

## HBR Guide to

# Getting The Right Work Done

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### **Ebook Guide Getting Right Work Done**

**Harvard Business Review** 

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Guide to Executing Your Strategy is here to help This book offers leaders and managers tips and advice for sharing the strategy with your employees making the shift toward the right objectives and seeing your strategy come to fruition You ll learn how to Understand the why behind your strategy Identify the capabilities you have and the ones you need Communicate objectives and priorities effectively to your team Prioritize strategic projects and let go of outdated ones Encourage cross silo collaboration toward organizational goals Adjust course when necessary Arm yourself with the advice you need to succeed on the job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 Guides to Managing Your Career** Collection (6 Books) Harvard Business Review, 2019-11-26 Don t wait for someone else to manage your career Career paths are far from straightforward HBR Guides to Managing Your Career Collection offers the ideas and strategies to help you take charge of your career and reach your highest potential both in and outside of work Included in this six book set are HBR Guide to Your Professional Growth HBR Guide to Work Life Balance HBR Guide to Getting the Mentoring You Need HBR Guide to Managing Up and Across HBR Guide to Office Politics and HBR Guide to Changing Your Career You ll learn how to Clarify your professional passions Think strategically about career changes Recognize when it s time for a new challenge Find the right mentors to help you grow and move ahead Set boundaries and manage your time Deal with difficult managers Navigate your work culture and its politics The workplace is a complex arena to navigate yet with advice from HBR s experts you will be able to surpass any professional obstacle No matter where you are in your career the HBR Guides to Managing Your Career Collection will help you plan your next steps and push yourself forward to the next level **HBR** Guides to Performance Management Collection (4 Books) (HBR Guide Series) Harvard Business Review, Mary Shapiro, 2017-11-14 If you manage a team you need to be able to measure and manage their performance From establishing a performance review cycle and building toward your year end assessment to providing individual feedback and coaching and establishing group cohesion and accountability this collection teaches you the skills you need to inspire your team to greater success This specially priced four volume set includes books from the HBR Guide series on the topics of Performance Management Coaching Employees Delivering Effective Feedback and Leading Teams You ll learn how to Set and adapt employee and team goals Assess performance fairly Coach your employees through tough situations React calmly if someone gets defensive when you deliver feedback Create plans for individual development Rethink how you use performance ratings Avoid burnout on your team Foster group camaraderie and cooperation Hold your team accountable Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges HBR Guide to Better Recruiting and Hiring Harvard Business Review, 2025-02-18 Discover and hire great talent An open position on your team presents both a challenge and an opportunity You need to understand what skills and capabilities will add value now and in the future all

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