HBR's 10 Must Reads 2017

HBR's 10 Must Reads on Managing People, Vol. 2 (with bonus article “The Feedback Fallacy” by Marcus Buckingham and Ashley Goodall)


Harvard Business Review on Finding & Keeping the Best People

HBR's 10 Must Reads 2019


HBR Management Tips Collection (2 Books)

The Year in Tech, 2021: The Insights You Need from Harvard Business Review

Guide to Your Professional Growth

Harvard Business Review on Advancing Your Career

Agile: The Insights You Need from Harvard Business Review

The Harvard Business Review Manager's Handbook

Harvard Business Review on Managing Supply Chains

Harvard Business Review on Thriving in Emerging Markets

HBR Guide to Managing Up and Across

Management Tips 2

New Power

HBR Guide to Beating Burnout

Harvard Business Review on Aligning Technology with Strategy

HBR's Year in Business and Technology: 2021 (2 Books)


HBR's 10 Must Reads 2021

Customer Data and Privacy: The Insights You Need from Harvard Business Review

Harvard Business Review on Rebuilding Your Business Model

Harvard Business Review on Finding & Keeping the Best People

Stats and Curiosities

Harvard Business Review on Decision Making

HBR's 10 Must Reads 2020

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

Harvard Business Review on Organizational Learning

Harvard Business Review on Managing Yourself

HBR Guide to Data Analytics Basics for Managers

The Harvard Business Review Leader's Handbook

Cybersecurity

Harvard Business Review Guides Ultimate Boxed Set (16 Books)

Management Tips

Artificial Intelligence

Coronavirus and Business: The Insights You Need from Harvard Business Review
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 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.

**HBR's 10 Must Reads on Managing People, Vol. 2 (with bonus article “The Feedback Fallacy” by Marcus Buckingham and Ashley Goodall)**

Before they can effectively manage others, managers have to be adept at managing themselves. That requires truly understanding their own passions and motivations, strengths and weaknesses. This guide offers sage advice from business greats, including Peter F. Drucker and John P. Kotter, on how managers can improve personal performance and productivity and in the process, become better managers of those they lead.


Offers you the best practices and ideas for making your supply chain strong. This collection of "HBR" articles can help you: use
your supply chain as a competitive weapon; gain customers' trust by revealing where your products come from; collaborate with other companies even rivals to achieve scale; and align partners' interests with your own.

**Harvard Business Review on Finding & Keeping the Best People**

A year of HBR's essential thinking on tech--all in one place. From the latest applications of AI to blockchain-enabled business models to 5G networks, the most important technological innovations of the past year are reshaping the present and future of business. What should you and your company be doing now to take advantage of the new opportunities they are creating? The Year in Tech, 2021: The Insights You Need from Harvard Business Review will help you understand today's most essential thinking on these topics, what the latest tech innovations mean for your organization, and how you can use them to compete and win in the new landscape of business. Business is changing. Will you adapt or be left behind? Get up to speed and deepen your understanding of the topics that are shaping your company's future with the Insights You Need from Harvard Business Review series. Featuring HBR's smartest thinking on fast-moving issues--blockchain, cybersecurity, AI, and more--each book provides the foundational introduction and practical case studies your organization needs to compete today and collects the best research, interviews, and analysis to get it ready for tomorrow. You can't afford to ignore how these issues will transform the landscape of business and society. The Insights You Need series will help you grasp these critical ideas--and prepare you and your company for the future.

**HBR's 10 Must Reads 2019**

Beat local companies at their game. If you need the best practices and ideas for gaining market share in developing economies but don't have time to find them this book is for you. Here are 10 inspiring and useful perspectives, all in one place. This collection of HBR articles will help you: Manage risk in unstable environments Ward off political threats to your business
Customize your business model for emerging markets Tailor your strategy to capitalize on countries' strengths Gain ground on emerging giants Compete in China's new high-tech market Win the war for talent in developing economies Serve the bottom of the pyramid profitably


