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Maximize your chances to get promoted to the executive level As predictable career paths have become extinct in

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most organizations, managers aspiring to the C-level job are left to their own devices to determine how to advance their careers. Even in companies committed to talent development, guidance to aspiring executives is

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often vague and contradictory. This happens, executive coach John Beeson argues, because executive promotions are made based on the decision makers' intuitive sense of whether or not a manager can succeed

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at higher levels within the organization. Beeson decodes these leadership criteria--the unwritten rules--that companies use to make decisions about who gets promoted and who doesn't, and identifies the

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six core "selection factors" that are imperative for success at the executive level

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- Building a strong management team
- Managing implementation
- Exhibiting the capacity for

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Do your job, do it well, and you'll be rewarded, right?

Actually, probably not.

According to career guru Donald Asher advancement at work is less about skill sets and more about strategy. WHO GETS PROMOTED,

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WHO DOESN'T, AND WHY details exactly what puts one employee on the fast track to an exceptional career, while another stays on the treadmill to mediocrity. Whether you're new to the workforce or

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to work harder but to work smarter. WHO GETS PROMOTED, WHO DOESN'T, AND WHY can help you do just that!

ReviewsKennedy-Krannich Top 10 career book pick of the year: "A brilliant book by a top career consultant offers

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startling new conclusions (timing is more important than talent, for example) based on interviews with hundreds of fast-track careerists who reveal how corporations really make promotion decisions."-Los

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skills, your potential, how you share your successes and failures, etc.) Building strategic (and genuine!) relationships with your manager, your HR team, stakeholders, other leaders Understanding how

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success is measured at your company (goals, wins, etc., and how your work directly aligns with it) Understanding the promotion process, the timeline, who is involved, what criteria is used, and where you stack up on all of

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the above. How all of this works at small vs. medium vs. large companies and in different industries. Understanding the culture at your company and how it plays into your promotion possibilities. Dead

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ends, danger zones, and bias: When you need to take a hard look at your situation and potentially leave....and finally, how to use all this to build your own plan for getting a promotion

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Guide to Getting Promoted
A fascinating exposé of office culture, in the style of the bestselling *Affluenza*, from popular psychologist Oliver James The modern working world is a dangerous place,

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where game-playing, duplicity and sheer malevolence are rife. Do talent and hard work count for nothing? Is politics everything? In this fascinating exposé, Oliver James reveals the murky underside of modern

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office life. With cutting-edge research and eye-opening interviews, he highlights the nasty practices that propel people to the top and shows how industries and cultures are fostering this behaviour. He then

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divulges strategies and techniques for not only surviving but thriving in these difficult environments. With the right mindset, you can distinguish and deal with toxic and overpromoted colleagues, charm your way

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through interviews and use office politics to your advantage. Office Politics will overthrow your perceptions of office life and set you on a new path to success. Oliver James trained and practised as a child clinical

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psychologist and, since 1988, has worked as a writer, journalist and television documentary producer and presenter. His books include Juvenile Violence in a Winner-Loser Culture, the bestselling They F*** You Up,

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Affluenza and Contented Dementia. He is a trustee of two children's charities: the National Family and Parenting Institute and Homestart.

From It's All Politics Like business in general, politics is

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not a spectator sport. You cannot afford to be apolitical at work if you have any aspirations for advancement. The only way to avoid politics is to avoid people—by finding an out-of-the-way corner where you can do

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your job. Of course, it's the same job you'll likely be doing for the rest of your career. In any job, when you reach a certain level of technical competence, politics is what makes all the difference with regard to

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success. At that point, it is indeed all politics. Everyday brilliant people take a backseat to their politically adept colleagues by failing to win crucial support for their ideas. Sometimes politics involves

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going around or bending rules, but more typically it's about positioning your ideas in a favorable light, and knowing what to say, and how and when to say it.... Keep in mind that people benefit from perpetuating

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the image of politics as something you either know or you don't. Ignore them. Political acumen is largely learned from observation. And then it's a matter of practice, practice, practice. When a journalist

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suggested that golfing great Gary Player was very lucky, he replied: "It's funny, but the more I practice, the luckier I get." The same is true of politics. An indispensable guide to mastering the ins and outs of office

