

it. It's time to learn how to get the right work done. In the HBR Guide to Getting the Right Work Done, you'll discover how to focus your time and energy where they will yield the greatest reward. Not only will you end each day knowing you made progress-- you'll also set you apart from the pack. Whether you're a new professional or an experienced one, this guide will help you: Prioritize and stay focused Work less but accomplish more Stop bad habits and develop good ones Break overwhelming projects into manageable tasks

mail overload Write to-do lists that really work

DON'T LET YOUR WRITING HOLD YOU BACK. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your writing and other important documents fail to win people over. The HBR Guide to Better Business Writing, by writing expert Bryan A. Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will be on your side.

book will help you: • Push past writer's block • Grab—and keep—readers' attention • Earn credibility with tough audiences • Trim the fat from your writing • Strike the right tone • Brush up on grammar, punctuation, and usage

Effective communication is a vital skill for everyone in business today. Great communicators have a distinct advantage in building influence and jumpstarting their careers. This practical guide offers readers a clear and comprehensive overview on how to communicate effectively in every business situation, from sensitive feedback to employees to persuasive communications for customers. It offers advice for improving writing skills, oral presentations, and one-on-one dealings with others. Contents include: Understanding the optimal timing for communication

information Learning the best timing to deliver a message Delivering an effective presentation Drafting proposals Writing effective e-mails Improving self-editing skills Plus, readers can access free interactive tools on the Harvard Business Essentials companion website

Mary Munter Professor Mary Munter has taught management communication for over twenty-five years, for seven years at the Stanford Graduate School of Business and since 1983 at the Tuck School of Business at Dartmouth. Professor Munter is considered one of the leading experts in the management communication field. Among her publications is Guide to Managerial Communication—recently published in its sixth edition and named "one of the five best business books" by the Wall Street Journal. She has also published many other articles and books.

over ninety corporate and not-for-profit clients. Harvard Business Essentials The Reliable Source for Busy Managers The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on a wide range of topics in business. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience. To assure quality and accuracy, each guide is

reviewed by a specialized content adviser from a world class business school. Whether you are a new manager interested in expanding your skills or an experienced executive looking for a personal resource, these solution-oriented books offer reliable 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 easy to lose sight of the big picture. This guide helps you bring your priorities to the 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 managing your team to

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 Manage trade-offs Embrace a leadership mindset

The Harvard Business Review Good Charts Collection

HBR Guide to Project Management (HBR Guide Series)

Successful Writing and Speaking: The Communication Collection (9 Books)

HBR Guide to Negotiating (HBR Guide Series)

Illuminate

Presentation Zen

FOREWORD BY GUY KAWASAKI Presentation designer and internationally acclaimed communications expert Garr Reynolds, creator of the most popular Web site on presentation design and delivery on the Net — presentationzen.com — shares his experience in a provocative mix of illumination, inspiration, education, and guidance that will change the way you think about making presentations with PowerPoint or Keynote. Presentation Zen challenges the conventional wisdom of making "slide presentations" in today's world and encourages you to think differently and more creatively about the preparation, design, and delivery of your presentations. Garr shares lessons and perspectives that draw upon practical advice from the fields of communication and business. Combining solid principles of design with the tenets of Zen simplicity, this book will help you along the path to simpler, more effective presentations.

Reveals the underlying story form of all great presentations that will not only create impact, but will move people to action Presentations are meant to inform, inspire, and persuade audiences. So why then do so many audiences leave feeling like they've wasted their time? All too often, presentations don't resonate with the audience and move them to transformative action. Just as the author's first book helped presenters become visual communicators, Resonate helps you make a strong connection with your audience and lead them to purposeful action. The author's approach is simple: building a presentation today is a bit like writing a documentary. Using this approach, you'll convey your content with passion, persuasion, and impact. Author has a proven track record, including having created the slides in Al Gore's Oscar-winning An Inconvenient Truth Focuses on content development methodologies that are not only fundamental but will move people to action Upends the usual paradigm by making the audience the hero and the presenter the mentor Shows how to use story techniques of conflict and resolution Presentations don't have to be boring ordeals. You can make them fun, exciting, and full of meaning. Leave your audiences energized and ready to take action with Resonate.

Revised edition of the author's The presentation book, 2013.