More than a buzzword, agile is a powerful business tool for all. To the uninitiated, agile is a software development and project management process involving white boards, colored Post-it Notes, and stand-up meetings. It may seem as though agile doesn’t and won't ever apply to you. But agile is here to stay, and its benefits can be realized beyond IT and project management into other areas of your business. If you're a leader, it's worth exploring how your group can benefit from the higher productivity and morale agile brings. Agile: The Insights You Need from Harvard Business Review brings you today's most essential thinking on agile, from exploring the conditions under which agile is most effective and easiest to implement to reducing new-product development risk to bringing the most valuable products and features to market faster and more predictably. The lessons in this book will help you introduce agile into a broader range of activities and accelerate profitable growth for your company. Business is changing. Will you adapt or be left behind? Get up to speed and deepen your understanding of the topics that are shaping your company's future with the Insights You Need from Harvard Business Review series. Featuring HBR's smartest thinking on fast-moving issues--blockchain, cybersecurity, AI, and more--each book provides the foundational introduction and practical case studies your organization needs to compete today and collects the best research, interviews, and analysis to get it ready for tomorrow. You can't afford to ignore how these issues will transform the landscape of business and society. The Insights You Need series will help you grasp these critical ideas--and prepare you and your company for the future.

**Harvard Business Review Manager's Handbook**
Eight essays by experts in the field cover topics such as how to write a business plan, finance, and the use of technology

**HBR Management Tips Collection (2 Books)**

Most companies waste billions of dollars on technology. Don't be one of them. If you need the best practices and ideas for unleashing technology's strategic potential--but don't have time to find them--this book is for you. Here are eight inspiring and useful perspectives, all in one place. This collection of HBR articles will help you:
- Clarify corporate strategy with your IT department
- Fund only IT projects that support your strategy
- Transform IT investments into profits
- Build one technology platform for your entire organization
- Adopt new technologies only when their best practices are established
- Use analytics to make smart decisions at all levels of your company
- Integrate social media into your business


Companies that don't use AI will soon be obsolete. From making faster, better decisions to automating rote work to enabling robots to respond to emotions, AI and machine learning are already reshaping business and society. What should you and your company be doing today to ensure that you're poised for success and keeping up with your competitors in the age of AI? Artificial Intelligence: The Insights You Need from Harvard Business Review brings you today's most essential thinking on AI and explains how to launch the right initiatives at your company to capitalize on the opportunity of the machine intelligence revolution. Business is changing. Will you adapt or be left behind? Get up to speed and deepen your understanding of the topics that are shaping your company's future with the Insights You Need from Harvard Business Review series. Featuring HBR's smartest thinking on fast-moving issues--blockchain, cybersecurity, AI, and more--each book provides the foundational introduction and practical case studies your organization needs to compete today and collects the best
research, interviews, and analysis to get it ready for tomorrow. You can't afford to ignore how these issues will transform the landscape of business and society. The Insights You Need series will help you grasp these critical ideas--and prepare you and your company for the future.

**HBR Guide to Your Professional Growth**

The one book you need to navigate the complex decisions and critical relationships necessary to create and sustain a healthy family business--and business family. Though "family business" may sound like it refers only to mom-and-pop shops, businesses owned by families are among the most significant and numerous in the world. But surprisingly few resources exist to help navigate the unique challenges you face when you share the executive suite, tax returns, and holidays. How do you make the right decisions, critical to the long-term survival of any business, with the added challenge of having to do so within the context of a family? This comprehensive handbook brings you sophisticated guidance and practical advice from family business experts Josh Baron and Rob Lachenauer. Based on their decades-long experience working closely with a wide range of family businesses around the world, the authors present proven methods and approaches. In the HBR Family Business Handbook you'll find: A new perspective on what makes family businesses succeed and fail A framework to help you address the myriad decisions facing your family business--including how to make good decisions together Step-by-step guidance to help you understand what type of family business you own, define success on your own terms, communicate effectively, manage conflict, prepare for changes within your business family, and transition to the next generation Key questions about wealth, unique to family businesses, that you can't afford not to ask yourself--and your family Exercises and assessments to help you determine where you are--and where you want to go Stories of real families and real companies, from Radio Flyer to Sierra Nevada Brewing Company The HBR Family Business Handbook addresses these issues and more. Keep this guide with you to help you build, grow, and sustain your family business--and your business family--for years, and generations, to come. HBR
Handbooks provide ambitious professionals with the frameworks, advice, and tools they need to excel in their careers. With step-by-step guidance, time-honed best practices, real-life stories, and concise explanations of research published in Harvard Business Review, each comprehensive volume helps you to stand out from the pack--whatever your role.

