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KEY=TO - ALVAREZ BENITEZ

HBR Guide to Persuasive Presentations *Harvard Business Press* Discusses how readers can make persuasive presentations that inspire action, engage the audience, and sell ideas.

Harvard Business Review Guides Ultimate Boxed Set (16 Books) *Harvard Business Press* The perfect gift for aspiring leaders: 16 volumes of HBR Guide. This 16-volume, specially priced boxed set makes a perfect gift for aspiring leaders looking for trusted advice on such diverse topics as data analytics, negotiating, business writing, and coaching. This set includes **Persuasive Presentations, Better Business Writing, Finance Basics, Data Analytics, Building Your Business Case, Making Every Meeting Matter, Project Management, Emotional Intelligence, Getting the Right Work Done, Negotiating, Leading Teams, Coaching Employees, Performance Management, Delivering Effective Feedback, Dealing with Conflict, and Managing Up and Across.** Arm yourself with the advice you need to succeed on the job, from the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. Also available as an ebook set. **HBR Guide to Persuasive Presentations (HBR Guide Series)** **HBR Guide to Better Business Writing (HBR Guide Series)** *Harvard Business Review Press* **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 e-mails, proposals, 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 get behind them. This 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 **Good Charts: The HBR Guide to Making Smarter, More Persuasive Data Visualizations** *Harvard Business Review Press* **Dataviz—the new language of business** 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 Building Your Business Case** *Harvard Business Press* "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 Guide to Persuasive Presentations (HBR Guide Series)** *Harvard Business Press* **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: Win over tough crowds Organize a coherent narrative Create powerful messages and visuals Connect with and engage your audience Show people why your ideas matter to them Strike the right tone, in any situation **HBR Guide to Managing Stress at Work** *Harvard Business Review Press* **Are you suffering from work-related stress? Feeling overwhelmed, exhausted, and short-tempered at work—and at home? Then you may have too much stress in your life. Stress is a serious problem that impacts not only your mental and physical health, but also your loved ones and your organization. So what can you do to address it? The HBR Guide to Managing Stress at Work will help you find a sustainable solution. It will help you reach the goal of getting on an even keel—and staying there. You'll learn how to: • Harness stress so it spurs, not hinders, productivity • Create realistic and manageable routines • Aim for progress, not perfection • Make the case for a flexible schedule • Ease the physical tension of spending too much time at your computer • Renew yourself physically, mentally, and emotionally** **HBR Guide to Finance Basics for Managers (HBR Guide Series)** *Harvard Business Review Press* **DON'T LET YOUR FEAR OF FINANCE GET IN THE WAY OF YOUR SUCCESS** Can you prepare a breakeven analysis? Do you know the difference between an income statement and a balance sheet? Or understand why a business that's profitable can still go belly-up? Has your grasp of your company's numbers helped—or hurt—your career? Whether you're new to finance or you just need a refresher, this go-to guide will give you the tools and confidence you need to master the fundamentals, as all good managers must. The HBR Guide to Finance Basics for Managers will help you: Learn the language of finance Compare your firm's financials with rivals' Shift your team's focus from revenues to profits Assess your vulnerability to industry downturns Use financial data to defend budget requests Invest smartly through cost/benefit analysis **Good Charts for Persuasive Presentations How to Use the Best Data Visualizations for Great Presentations (2 Books)** *Harvard Business Press* 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. **HBR Guide to Getting the Right Work Done (HBR Guide Series)** *Harvard Business Review Press* **IS YOUR WORKLOAD SLOWING YOU—AND YOUR CAREER—DOWN?** Your inbox is overflowing. You're paralyzed because you have too much to do but don't know where to start. Your to-do list never seems to get any shorter. You leave work exhausted but have little to show for 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—your improved productivity will 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 pieces Conquer e-mail overload Write to-do lists that really work **HBR Guide to Managing Strategic Initiatives** *Harvard Business Press* This big initiative could make or break this fiscal year—or your career. Managing a successful strategic initiative may be the key to transforming your company—and propelling your career forward. Yet running a cross-functional team on a high-profile project can present a multitude of challenges and risks, causing even the most experienced manager to struggle. The HBR Guide to Managing Strategic Initiatives provides practical tips and advice to help you manage all the stages of an initiative's life cycle, from buy-in to launch to scaling up. You'll learn how to: Win—and keep—support for your new initiative Move rapidly from approval to implementation Assemble transformative, high-performing initiative teams Maintain the confidence of sponsors and stakeholders Stay on schedule and within budget Avoid initiative overload by killing projects that aren't meeting business needs Keep multiple initiatives in strategic alignment Arm yourself with the advice you need to succeed on the job, from a source you trust. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. **HBR Guide to Project Management (HBR Guide Series)** *Harvard Business Press* **MEET YOUR GOALS—ON TIME AND ON BUDGET.** How do you rein in the scope of your project when you've got a group of demanding stakeholders breathing down your neck? And map out a schedule everyone can stick to? And motivate team members who have competing demands on their time and attention? Whether you're managing your first project or just tired of improvising, this guide will give you the tools and confidence you need to define smart goals, meet them, and capture lessons learned so future projects go even more smoothly. The HBR Guide to Project Management will help you: Build a strong, focused team Break major objectives into manageable tasks Create a schedule that keeps all the moving parts under control Monitor progress toward your goals Manage stakeholders' expectations Wrap up your project and gauge its success **HBR Guides Boxed Set (7 Books)** (HBR Guide Series) *Harvard Business School Press* Master your most pressing professional challenges with this seven-volume set that collects the smartest best practices from leading experts all in one place. **HBR Guide to Better Business Writing** and **HBR Guide to Persuasive Presentations** help you perfect your communication skills; **HBR Guide to Managing Up and Across** and **HBR Guide to Office Politics** show you how to build the best professional relationships; **HBR Guide to Finance Basics for Managers** is the one book you'll ever need to teach you about the numbers; **HBR Guide to Project Management** addresses tough questions such as how to manage stakeholder expectations and how to manage uncertainty in a complex project; and **HBR Guide to Getting the Right Work Done** goes beyond basic productivity tips to teach you how to prioritize and focus on your work. This specially priced set of the most popular books in the series makes a perfect gift for aspiring leaders looking for trusted advice. Arm yourself with the advice you need to succeed on the job, from the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. **HBR Guide to Motivating People (HBR Guide Series)** *Harvard Business Press* Help your people reach their potential. As a manager, it's your responsibility to ensure your team is motivated and performing at a

high level. But recent data reveals abysmal engagement levels among workers around the globe. How do you fix the problem--before your most talented people walk out the door? By understanding what drains your employees, you can increase their job satisfaction and push them toward achieving their goals. The HBR Guide to Motivating People provides practical tips and advice to help your team find meaning in their work, build on their strengths, and produce the best results for the organization. You'll learn how to: Pinpoint the root causes of lackluster performance Tailor rewards and recognition to individuals Connect routine work activities to a higher purpose Support your employees' growth and development Prevent burnout--especially in your top performers Create a culture of engagement Arm yourself with the advice you need to succeed on the job, with the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. HBR Guide to Data Analytics Basics for Managers (HBR Guide Series) *Harvard Business Press* Don't let a fear of numbers hold you back. Today's business environment brings with it an onslaught of data. Now more than ever, managers must know how to tease insight from data--to understand where the numbers come from, make sense of them, and use them to inform tough decisions. How do you get started? Whether you're working with data experts or running your own tests, you'll find answers in the HBR Guide to Data Analytics Basics for Managers. This book describes three key steps in the data analysis process, so you can get the information you need, study the data, and communicate your findings to others. You'll learn how to: Identify the metrics you need to measure Run experiments and A/B tests Ask the right questions of your data experts Understand statistical terms and concepts Create effective charts and visualizations Avoid common mistakes HBR Guide to Getting the Mentoring You Need *Harvard Business Review Press* Find the right person to help supercharge your career. Whether you're eyeing a specific leadership role, hoping to advance your skills, or simply looking to broaden your professional network, you need to find someone who can help. Wait for a senior manager to come looking for you--and you'll probably be waiting forever. Instead, you need to find the mentoring that will help you achieve your goals. Managed correctly, mentoring is a powerful and efficient tool for moving up. The HBR Guide to Getting the Mentoring You Need will help you get it right. You'll learn how to: • Find new ways to stand out in your organization • Set clear and realistic development goals • Identify and build relationships with influential sponsors • Give back and bring value to mentors and senior advisers • Evaluate your progress in reaching your professional goals Guide to Persuasive Presentations HBR Guide to Managing Up and Across (HBR Guide Series) *Harvard Business Press* 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 HBR Guides to Being an Effective Manager Collection (5 Books) (HBR Guide Series) *Harvard Business Press* Master the most critical professional skills with this five-volume set that covers topics from personal effectiveness to leading others. This specially priced collection includes books from the HBR Guide series on the topics of Getting the Right Work Done, Better Business Writing, Persuasive Presentations, Making Every Meeting Matter, and Project Management. You'll learn how to: Prioritize and stay focused Overcome procrastination Conquer email overload Push