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politics—the single most important factor in getting ahead in your career As management professor and consultant Kathleen Reardon explains in her new book, *It's All Politics*, talent and hard work alone will

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not get you to the top. What separates the winners from the losers in corporate life is politics. As Reardon explains, the most talented and accomplished employees often take a backseat to their politically adept

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coworkers, losing ground in the race to get ahead—sometimes even losing their jobs. Why? Because they've failed to manage the important relationships with the people who can best reward their creativity

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and intelligence. To determine whether you need a crash course in Office Politics 101, ask yourself the following questions: Do I get credit for my ideas? Do I know how to deal with a difficult colleague? Do I get the plum

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assignments? Do I have a mentor? Do I say no gracefully and pick my battles wisely? Am I in the loop? Reardon has interviewed hundreds of employees, from successful veterans to aspiring hopefuls,

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examining why some people who work hard and effectively at their jobs fall behind, while those who are adept at “reading the office tea leaves” forge ahead. Being politically savvy doesn’t mean being unethical or devious. At

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heart, it's about listening to and relating to others, and making choices that advance everyone's goals. Like it or not, when it comes to work, it's all politics. And politics is all about knowing what to say, when to

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say it, and who to say it to. Stealing the Corner Office is mandatory reading for smart, hardworking managers who always wonder why their seemingly incompetent superiors are so successful. It is a unique

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collection of controversial but highly effective tactics for middle managers and aspiring executives who want to learn the real secrets for moving up the corporate ladder. Unlike virtually all other business books—which

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are based on the assumption that corporations are logical and fair—Stealing the Corner Office explores the unconventional tactics people less competent than you use to get ahead and stay ahead. It is your proven

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playbook to thrive and win in an imperfect corporate world.

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corporate policies work in your favor. Why showing too much passion for your ideas can be career suicide. Why delivering results should never be your highest priority. These and many more controversial tactics will

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change the way you look at your career and how you manage projects, people, and priorities. Apply the 10 principles in Stealing the Corner Office and watch your career take off!

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the career advancement guide that advocates working smarter, not harder, from one of America's premier career consultants. Do your job, do it well, and you'll be rewarded, right? Actually, probably not.

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According to career guru Donald Asher, advancement at work is less about skillsets and more about strategy. The revised and expanded edition of WHO GETS PROMOTED, WHO DOESN'T, AND WHY details exactly what

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puts one employee on the fast track to an exceptional career, while another stays on the treadmill to mediocrity. Whether you're new to the workforce, repairing a recession-damaged career, or feeling stagnant and

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overlooked at work, this book is your ticket to advancement.

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even know you're making ? what women in the workforce particularly need to know ? and the twelve proven strategies for promotion regardless of your industry and experience If you want to know how to control your

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position The number of people who will become first-time

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top, but their first promotion to leadership. They must deal with the change and uncertainty that comes with a new job, requiring new skills, and they've been promoted from peer to leader. While the book addresses the

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*Cynthia Shapiro is a former
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who's pulling back the curtain*

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intelligence, and your personal reputation. This book is a frank and candid guide to what it really takes to succeed in the field, packed with insights, stories, and actionable tips based on the author's 40 years

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advice on securing letters of recommendation, and features resources for locating scholarships.

The performance review. It is one of the most insidious, most damaging, and yet most

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ubiquitous of corporate activities. We all hate it. And yet nobody does anything about it. Until now... Straight-talking Sam Culbert, management guru and UCLA professor, minces no words as he puts managers on

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notice that -- with the performance review as their weapon of choice -- they have built a corporate culture based on intimidation and fear. Teaming up with Wall Street Journal Senior Editor Lawrence

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Rout, he shows us why performance reviews are bogus and how they undermine both creativity and productivity. And he puts a good deal of the blame squarely on human resources professionals, who

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perpetuate the very practice that they should be trying to eliminate. But Culbert does more than merely tear down. He also offers a substitute -- the performance preview -- that will actually accomplish the tasks

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*that performance reviews were supposed to, but never will:
holding people accountable for their actions and their results,
and giving managers and their employees the kind of feedback they need for improving their*

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skills and to give the company more of what it needs. With passion, humor, and a rare insight into what motivates all of us to do our best, Culbert offers all of us a chance to be better managers, better

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employees and, indeed, better people. Culbert has long said his goal is to make the world of work fit for human consumption. "Get Rid of the Performance Review!" shows us how to do just that.