**Harvard Business Review on Advancing Your Career**

The one primer you need to develop your managerial and leadership skills. Whether you’re a new manager or looking to have more influence in your current management role, the challenges you face come in all shapes and sizes—a direct report’s anxious questions, your boss’s last-minute assignment of an important presentation, or a blank business case staring you in the face. To reach your full potential in these situations, you need to master a new set of business and personal skills. Packed with step-by-step advice and wisdom from Harvard Business Review’s management archive, the HBR Manager’s Handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees’ trust. The book’s brief sections allow you to home in quickly on the solutions you need right away—or take a deeper dive if you need more context. Keep this comprehensive guide with you throughout your career and be a more impactful leader in your organization. In the HBR Manager’s Handbook you’ll find: - Step-by-step guidance through common managerial tasks - Short sections and chapters that you can turn to quickly as a need arises - Self-assessments throughout - Exercises and templates to help you practice and apply the concepts in the book - Concise explanations of the latest research and thinking on important management skills from Harvard Business Review experts such as Dan Goleman, Clayton Christensen, John Kotter, and Michael Porter - Real-life stories from working managers - Recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly The skills covered in the book include: - Transitioning into a leadership role - Building trust and credibility - Developing emotional intelligence -
Becoming a person of influence - Developing yourself as a leader - Giving effective feedback - Leading teams - Fostering creativity - Mastering the basics of strategy - Learning to use financial tools - Developing a business case

**Agile: The Insights You Need from Harvard Business Review**

The one primer you need to develop your leadership skills. Put aside all the overhyped new frameworks, the listicles, the "10 best things you need to succeed as a leader today." The critical leadership practices--the ones that will allow a leader to make the biggest impact over time--are well established. They're about how you create a vision and inspire others to follow it. How you make difficult strategic choices. How you lead innovation. How you get results. These fundamental skills are even more important today as organizations and teams become increasingly networked, virtual, agile, fast-moving, and socially conscious. In this comprehensive handbook, strategy and change experts Ron Ashkenas and Brook Manville distill proven ideas and frameworks about leadership from Harvard Business Review, interviews with senior executives, and their own experience in the field--all to help rising leaders stand out and have a big impact. In the HBR Leader's Handbook you'll find: Concise explanations of proven leadership frameworks from Harvard Business Review contributors such as Clayton M. Christensen and Michael E. Porter In-depth case studies of senior leaders such as Jim Wolfensohn at the World Bank, Paula Kerger at PBS, Darren Walker at the Ford Foundation, and Jim Smith at Thomson Reuters Step-by-step guidance to help you understand and start implementing six core leadership practices: building a unifying vision, developing a strategy, getting great people on board, focusing on results, innovating for the future, and leading yourself

**The Harvard Business Review Manager's Handbook**

Revise your game plan--and profit from the change. If you need the best practices and ideas for creating business models that
drive growth--but don't have time to find them--this book is for you. Here are 10 inspiring and useful perspectives, all in one place. This collection of HBR articles will help you: - Reinvent your business profitably - Set your model up for success with a winning competitive strategy - Test and change your assumptions about customers - Spot trends that could transform your business - Exploit disruptive technologies - Give traditional offerings a shot in the arm - Produce game changers for your industry or market - Build a new business in an established organization

**Harvard Business Review on Managing Supply Chains**

This volume focuses on the organizational dynamics involved in knowledge management; this mix of breakthrough articles should help managers understand how people can effectively communicate, share knowledge, and learn.

**Harvard Business Review on Thriving in Emerging Markets**

Whether you're imagining your new business to be the next big thing in Silicon Valley, a pivotal B2B provider, or an anchor in your local community, the HBR Entrepreneur's Handbook is your essential resource for getting your company off the ground. Starting an independent new business is rife with both opportunity and risk. And as an entrepreneur, you're the one in charge: your actions can make or break your business. You need to know the tried-and-true fundamentals-from writing a business plan to getting your first loan. You also need to know the latest thinking on how to create an irresistible pitch deck, mitigate risk through experimentation, and develop unique opportunities through business model innovation. The HBR Entrepreneur's Handbook addresses these challenges and more with practical advice and wisdom from Harvard Business Review's archive. Keep this comprehensive guide with you throughout your startup's life-and increase your business's odds for success.
Harvard Business Review on Entrepreneurship