past writer's block Create powerful visuals Establish credibility with tough audiences Moderate lively conversations and regain control of wayward meetings Build a strong project team Create a realistic schedule--and stay on track Manage stakeholders' expectations Arm yourself with the advice you need to succeed on the job, with the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. Slide:ology The Art and Science of Creating Great Presentations "O'Reilly Media, Inc." Presents practical approaches for developing an effective presentation, covering such topics as creating diagrams, displaying data, arranging elements, creating movement, and interacting with slides. HBR Guide to Thinking Strategically (HBR Guide Series) *Harvard Business Press* Bring strategy into your daily work. It's your responsibility as a manager to ensure that your work--and the work of your team--aligns with the overarching objectives of your organization. But when you're faced with competing projects and limited time, it's difficult to keep strategy front of mind. How do you keep your eye on the long term amid a sea of short-term demands? The HBR Guide to Thinking Strategically provides practical advice and tips to help you see the big-picture perspective in every aspect of your daily work, from making decisions to setting team priorities to attacking your own to-do list. You'll learn how to: Understand your organization's strategy Align your team around key objectives Focus on the priorities that matter most Spot trends in your company and in your industry Consider future outcomes when making decisions Manage trade-offs Embrace a leadership mindset HBR Guide to Making Every Meeting Matter (HBR Guide Series) *Harvard Business Review Press* Make every minute count. Your calendar is full, and yet your meetings don't always seem to advance your work. Problems often arise with unrealistic or vague agendas, off-track conversations, tuned-out participants who don't know why they're there, and follow-up notes that no one reads--or acts on. Meetings can feel like a waste of time. But when you invest a little energy in preparing yourself and your participants, you'll stay focused, solve problems, gain consensus, and leave each meeting ready to take action. With input from over 20 experts combined with useful checklists, sample agendas, and follow-up memos, the HBR Guide to Making Every Meeting Matter will teach you how to: Set and communicate your meeting's purpose Invite the right people Prepare an achievable agenda Moderate a lively conversation Regain control of a wayward meeting Ensure follow-through without babysitting or haranguing Arm yourself with the advice you need to succeed on the job, from a source you trust. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. HBR's 10 Must Reads on Public Speaking and Presenting (with featured article "How to Give a Killer Presentation" By Chris Anderson) *Harvard Business Press* Command the room--whether you're speaking to an audience of one or one hundred. If you read nothing else on public speaking and presenting, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you find your voice, persuade your listeners, and connect with audiences of any size. This book will inspire you to: Win hearts and minds--and approval for your ideas Conquer your nerves and speak with confidence Focus your message so that people really listen Establish trust with your audience by being your authentic self Use data and visuals to persuade more effectively Master the art of storytelling This collection of articles includes "How to Give a Killer Presentation," by Chris Anderson; "How to Become an Authentic Speaker," by Nick Morgan; "Storytelling That Moves People: A Conversation with Screenwriting Coach Robert McKee," by Bronwyn Fryer; "Connect, Then Lead," by Amy J.C. Cuddy, Matthew Kohut, and John Neffinger; "The Necessary Art of Persuasion," by Jay A. Conger; "The Science of Pep Talks," by Daniel McGinn; "Get the Boss to Buy In," by Susan J. Ashford and James R. Detert; "The Organizational Apology," by Maurice E. Schweitzer, Alison Wood Brooks, and Adam D. Galinsky; "What's Your Story?" by Herminia Ibarra and Kent Lineback; "Visualizations That Really Work," by Scott Berinato; and "Structure Your Presentation Like a Story," by Nancy Duarte. HBR's 10 Must Reads paperback series is the definitive collection of books for new and experienced leaders alike. Leaders looking for the inspiration that big ideas provide, both to accelerate their own growth and that of their companies, should look no further. HBR's 10 Must Reads series focuses on the core topics that every ambitious manager needs to know: leadership, strategy, change, managing people, and managing yourself. Harvard Business Review has sorted through hundreds of articles and selected only the most essential reading on each topic. Each title includes timeless advice that will be relevant regardless of an ever-changing business environment. HBR Guide to Office Politics *Harvard Business Press* 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. HBR Guide to Negotiating (HBR Guide Series) *Harvard Business Review Press* Forget about the hard bargain. Whether you're discussing the terms of a high-stakes deal, forming a key partnership, asking for a raise, or planning a family event, negotiating can be stressful. One person makes a demand, the other concedes a point. In the end, you settle on a subpar solution in the middle--if you come to any agreement at all. But these discussions don't need to be win-or-lose situations. Written by negotiation expert Jeff Weiss, the HBR Guide to Negotiating provides a disciplined approach to finding a solution that works for everyone involved. Using a seven-part framework, this book delivers tips and advice to move you from a game of concessions and compromises to one of