"You've got a great idea that will increase revenue or productivity—but how do you get approval to make it happen? By building a business case that clearly shows its value. Maybe you struggle to win support for projects because you're not sure what kind of data your stakeholders will trust, or naysayers always seem to shoot your ideas down at the last minute. Or perhaps you're intimidated by analysis and number crunching, so you just take a stab at estimating costs and benefits, with little confidence in your accuracy. To get any idea off the ground at your company you'll have to make a strong case for it. This guide gives you the tools to do that!"—

HBR's 10 Must Reads on Communication (with featured article "The Necessary Art of Persuasion," by Jay A. Conger)

The HBR Guide to Making Smarter, More Persuasive Data Visualizations

HBR Guide to Emotional Intelligence (HBR Guide Series)

The Presentation Coach

HBR Guide to Managing Strategic Initiatives

HBR Guide to Better Business Writing (HBR Guide Series)

Every organization has its share of political drama: Personalities clash. Agendas compete. Turf wars erupt. But you need to work productively with your colleagues—even the challenging ones—for the good of your organization and your career. How can you do that without compromising your integrity? By acknowledging that power dynamics and unwritten rules exist—and constructively navigating them. Whether you're a new professional or an experienced one, this guide will teach you how to: (1) Build relationships with difficult people, (2) gain allies and increase your sphere of influence, (3) wrangle resources, (4) move up without alienating your colleagues, (5) avoid power games and petty rivalries, and (6) claim credit when it's due.

You probably hate giving presentations. You probably hate listening to them too. Why? Because most business presentations are too long, too detailed, too boring...and submerged under a blizzard of PowerPoint. But the single most important presentational tool known to man isn't a slideshow. It's you. Whether you're speaking to one person across a table, 20 people in a boardroom or 1,000 people in a ballroom, it's all about the words you say and how you say them. The Presentation Coach shows you how to use what you've already got to give you clarity, confidence and impact in every speaking challenge you will ever face. You'll learn the unique Bare Knuckle 5-step process to effective presenting, and how to apply it to all business speaking, from large-scale presentations to one-to-one client meetings. Graham Davies has been coaching high-profile individuals from the worlds of business, politics and entertainment in exactly these techniques for the past 25 years. Now it's your turn. Praise for The Presentation Coach "Graham Davies is a brilliantly funny speaker who knows how to inspire and enthuse anyone who sees presenting as a bore, a burden or a source of terror." Nick Robinson, Political Editor, BBC "This book really captures Graham's intense and robust sense of coaching. Just like the author, it is amusing, punchy and really comforting to have access to in all presentation situations." Michel Combes, CEO, Vodafone Europe "Required reading for anyone who wants their presentations to enthuse rather than euthanize their audience." Tim Curtis, MD, Northern Europe, Land's End "Graham is a highly effective presentation coach. He is always honest and gets straight to the point. His book is just as direct and entertaining as he is in person." Nick Jeffery, CEO, Vodafone Global Enterprise "I don't know anyone who could wear the label 'the presentation coach' more confidently than Graham." Daniel Finkelstein, Executive Editor, The Times "I use Graham's system strictly and religiously in every speech. In fact on almost every important occasion when I need to get a message across.... You will never regret buying and using this book." George Clarke, MD, Heidelberg UK "Graham helped me develop my very own presentation style, true to myself, with high impact and focused very much on the audience." Phil Clarke, CEO Designate, Tesco "Graham's approach is ruthlessly robust and utterly practical. This book is the next best thing to seeing him in person, and much less of a strain on your budget." Matthew Wilson, CEO Brit Global Markets "...Davies's compelling book illuminates all the pitfalls and provides a simple guide to allowing personality into presentations - radical stuff indeed!" Andy Street, MD, John Lewis "Whether you are a Prime Minister, chief executive or anyone else who needs make an impact, then you must read this challenging and innovative book by Graham Davies." Neil Sherlock, Partner, Public Affairs, KPMG "...I wish Graham had written it 20 years ago..." Richard Klein, MD, Bank of America Merrill Lynch "Never again will you commit the crime of Death by Bullet-Point." Penny Philpot, Group Vice President, Worldwide Partner Services, Oracle "Graham Davis is a talented gagmeister who shows that the best way of exposing a bad argument is with a good joke." Boris Johnson, Mayor of London "Reading his book will spur you on to win your own presentational race." Richard Dunwoody, twice winner of the Grand National "Graham completely reframed my approach to presenting. His approach works!" Otto Thoresen, CEO, Aegon UK "A process that you can use no matter what the situation. I heart