The one primer you need to develop your entrepreneurial skills. Whether you're imagining your new business to be the next big thing in Silicon Valley, a pivotal B2B provider, or an anchor in your local community, the HBR Entrepreneur's Handbook is your essential resource for getting your company off the ground. Starting an independent new business is rife with both opportunity and risk. And as an entrepreneur, you're the one in charge: your actions can make or break your business. You need to know the tried-and-true fundamentals—from writing a business plan to getting your first loan. You also need to know the latest thinking on how to create an irresistible pitch deck, mitigate risk through experimentation, and develop unique opportunities through business model innovation. The HBR Entrepreneur's Handbook addresses these challenges and more with practical advice and wisdom from Harvard Business Review's archive. Keep this comprehensive guide with you throughout your startup's life—and increase your business's odds for success. In the HBR Entrepreneur's Handbook you'll find: Step-by-step guidance through the entrepreneurial process Concise explanations of the latest research and thinking on entrepreneurship from Harvard Business Review contributors such as Marc Andreessen and Reid Hoffman Time-honed best practices Stories of real companies, from Airbnb to eBay You'll learn: Which skills and characteristics make for the best entrepreneurs How to gauge potential opportunities The basics of business models and competitive strategy How to test your assumptions—before you build a whole business How to select the right legal structure for your company How to navigate funding options, from venture capital and angel investors to accelerators and crowdfunding How to develop sales and marketing programs for your venture What entrepreneurial leaders must do to build culture and set direction as the business keeps growing HBR Handbooks provide ambitious professionals with the frameworks, advice, and tools they need to excel in their careers. With step-by-step guidance, time-honed best practices, real-life stories, and concise explanations of research published in Harvard Business Review, each comprehensive volume helps you to stand out from the pack—whatever your
role.

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The one primer you need to develop your managerial and leadership skills. Whether you’re a new manager or looking to have more influence in your current management role, the challenges you face come in all shapes and sizes--a direct report’s anxious questions, your boss’s last-minute assignment of an important presentation, or a blank business case staring you in the face. To reach your full potential in these situations, you need to master a new set of business and personal skills. Packed with step-by-step advice and wisdom from Harvard Business Review’s management archive, the HBR Manager’s Handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees’ trust. The book’s brief sections allow you to home in quickly on the solutions you need right away--or take a deeper dive if you need more context. Keep this comprehensive guide with you throughout your career and be a more impactful leader in your organization. In the HBR Manager’s Handbook you’ll find: - Step-by-step guidance through common managerial tasks - Short sections and chapters that you can turn to quickly as a need arises - Self-assessments throughout - Exercises and templates to help you practice and apply the concepts in the book - Concise explanations of the latest research and thinking on important management skills from Harvard Business Review experts such as Dan Goleman, Clayton Christensen, John Kotter, and Michael Porter - Real-life stories from working managers - Recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly The skills covered in the book include: - Transitioning into a leadership role - Building trust and credibility - Developing emotional intelligence - Becoming a person of influence - Developing yourself as a leader - Giving effective feedback - Leading teams - Fostering creativity - Mastering the basics of strategy - Learning to use financial tools - Developing a business case

**Management Tips 2**
A year's worth of management wisdom, all in one place. We've reviewed the ideas, insights, and best practices from the past year of Harvard Business Review to keep you up-to-date on the most cutting-edge, influential thinking driving business today. With authors from Michael E. Porter to Katrina Lake and company examples from Alibaba to 3M, this volume brings the most current and important management conversations right to your fingertips. This book will inspire you to: Ask better questions to boost your learning, persuade others, and negotiate more effectively Create workplace conditions where gender equity can thrive Boost results by allowing humans and AI to enhance one another's strengths Make better connections with your customers by giving them a glimpse inside your company Scale your agile processes from a few teams to hundreds Build a commitment to both economic and social values in your organization Prepare your company for a rapidly aging workforce and society This collection of articles includes "The Surprising Power of Questions," by Alison Wood Brooks and Leslie K. John; "Strategy Needs Creativity," by Adam Brandenburger; "What Most People Get Wrong about Men and Women," by Catherine H. Tinsley and Robin J. Ely; "Collaborative Intelligence: Humans and AI Are Joining Forces," by H. James Wilson and Paul R. Daugherty; "Stitch Fix's CEO on Selling Personal Style to the Mass Market," by Katrina Lake; "Strategy for Start-Ups," by Joshua Gans, Erin L. Scott, and Scott Stern; "Agile at Scale," by Darrell K. Rigby, Jeff Sutherland, and Andy Noble; "Operational Transparency," by Ryan W. Buell; "The Dual-Purpose Playbook," by Julie Battilana, Anne-Claire Pache, Metin Sengul, and Marissa Kimsey; "How CEOs Manage Time," by Michael E. Porter and Nitin Nohria; and "When No One Retires," by Paul Irving.