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Billions of American tax dollars go into a vast array of programs targeting various social issues: the opioid epidemic, criminal

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violence, chronic unemployment, and so on. Yet the problems persist and even grow. Howard Husock argues that we have lost sight of a more powerful strategy—a preventive strategy, based on positive

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social norms. In the past, individuals and institutions of civil society actively promoted what may be called “bourgeois norms,” to nurture healthy habits so that social problems wouldn’t emerge in the first

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place. It was a formative effort. Today, a massive social service state instead takes a reformative approach to problems that have already become vexing. It offers counseling along with material support, but

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struggling communities have been more harmed than helped by government's embrace. And social service agencies have a vested interest in the continuance of problems. Government can provide a financial safety net for

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citizens, but it cannot effectively create or promote healthy norms. Nor should it try. That formative work is best done by civil society. This book focuses on six key figures in the history of social

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welfare to illuminate how a norm-promoting culture was built, then lost, and how it can be revived. We read about Charles Loring Brace, founder of the Children's Aid Society; Jane Addams, founder of Hull House; Mary

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Richmond, a social work pioneer; Grace Abbott of the federal Children's Bureau; Wilbur Cohen of the Department of Health, Education and Welfare; and Geoffrey Canada, founder of the Harlem Children's Zone—a

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model for bringing real benefit to a poor community through positive social norms. We need more like it. In a hierarchy, every employee rises to the level of their own incompetence. This simple

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maxim, defined by this classic book over 40 years ago, has become a beacon of truth in the world of work. From the civil service to multinational companies to hospital management, it explains why things

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constantly go wrong: promotion up a hierarchy inevitably leads to over-promotion and incompetence. Through barbed anecdotes and wry humour the authors define the problem and show how anyone, whether at the

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distinctive set of behaviors--over 130 in all--that women learn in girlhood that ultimately sabotage them as adults. She teaches you how to eliminate these unconscious mistakes that could be holding you

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back and offers invaluable coaching tips that can easily be incorporated into your social and business skills. Stop making "nice girl" errors that can become career pitfalls, such as:

Mistake #13: Avoiding office

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politics. If you don't play the game, you can't possibly win. Mistake #21: Multi-tasking. Just because you can do something, doesn't mean you should do it. Mistake #54: Failure to negotiate. Don't equate

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negotiation with confrontation. Mistake #70: Inappropriate use of social media. Once it's out there, it's hard to put the toothpaste back in the tube. Mistake #82: Asking permission. Children, not

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Sample Book Insights: #1 The fact that you have been working hard and still haven't been promoted is a clear indication that the company doesn't care about your past performance, but rather what you can do for them in the future. #2

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There are many reasons you might be more valuable where you are than in a new position. For example, you may be in the middle of a critical, high-value project, and your removal might be too disruptive. #3 The cost of the disruption of your

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leaving a current assignment is harder to estimate and often much greater than the cost of outside recruitment. The loss of productivity when a strong performer is taken from a unit can have a significant impact on that unit's bottom line. #4

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To be promoted, you must provide more benefits and fewer costs and risks than the other choices your manager has. You must pass all three of these vector tests to be promoted. If the risk is too great, all the benefits in the world will be

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How to get noticed at work
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The Essential Guide to Getting Promoted at Work

The New York Times bestseller! A New York Times Notable Book “The tale of how Konnikova followed a story about poker players and wound up becoming a story herself will have

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you riveted, first as you learn about her big winnings, and then as she conveys the lessons she learned both about human nature and herself.”