collaboration and creativity, resulting in better outcomes and better working relationships. You'll learn how to: Prepare for your conversation Understand everyone's interests Craft the right message Work with multiple parties Disarm aggressive negotiators Choose the best solution Illuminate Ignite Change Through Speeches, Stories, Ceremonies, and Symbols *Penguin* "THE PEOPLE WHO ARE CRAZY ENOUGH TO THINK THEY CAN CHANGE THE WORLD ARE THE ONES WHO DO." With these words, Apple Inc., and its leader, Steve Jobs, catalyzed a movement. Whenever Jobs took the stage to talk about new Apple products, the whole world seemed to stop and listen. That's because Jobs was offering a vision of the future. He wanted you to feel what the world might someday be like, and trust him to take you there. As a leader, you have the same potential to not only anticipate the future and invent creative initiatives, but to also inspire those around you to support and execute your vision. In *Illuminate*, acclaimed author Nancy Duarte and communications expert Patti Sanchez equip you with the same communication tools that great leaders like Jobs, Howard Schultz, and Dr. Martin Luther King Jr. used to move people. Duarte and Sanchez lay out a plan to help you lead people through the five stages of transformation using speeches, stories, ceremonies, and symbols. This visual and accessible communication guidebook will show you how Apple, Starbucks, IBM, charity: water, and others have mobilized people to embrace bold changes. To envision the future is one thing, getting others to go there with you is another. By harnessing the power of persuasive communication you, too, can turn your idea into a movement. The HBR Guides Collection (8 Books) (HBR Guide Series) *Harvard Business Review Press* This collection will help you sharpen the key management skills you need to succeed today. We all want to give more persuasive presentations, write more effective emails, master the basics of finance, and manage both stress and time a bit better. These Harvard Business Review Guides--now offered as a complete digital collection--will help you get there. Packed with concise, practical tips from leading experts, the HBR Guides series is designed to help you learn and apply strategies and tactics to work smarter and more effectively, every day. This collection features digital editions of all eight books in the series: HBR Guides on Persuasive Presentations, Better Business Writing, Getting the Right Work Done, Managing Stress at Work, Finance Basics for Managers, Project Management, Managing Up and Across, and Getting the Mentoring You Need. As an important part of your management toolkit, these guidebooks will arm you with the advice you need to succeed on the job from the most trusted name in business. For busy managers looking for answers to common challenges, let these HBR Guides mentor you all the way to success. About the HBR Guide series: Arm yourself with the advice you need to succeed on the job, from the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. HBR's 10 Must Reads on Communication (with featured article "The Necessary Art of Persuasion," by Jay A. Conger) *Harvard Business Press* The best leaders know how to communicate clearly and persuasively. How do you stack up? If you read nothing else on communicating effectively, read these 10 articles. We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you express your ideas with clarity and impact--no matter what the situation. Leading experts such as Deborah Tannen, Jay Conger, and Nick Morgan provide the insights and advice you need to: Pitch your brilliant idea--successfully Connect with your audience Establish credibility Inspire others to carry out your vision Adapt to stakeholders' decision-making style Frame goals around common interests Build consensus and win support Influence and Persuasion (HBR Emotional Intelligence Series) *Harvard Business Press* Changing hearts is an important part of changing minds. Research shows that appealing to human emotion can help you make your case and build your authority as a leader. This book highlights that research and shows you how to act on it, presenting both comprehensive frameworks for developing influence and small, simple tactics you can use to convince others every day. This volume includes the work of: Nick Morgan Robert Cialdini Linda A. Hill Nancy Duarte This collection of articles includes "Understand the Four Components of Influence," by Nick Morgan; "Harnessing the Science of Persuasion," by Robert Cialdini; "Three Things Managers Should Be Doing Every Day," by Linda A. Hill and Kent Lineback; "Learning Charisma," by John Antonakis, Marika Fenley, and Sue Liechti; "To Win People Over, Speak to Their Wants and Needs," by Nancy Duarte; "Storytelling That Moves People," an interview with

Robert McKee by Bronwyn Fryer; "The Surprising Persuasiveness of a Sticky Note," by Kevin Hogan; and "When to Sell with Facts and Figures, and When to Appeal to Emotions," by Michael D. Harris. How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master. **HBR Guide to Smarter Networking (HBR Guide Series)** *Harvard Business Press* Make the connections that will help you succeed—and advance faster. Networking doesn't stop once you've landed the job. Building a high-quality, diverse network is key to learning and growth, influencing others, and launching your ideas. But how do you move beyond small talk and cold emails to building a network that is strategic and effective, made up of authentic relationships? The HBR Guide to Smarter Networking will give you the tools you need to connect confidently, get your initiatives off the ground, and move up in your career. This guide will help you: Make great first impressions Connect better at conferences—in-person or virtual Reach out to find your next