**New Power**

Fascinating stats useful tips entertaining topics. Did you know that to make a task seem easier, all you have to do is lean back a little? Or that retail salespeople who mimic the way their customers speak and behave end up selling more? If you like stats like this, are intrigued by ideas, and find connecting the dots to be a critical part of your skill set—this book is for you. Culled from Harvard Business Review’s popular newsletter, The
Daily Stat, this book offers a compelling look at insights that both amuse and inform. Covering such managerial topics as teams, marketing, workplace psychology, and leadership, you’ll find a wide range of business statistics and general curiosities and oddities about professional life that will add an element of trivia and humor to your learning (and will make you appear smarter than your colleagues). Highly quotable and surprisingly useful, Stats and Curiosities: From Harvard Business Review will keep you on the front lines of business research—and ahead of the pack at work.

**HBR Guide to Beating Burnout**

Collect data and build trust. With the rise of data science and machine learning, companies are awash in customer data and powerful new ways to gain insight from that data. But in the absence of regulation and clear guidelines from most federal or state governments, it's difficult for companies to understand what qualifies as reasonable use and then determine how to act in the best interest of their customers. How do they build, not erode, trust? Customer Data and Privacy: The Insights You Need from Harvard Business Review brings you today's most essential thinking on customer data and privacy to help you understand the tangled interdependencies and complexities of this evolving issue. The lessons in this book will help you develop strategies that allow your company to be a good steward, collecting, using, and storing customer data responsibly. Business is changing. Will you adapt or be left behind? Get up to speed and deepen your understanding of the topics that are shaping your company's future with the Insights You Need from Harvard Business Review series. Featuring HBR's smartest thinking on fast-moving issues—blockchain, cybersecurity, AI, and more—each book provides the foundational introduction and practical case studies your organization needs to compete today and collects the best research, interviews, and analysis to get it ready for tomorrow. You can't afford to ignore how these issues will transform the landscape of business and society. The Insights You Need series will help you grasp these critical ideas—and prepare you and your company for the future.
Harvard Business Review on Aligning Technology with Strategy

A year's worth of management wisdom, all in one place. We've reviewed the ideas, insights, and best practices from the past year of Harvard Business Review to keep you up-to-date on the most cutting-edge, influential thinking driving business today. With authors from Thomas H. Davenport to Michael E. Porter and company examples from Facebook to DHL, this volume brings the most current and important management conversations right to your fingertips. This book will inspire you to: Make stronger connections and build greater trust among people who work on multiple teams Engage customers and employees alike with the help of artificial intelligence Channel your outrage about sexual harassment in the workplace into effective action Consider how CEO activism can generate goodwill for your company--and weigh its risks Pair data with qualitative research to increase diversity in your organization Remain competitive in a hub economy by using your company's assets and capabilities differently This collection of articles includes: "The Overcommitted Organization," by Mark Mortensen and Heidi K. Gardner; "Why Do We Undervalue Competent Management?" by Raffaella Sadun, Nicholas Bloom, and John Van Reenen; "Numbers Take Us Only So Far," by Maxine Williams; "The New CEO Activists," by Aaron K. Chatterji and Michael W. Toffel; "Artificial Intelligence for the Real World," by Thomas H. Davenport and Rajeev Ronanki; "Why Every Organization Needs an Augmented Reality Strategy," by Michael E. Porter and James E. Heppelmann; "Thriving in the Gig Economy," by Gianpiero Petriglieri, Susan Ashford, and Amy Wrzesniewski; "Managing Our Hub Economy," by Marco Iansiti and Karim R. Lakhani; "The Leader's Guide to Corporate Culture," by Boris Groysberg, Jeremiah Lee, Jesse Price, and J. Yo-Jud Cheng; "The Error at the Heart of Corporate Leadership," by Joseph L. Bower and Lynn S. Paine; and "Now What?" by Joan C. Williams and Suzanne Lebsock.