Emotional intelligence has been shown to be more important than other competencies in determining outstanding leadership. Emotions drive some of our most critical professional interactions--whether you're inspiring your team to higher performance, persuading your boss to see something from your point of view, dealing with difficult colleagues, or managing your own stress level. Indeed, knowing how to manage emotions has become one of the crucial criteria in hiring and promotion. This specially priced five-volume set includes books from the HBR Guide series on the topics of Emotional Intelligence, Office Politics, Dealing with Conflict, Managing Stress at Work, and Managing Up and Across. You'll learn how to: Monitor and channel your moods and reactions Determine your emotional intelligence strengths and weaknesses Deal with difficult people Understand when to resolve a conflict head-on--and when to let it go Influence others across the organization Build supportive alliances with coworkers and colleagues Handle workplace stress in productive ways 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. Discusses how readers can make persuasive presentations that inspire action, engage the audience, and sell ideas.

HBR Guide to Smarter Networking (HBR Guide Series)

Good Charts

Ignite Change Through Speeches, Stories, Ceremonies, and Symbols

HBR Guide to Managing Stress at Work

HBR Guide to Office Politics

This Harvard Business Review digital collection will give you the confidence and tools you need to write and speak successfully. It includes the HBR Guide to Persuasive Presentations, by presentation expert Nancy Duarte; the HBR Guide to Better Business Writing, by writing expert Bryan A. Garner; the HBR Guide to Negotiating, by negotiation expert Jeff Weiss; Failure to Communicate, by consultant and coach Holly Weeks; as well as HBR's 10 Must Reads on Communication, Giving Effective Feedback, Running Meetings, How to Run a Meeting, and Managing Difficult Interactions.

The right visual revealed at the right time can turn an unremarkable presentation into a resonant, emotional experience. This two-book collection provides you with the tools you need to craft and deliver presentations that will impress your audience, increase your influence in your organization, and advance your career. Good Charts: The HBR Guide to Making Smarter, More Persuasive Data Visualizations shows how a good visualization can communicate the nature and potential impact of information and ideas more powerfully than any other form of communication. For a long time "dataviz" was left to specialists--data scientists and professional designers. No longer. A new generation of tools and massive amounts of available data make it easy for anyone to create visualizations that communicate ideas far more effectively than generic spreadsheet charts ever could. What's more, building good charts is quickly becoming a need-to-have skill for managers. If you're not doing it, other managers are, and they're getting noticed for it and getting credit for contributing to your company's success. In Good Charts, dataviz maven Scott Berinato provides an essential guide to how visualization works and how to use this new language to impress and persuade. Dataviz today is where spreadsheets and word processors were in the early 1980s--on the cusp of changing how we work. Berinato lays out a system for thinking visually and building better charts through a process of talking, sketching, and prototyping. This book is much more than a set of static rules for making visualizations. It taps into both well-established and cutting-edge research in visual perception and neuroscience, as well as the emerging field of visualization science, to explore why good charts (and bad ones) create "feelings behind our eyes." Along the way, Berinato also includes many engaging vignettes of dataviz pros, illustrating the ideas in practice. Good Charts will help you turn plain, uninspiring charts that merely present information into smart, effective visualizations that powerfully convey ideas. HBR Guide to Persuasive Presentations will teach you to how to take the pain out of presentations. Terrified of speaking in front of a group? Or simply looking to polish your skills? No matter where you are on the spectrum, this guide will give you the confidence and the tools you need to get results. Written by presentation expert Nancy Duarte, the HBR Guide to Persuasive Presentations will help you: (1) Win over tough crowds, (2) Organize a coherent narrative, (3) Create powerful messages and visuals, (4) Connect with and engage your audience, (5) Show people why your ideas matter to them, and (6) Strike the right tone, in any situation.

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 us to be self-aware, know when and how to regulate our 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 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.

Resource added for the Human Resources program 101161.