—The Washington Post It's true that Maria Konnikova had never actually played poker before and didn't even know the rules when she approached

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Erik Seidel, Poker Hall of Fame inductee and winner of tens of millions of dollars in earnings, and convinced him to be her mentor. But she knew her man: a famously thoughtful and broad-minded player, he was intrigued by her pitch that she wasn't interested in making money so

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much as learning about life. She had faced a stretch of personal bad luck, and her reflections on the role of chance had led her to a giant of game theory, who pointed her to poker as the ultimate master class in learning to distinguish between what can be controlled and what can't. And

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she certainly brought something to the table, including a Ph.D. in psychology and an acclaimed and growing body of work on human behavior and how to hack it. So Seidel was in, and soon she was down the rabbit hole with him, into the wild, fiercely competitive,

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overwhelmingly masculine world of high-stakes Texas Hold'em, their initial end point the following year's World Series of Poker. But then something extraordinary happened. Under Seidel's guidance, Konnikova did have many epiphanies about life that derived from her new pursuit,

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including how to better read, not just her opponents but far more importantly herself; how to identify what tilted her into an emotional state that got in the way of good decisions; and how to get to a place where she could accept luck for what it was, and what it wasn't. But she

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also began to win. And win. In a little over a year, she began making earnest money from tournaments, ultimately totaling hundreds of thousands of dollars. She won a major title, got a sponsor, and got used to being on television, and to headlines like "How one writer's book

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deal turned her into a professional poker player." She even learned to like Las Vegas. But in the end, Maria Konnikova is a writer and student of human behavior, and ultimately the point was to render her incredible journey into a container for its invaluable lessons. The biggest bluff

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of all, she learned, is that skill is enough. Bad cards will come our way, but keeping our focus on how we play them and not on the outcome will keep us moving through many a dark patch, until the luck once again breaks our way.

A delicate exploration of the

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discrimination that gender-diverse people face, this book analyzes the relationship between gender identity and performance in the workplace while considering the emotional and economic survival of those who identify as transgender. • Discusses long-ignored nuances of transgender

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identity through narratives of non-binary, gender-fluid, and genderless experiences, in the context of workplace discrimination • Extends existing theoretical literature on masculinity in the workplace, gender discrimination, and gender performance • Identifies factors that

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may preclude and minimize discrimination • Proposes a pragmatic set of policy recommendations for employers, community leaders, and others • Provides best practices around such policy items as bathroom access, workplace transition, hiring practices,

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and inclusive workplace culture
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first day in a new role. No one tells you how to take ownership, manage expectations, or handle workplace politics. No one tells you how to get promoted. The answers to these professional unknowns lie in the unspoken rules—the certain ways of doing things that managers expect

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but don't explain and that top performers do but don't realize. The problem is, these rules aren't taught in school. Instead, they get passed down over dinner or from mentor to mentee, making for an unlevel playing field, with the insiders getting ahead and the outsiders stumbling

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along through trial and error. Until now. In this practical guide, Gorick Ng, a first-generation college student and Harvard career adviser, demystifies the unspoken rules of work. Ng distills the wisdom he has gathered from over five hundred interviews with professionals across

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industries and job types about the biggest mistakes people make at work. Loaded with frameworks, checklists, and talking points, the book provides concrete strategies you can apply immediately to your own situation and will help you navigate inevitable questions, such

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Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don’t know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough

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discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you're being micromanaged—or not being managed at all • you catch a

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colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the

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idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review)

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Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of The No

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done? A global pandemic, economic volatility, natural disasters, civil and political unrest. From New York to Barcelona to Hong Kong, it can feel as if the world as we know it is coming apart. Through it all, our human spirit is being tested. Now more than ever,

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it's imperative for leaders to demonstrate compassion. But in hard times like these, leaders need to make hard decisions—deliver negative feedback, make difficult choices that disappoint people, and in some cases lay people off. How do you do the

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hard things that come with the responsibility of leadership while remaining a good human being and bringing out the best in others? Most people think we have to make a binary choice between being a good human being and being a tough, effective

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leader. But this is a false dichotomy. Being human and doing what needs to be done are not mutually exclusive. In truth, doing hard things and making difficult decisions is often the most compassionate thing to do. As founder and CEO of Potential Project, Rasmus

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companies in nearly a hundred countries, the authors find that when leaders bring the right balance of compassion and wisdom to the job, they foster much higher levels of employee engagement, performance, loyalty, and well-being in their people.

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