HBR's Year in Business and Technology: 2021 (2 Books)
Are you a good boss--or a great one? Get more of the management ideas you want, from the authors you trust, with HBR's 10 Must Reads on Managing People (Vol. 2). We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you master the innumerable challenges of being a manager. With insights from leading experts including Marcus Buckingham, Michael D. Watkins, and Linda Hill, this book will inspire you to: Draw out your employees' signature strengths Support a culture of honesty and civility Cultivate better communication and deeper trust among global teams Give feedback that will help your people excel Hire, reward, and tolerate only fully formed adults Motivate your employees through small wins Foster collaboration and break down silos across your company This collection of articles includes "Are You a Good Boss--or a Great One?," by Linda A. Hill and Kent Lineback; "Let Your Workers Rebel," by Francesca Gino; "The Feedback Fallacy," by Marcus Buckingham and Ashley Goodall; "The Power of Small Wins," by Teresa M. Amabile and Steven J. Kramer; "The Price of Incivility," by Christine Porath and Christine Pearson; "What Most People Get Wrong About Men and Women," by Catherine H. Tinsley and Robin J. Ely; "How Netflix Reinvented HR," by Patty McCord; "Leading the Team You Inherit," by Michael D. Watkins; "The Overcommitted Organization," by Mark Mortensen and Heidi K. Gardner; "Global Teams That Work," by Tsedal Neeley; "Creating the Best Workplace on Earth," by Rob Goffee and Gareth Jones.


Lead your business through the crisis. As the pandemic is exacting its toll on our lives and wreaking havoc in the global economy, HBR is helping companies and managers make sense of this unprecedented situation and lead employees through it. What should you and your company be doing right now to counter these challenges? Coronavirus and Business: The Insights You Need from Harvard Business Review is a compilation of sixteen recent articles from HBR.org. It provides you with essential thinking about keeping your company running remotely, managing your business through disaster and
recovery, and finding it within yourself to lead with resilience through the crisis. Business is changing. Will you adapt or be left behind? Get up to speed and deepen your understanding of the topics that are shaping your company's future with the Insights You Need from Harvard Business Review series. Featuring HBR's smartest thinking on fast-moving issues--blockchain, cybersecurity, AI, and more--each book provides the foundational introduction and practical case studies your organization needs to compete today and collects the best research, interviews, and analysis to get it ready for tomorrow. You can't afford to ignore how these issues will transform the landscape of business and society. The Insights You Need series will help you grasp these critical ideas--and prepare you and your company for the future.

**HBR's 10 Must Reads 2021**

Quick, practical management advice from Harvard Business Review to help you do your job better. Drawing from HBR's popular Management Tip of the Day newsletter, these concise, handy guides are packed with easy-to-read tips on a broad range of topics. Each book puts the best management practices and insights, from top thinkers in the field, right at your fingertips. Pick one up any time you have a few minutes to spare, and you'll have a fresh, powerful idea you can immediately put into action. This collection includes the original best-selling Management Tips and the newly released Management Tips 2.

**Customer Data and Privacy: The Insights You Need from Harvard Business Review**

Is your company's top talent jumping ship as good replacements become harder to get? If you need the best practices and ideas for winning the race for talent--but don't have time to find them--this book is for you. Here are 11 inspiring and useful perspectives, all in one place. This collection of HBR articles will help you: - Look for good people in all the right places - Interview more effectively - Make--and keep--compelling promises to candidates and employees - Mitigate the risks of hiring stars from other companies - Coach and mentor to shore up
commitment - Stretch promising employees' responsibilities - Rotate high performers into a variety of teams - Reverse the female brain drain

**Harvard Business Review on Rebuilding Your Business Model**

This collection of articles guides readers at all levels to understand the fundamental theories and practices of effective decision making in their professional and personal lives.

**Harvard Business Review on Finding & Keeping the Best People**

Presents a collection of management insights and practices from some of the top thinkers in the field.

**Stats and Curiosities**

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.

