unfair challenges in the workplace--from being passed over for promotion to being ignored in conversation. Unconscious bias and negative assumptions are working against them. As a woman, how can you break through these barriers and get what you want from your career? The HBR Guide for Women at Work will help you identify and overcome the factors that are holding you back. It provides practical tips and advice so you can face gender stereotypes head-on, make yourself visible when opportunities arise, and demonstrate your leadership skills. You'll learn to: Speak up in meetings in a way that ensures your ideas will be heard
Wield influence by building the right relationships
Advocate for yourself--and for what you want
Align yourself with mentors and sponsors to support your growth
Show passion without being perceived as "too emotional"
Create your unique vision as a leader

„Ein coach-ähnlicher Manager zu sein und gecoacht zu werden, sind Kernbestandteile unserer Kultur bei Microsoft – es ist die Art und Weise, wie talentierte Menschen gedeihen und wachsen können. Michael Bungay Stanier hat dazu beigetragen, wie wir über Coaching denken und wie es unsere Wachstumsmentalität zum Leben erwecken kann.“ Jean-Philippe Courtois, President, MICROSOFT Global Sales

Wenn The Coaching Habit sagt, hier sind die sieben essenziellen Fragen, um mehr wie ein Coach zu sein,

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geht es in diesem Buch darum, wie Sie Ihr Verhalten tatsächlich ändern können, damit Sie noch ein bisschen länger neugierig bleiben. Es klingt, als sollte es einfach sein. Ist es aber nicht. Sie müssen Ihr Ratschlagmonster zähmen, diesen Teil von Ihnen, der sich einmischt, um Ideen, Meinungen, Vorschläge und Ratschläge anzubieten. Wie Sie das tun, erfahren Sie in The Advice Trap. Darüber hinaus werden einige spezifische Coaching-Strategien angeboten, beispielsweise wie Sie sich auf das Wesentliche konzentrieren können. Und es werden Werkzeuge vorgestellt, die helfen, Ihre Gespräche unwiderstehlich zu machen. „Prägnant, kraftvoll und wahr. Wieder einmal liefert Michael Bungay Stanier einen Weckruf mit echtem Wert.“ Seth Godin, Autor von DAS IST MARKETING

Are you a good boss—or a great one? Good bosses can handle the day-to-day work of running a team. Great bosses go beyond that, finding ways to help employees become better versions of themselves as people and professionals. But as a manager, how do you reach that next level? The HBR Guide to Being a Great Boss contains practical tips and advice to help you become a more well-rounded leader, one who sparks creativity, engagement, collaboration, and growth in your team. You'll learn how to: Magnify your people's strengths Create a welcoming, inclusive culture Communicate effectively—and regularly—with your team Challenge your people to grow beyond their current limits Recognize and reward good work Establish yourself as a trustworthy leader and colleague Arm yourself with the advice you need to succeed on the job, with the most trusted brand

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in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

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.

HBR Guide to Setting Your Strategy

HBR Guides to Building Your Strategic Skills Collection (3 Books)

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HBR Guide to Changing Your Career

Giving Effective Feedback (HBR 20-Minute Manager

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Series)

Take the stress out of giving feedback. To help your employees meet their goals and fulfill their potential, you need to provide them with regular feedback. But the prospect of sharing potentially negative news can be overwhelming. How do you construct your message so that it's not only well received but also expressed in a way that encourages change? Whether you're commending exemplary work or addressing problem behavior, the HBR Guide to Delivering Effective Feedback provides you with practical advice and tips to transform any performance discussion—from weekly check-ins to annual reviews—into an opportunity for growth and development. You'll learn to:

- Establish trust with your direct reports*
- Assess their performance fairly*
- Emphasize improvement, even in criticism*
- React calmly to a defensive feedback recipient*
- Recognize and motivate star performers*
- Create individualized development plans*

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.

Make every minute count. Your calendar is full, and yet your meetings don't always seem to advance your work. Problems often arise with unrealistic or vague agendas, off-track conversations, tuned-out participants who don't know why they're there, and follow-up notes that no one reads—or acts on. Meetings can feel like a waste of time. But when you invest a little energy in preparing yourself and your participants, you'll stay focused, solve problems, gain consensus, and leave each meeting ready to take action. With input from over 20 experts combined with useful checklists, sample agendas, and follow-up memos,

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the HBR Guide to Making Every Meeting Matter will teach you how to: Set and communicate your meeting's purpose Invite the right people Prepare an achievable agenda Moderate a lively conversation Regain control of a wayward meeting Ensure follow-through without babysitting or haranguing 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.

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.

Break down the barriers to effective collaboration. For cross-functional projects to work, you need to bring

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together diverse ideas and resources from across your organization. But office politics, conflicting objectives, and lack of clear authority can get in the way. The HBR Guide to Collaborative Teams provides practical tips and advice to help you collaborate more effectively. Whether you're leading your own direct reports or building a talented group from disparate parts of your organization, you'll discover how to align others' goals and skills so you can solve problems as a team and deliver great results. You'll learn to: Develop a shared purpose Bust departmental silos Lead employees who don't report to you Overcome conflict and turf wars Prevent collaborative overload and fatigue Use the right tools for virtual information sharing 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 Thinking Strategically (HBR Guide Series) HBR Guides to Being an Effective Manager Collection (5 Books) (HBR Guide Series)

The perfect gift for aspiring leaders: 16 volumes of HBR 20-Minute Manager. This 16-volume, specially priced boxed set makes a perfect gift for aspiring leaders who are short on time but need advice fast, on topics from creating business plans and giving feedback to managing time and presentations. The set includes Creating Business Plans, Delegating Work, Difficult Conversations, Finance Basics, Getting Work Done, Giving Effective Feedback, Innovative Teams, Leading Virtual Teams, Managing Projects, Managing Time, Managing Up, Performance Reviews, Presentations, Running Meetings, Running Virtual Meetings, and Virtual

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Collaboration. Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.