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HBR Guide to

Getting the Right Job

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Hbr Guide To Getting The Right Job

Harvard Business Review



Hbr Guide To Getting The Right Job:

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than other competencies in determining outstanding leadership. Emotions drive some of our most critical professional interactions whether you're inspiring your team to higher performance, persuading your boss to see something from your point of view, dealing with difficult colleagues, or managing your own stress level. Indeed, knowing how to manage emotions has become one of the crucial criteria in hiring and promotion. This specially priced five-volume set includes books from the HBR Guide series on the topics of Emotional Intelligence, Office Politics, Dealing with Conflict, Managing Stress at Work, and Managing Up and Across. You'll learn how to monitor and channel your moods and reactions, determine your emotional intelligence strengths and weaknesses, deal with difficult people, understand when to resolve a conflict head-on and when to let it go, influence others across the organization, build supportive alliances with coworkers and colleagues, handle workplace stress in productive ways, arm yourself with the advice you need to succeed on the job with the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

[HBR Guide to Better Mental Health at Work \(HBR Guide Series\)](#) Harvard Business Review, 2022-09-27

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.

[HBR Guide to Managing Flexible Work \(HBR Guide Series\)](#) Harvard Business Review, 2022-05-24

Find a way to work that works for you. The 9 to 5 office routine no longer exists. Many employees have the option to work anywhere, any time. But how do you find the flexible arrangement that's right for you? And how do you manage a team when they're all working in different places and on different schedules? The HBR Guide to Managing Flexible Work is filled with practical tips and advice to help you and your team stay productive and connected, no matter when or where you work. You'll learn how to set a flexible work schedule that meets your needs, remain connected and visible, get more done in less time, make the most of hybrid meetings, keep your team engaged both in person and virtually, and 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.

[Work from Anywhere: The HBR Guides Collection \(5 Books\)](#) Harvard Business Review, 2023-06-13

Everything you need to get your best work done, no matter where you do it. For many, working remotely is a dream come true. For others, it comes with

stress distraction and endless video call fatigue No matter how you feel about the new world of work aspects of being part of a far flung or hybrid team can be challenging Work from Anywhere The HBR Guides Collection offers ideas and strategies to help you enjoy the benefits of working from anywhere and deal with the difficulties that come along with it Included in this five book set are HBR Guide to Remote Work HBR Guide to Managing Flexible Work HBR Guide to Work Life Balance HBR Guide to Being More Productive and HBR Guide to Beating Burnout You ll learn how to Craft a remote work routine that works for you Manage difficult conversations when you can t meet in person Keep your team engaged both in person and virtually Adjust to your coworkers flexible work arrangements Set boundaries without alienating your colleagues Motivate yourself when there s no one looking over your shoulder Avoid work from home burnout 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 Remote Work](#) Harvard Business Review,2021-02-02 Get your best work done no matter where you do it Video calls from your couch Project reports in a coffee shop Presentations at your kitchen table Working remotely gives you more flexibility in how and where you do your job But being part of a far flung team can be challenging How can you make remote work work for you The HBR Guide to Remote Work provides practical tips and advice to help you stay productive avoid distractions and collaborate with your team despite the distance that separates you You ll learn to Create a regular work from home routine Identify the right technology for your needs Run better virtual meetings Avoid burnout and video call fatigue Manage remote employees Conduct difficult conversations when you can t meet in person 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 managersNavigate 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 Guide to Changing Your Career** Harvard Business Review,2018-07-17 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. **HBR Guides**

Boxed Set (7 Books) (HBR Guide Series) Nancy Duarte, Bryan A. Garner, Karen Dillon, Harvard Business Review, 2015-05-05. 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. 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 Guides Boxed Set**

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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 while juggling the hiring process with the day to day demands of your job as a manager The HBR Guide to Better Recruiting and Hiring provides the practical tips research stories and advice you need to successfully attract identify and hire people whose values competencies and potential align with your team and your organization You ll learn how to Identify gaps in your team s skill set Expand your talent pool Conduct productive interviews Partner effectively with HR Evaluate a candidate s potential for growth Make a compelling offer Negotiate with confidence 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

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Harvard Business Review Library: Planning & control. 11 v ,1968 **O's Guide to Life** Editors of O,

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Harvard Business Review ,2007

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