**Harvard Business Review on Decision Making**

A year’s worth of management wisdom, all in one place. We’ve reviewed the ideas, insights, and best practices from the past
year of Harvard Business Review to keep you up-to-date on the most cutting-edge, influential thinking driving business today. With authors from Clayton M. Christensen to Adam Grant and company examples from Intel to Uber, this volume brings the most current and important management conversations to your fingertips. This book will inspire you to: Rethink the way you work in the face of advancing automation Transform your business using a platform strategy Apply design thinking to create innovative products Identify where too much collaboration may be holding your people back See the theory of disruptive innovation in a brand new light Recognize the signs that your cross-cultural negotiation may be falling apart This collection of articles includes “Collaborative Overload,” by Rob Cross, Reb Rebele, and Adam Grant; “Algorithms Need Managers, Too,” by Michael Luca, Jon Kleinberg, and Sendhil Mullainathan; “Pipelines, Platforms, and the New Rules of Strategy,” by Marshall W. Van Alstyne, Geoffrey G. Parker, and Sangeet Paul Choudary; “What Is Disruptive Innovation?,“ by Clayton M. Christensen, Michael Raynor, and Rory McDonald; “How Indra Nooyi Turned Design Thinking into Strategy,” an interview with Indra Nooyi by Adi Ignatius; “Engineering Reverse Innovations,” by Amos Winter and Vijay Govindarajan; “The Employer-Led Health Care Revolution,” by Patricia A. McDonald, Robert S. Mecklenburg, and Lindsay A. Martin; “Getting to Sí, Ja, Oui, Hai, and Da,” by Erin Meyer; “The Limits of Empathy,” by Adam Waytz; “People Before Strategy: A New Role for the CHRO,” by Ram Charan, Dominic Barton, and Dennis Carey; and “Beyond Automation,” by Thomas H. Davenport and Julia Kirby.

**HBR's 10 Must Reads 2020**

Quick, practical management advice from Harvard Business Review to help you do your job better. Drawing from HBR's popular Management Tip of the Day newsletter, this concise, handy guide is packed with easy-to-read tips on a broad range of topics, organized into three major skills every manager must master: Managing yourself Managing your team Managing your business Management Tips 2: From Harvard Business Review puts the best management practices and insights, from top thinkers in the field, right at your fingertips. Pick it up any time
you have a few minutes to spare, and you'll have a fresh, powerful idea you can immediately put into action. With this handy book as your guide, you'll stand the best chance of succeeding in your role as a manager.

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

No data is completely safe. Cyberattacks on companies and individuals are on the rise and growing not only in number but also in ferocity. And while you may think your company has taken all the precautionary steps to prevent an attack, no individual, company, or country is safe. Cybersecurity can no longer be left exclusively to IT specialists. Improving and increasing data security practices and identifying suspicious activity is everyone's responsibility, from the boardroom to the break room. Cybersecurity: The Insights You Need from Harvard Business Review brings you today's most essential thinking on cybersecurity, from outlining the challenges to exploring the solutions, and provides you with the critical information you need to prepare your company for the inevitable hack. The lessons in this book will help you get everyone in your organization on the same page when it comes to protecting your most valuable assets. Business is changing. Will you adapt or be left behind? Get up to speed and deepen your understanding of the topics that are shaping your company's future with the Insights You Need from Harvard Business Review series. Featuring HBR's smartest thinking on fast-moving issues--blockchain, cybersecurity, AI, and more--each book provides the foundational introduction and practical case studies your organization needs to compete today and collects the best research, interviews, and analysis to get it ready for tomorrow. You can't afford to ignore how these issues will transform the landscape of business and society. The Insights You Need series will help you grasp these critical ideas--and prepare you and your company for the future.

**Harvard Business Review on Organizational Learning**
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.

**Harvard Business Review on Managing Yourself**

If you need the best practices and ideas for achieving career growth and fulfillment--but don't have time to find them--this book is for you. Here are 9 inspiring and useful perspectives, all in one place. This collection of HBR articles will help you:

- Break out of a career rut
- Earn a spot on your company's high-potential list
- Find out what's really holding you back
- Get the kind of mentoring that leads to a promotion
- Groom yourself for an external move
- Turn the job you have into the job you want
- Crack the code of C-suite entry
- Take control of your career after being fired

**HBR Guide to Data Analytics Basics for Managers**

This guide walks you through the three fundamental steps of data analysis: gathering the information, making sense of the numbers, and communicating those findings to get buy-in and spur others to action.
The biggest technology and management ideas of the year, all in one place. This collection of the top ideas, insights, and best practices from the past year of Harvard Business Review will keep you up-to-date on the most cutting-edge, influential thinking driving business today. The two-book set brings together HBR's 10 Must Reads 2021 and The Year in Tech 2021: The Insights You Need from Harvard Business Review. The Must Reads volume assembles the definitive articles on topics in leadership, strategy, and innovation from HBR's vast array of experts. The Insights book will help you understand today's most essential thinking on fast-moving technologies, and they mean for your organization. Together these books will equip you to successfully lead your business today as you prepare to reinvent your company for the future.