job Overcome obstacles to building your network Avoid networking burnout Keep your network healthy over the long haul 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. **Presentations (HBR 20-Minute Manager Series)** *Harvard Business Review Press* Feeling stressed about your upcoming presentation? Whether you're nervous about how you'll organize your thoughts or how you'll articulate them on the big day, **Presentations** provides the quick guidelines and expert tips you need to: Craft your message Prepare and rehearse effectively Engage your audience Manage Q&A sessions Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives—from the most trusted source in business. Also available as an ebook. **HBR Guide to Changing Your Career** *Harvard Business Press* Your next act starts now. You're ready for something new, but it's hard to start over. Just the idea of trading the security you have now for the unknown or throwing away the education and time you've invested in your current career can plunge you into a swirl of indecision and anxiety. But mixing things up every few years is an increasingly normal and cyclical part of a healthy work life—a way to gain new skills and stretch your existing ones by applying them to different contexts. Whether you know what you want to do next or you're still evaluating options, the HBR Guide to Changing Your Career will help you: Imagine other professional selves Identify the skills you need—and those you already possess that will transfer to another industry Assess the financial implications of the change you're considering Try out new roles without endangering your current job Explain a seemingly winding career path Pitch yourself into a new role Giving **Presentations Expert Solutions to Everyday Challenges** *Harvard Business Press* Making persuasive presentations isn't just a matter of charisma and fancy charts: it requires concrete skills that are vital to keeping your audience engaged and involved. This handy guide contains key information on how to customize your presentations to keep people focused and produce the results you want. **HBR Guide to Being More Productive (HBR Guide Series)** *Harvard Business Press* Every day begins with the same challenge: too many tasks on your to-do list and not enough time to accomplish them. Perhaps you tell yourself to just buckle down and get it all done—skip lunch, work a longer day. Maybe you throw your hands up, recognize you can't do it all, and just begin fighting the biggest fire or greasing the squeakiest wheel. And yet you know how good it feels on those days when you're working at peak productivity, taking care of difficult and meaty projects while also knocking off the smaller tasks that have been hanging over your head forever. Those are the times when your day didn't run you—you ran your day. To have more of those days more often, you need to discover what works for you given your strengths, your preferences, and the things you must accomplish. Whether you're an assistant or the CEO, whether you've been in the workforce for 40 years or are just starting out, this guide will help you be more productive. You'll discover different ways to: Motivate yourself to work when you really don't want to Take on less, but get more done Preserve time for your most important work Improve your focus Make the most of small pockets of time between meetings Set boundaries with colleagues—without alienating them Take time off without tearing your hair out Arm yourself with the advice you need to succeed on the job, with the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. **HBR Guide to Coaching Employees** *Harvard Business Press* Resource added for the Human Resources program 101161. **Resonate Present Visual Stories that Transform Audiences** *John Wiley & Sons* 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**. **HBR Guide to Your Professional Growth** *Harvard Business Press* Don't wait for someone else to manage your career. The days of HR-sponsored development plans are over. Managing your career—and the skills you need to be successful—is your responsibility. If you're looking to push yourself to the next level, it can be hard to determine where to start. The HBR Guide to Your Professional Growth will be your coach, transforming your abstract hopes and ideas into a concrete action plan. No matter where you are in your career, this guide will help you: Assess your current skills—and acquire new ones Elicit feedback you can use Set meaningful—and achievable—goals Make time for learning Play to your strengths Identify your next challenge Arm yourself with the advice you need to succeed on the job, from a source you trust. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. **HBR Guide to Emotional Intelligence (HBR Guide Series)** *Harvard Business Press* 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. **HBR Guide to Better Mental Health at Work (HBR Guide Series)** *Harvard Business Press* Build a mentally healthy workplace. Mental health is just as important as physical health. Yet being honest about depression, anxiety, and other psychological conditions at work can feel risky—and hasn't always been welcome. How can you ensure that you and your colleagues feel as though mental health is supported at the office? The HBR Guide to Better Mental Health at Work contains practical tips and advice to help you bring mental health out of the shadows and into everyday conversations. You'll learn how to: Build habits to support your mental health Stay productive even when you're not feeling like yourself Talk about mental health with peers and managers Reach out to someone who might be struggling Consider the impact of intersectionality Offer the benefits people really need Fight the stigma and reduce shame 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.