Cybersecurity

A year's worth of management wisdom, all in one place. We've reviewed the ideas, insights, and best practices from the past year of Harvard Business Review to keep you up-to-date on the most cutting-edge, influential thinking driving business today. With authors from Marcus Buckingham to Amy Edmondson and company examples from Lyft to Disney, this volume brings the most current and important management conversations right to your fingertips. This book will inspire you to: Rethink whether constant, candid feedback really helps employees thrive Move beyond diversity and inclusion to creating a racially just workplace Adopt connected strategies that anticipate your customers' needs Navigate the challenges of dual-career relationships Understand when data creates competitive advantage—and when it doesn't Break through the organizational barriers that impede AI initiatives Lead in a new era of climate action This collection of articles includes “The Feedback Fallacy,” by Marcus Buckingham and Ashley Goodall; “Cross-Silo Leadership,” by Tiziana Casciaro, Amy C. Edmondson, and Sujin Jang; “Toward a Racially Just Workplace,” by Laura Morgan Roberts and Anthony J. Mayo; “The Age of

Harvard Business Review Guides Ultimate Boxed Set (16 Books)

ARE YOUR WORKING RELATIONSHIPS WORKING AGAINST YOU? To achieve your goals and get ahead, you need to rally people behind you and your ideas. But how do you do that when you lack formal authority? Or when you have a boss who gets in your way? Or when you’re juggling others’ needs at the expense of your own? By managing up, down, and across the organization. Your success depends on it, whether you’re a young professional or an experienced leader. The HBR Guide to Managing Up and Across will help you: • Advance your agenda—and your career—with smarter networking • Build relationships that bring targets and deadlines within reach • Persuade decision makers to champion your initiatives • Collaborate more effectively with colleagues • Deal with new, challenging, or incompetent bosses • Navigate office politics

Management Tips

From two influential and visionary thinkers comes a big idea that is changing the way movements catch fire and ideas spread in our highly connected world. For the vast majority of human history, power has been held by the few. "Old power" is closed, inaccessible, and leader-driven. Once gained, it is jealously guarded, and the powerful spend it carefully, like currency. But the technological revolution of the past two decades has made possible a new form of power, one that operates differently, like
"New power" is made by many; it is open, participatory, often leaderless, and peer-driven. Like water or electricity, it is most forceful when it surges. The goal with new power is not to hoard it, but to channel it. New power is behind the rise of participatory communities like Facebook and YouTube, sharing services like Uber and Airbnb, and rapid-fire social movements like Brexit and #BlackLivesMatter. It explains the unlikely success of Barack Obama's 2008 campaign and the unlikelier victory of Donald Trump in 2016. And it gives ISIS its power to propagate its brand and distribute its violence. Even old power institutions like the Papacy, NASA, and LEGO have tapped into the strength of the crowd to stage improbable reinventions. In New Power, the business leaders/social visionaries Jeremy Heimans and Henry Timms provide the tools for using new power to successfully spread an idea or lead a movement in the twenty-first century. Drawing on examples from business, politics, and social justice, they explain the new world we live in--a world where connectivity has made change shocking and swift and a world in which everyone expects to participate.

Artificial Intelligence

Is your company's top talent jumping ship as good replacements become harder to get? If you need the best practices and ideas for winning the race for talent--but don't have time to find them--this book is for you. Here are 11 inspiring and useful perspectives, all in one place. This collection of HBR articles will help you: - Look for good people in all the right places - Interview more effectively - Make--and keep--compelling promises to candidates and employees - Mitigate the risks of hiring stars from other companies - Coach and mentor to shore up commitment - Stretch promising employees' responsibilities - Rotate high performers into a variety of teams - Reverse the female brain drain

Coronavirus and Business: The Insights You Need from Harvard Business Review

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.

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