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Presentations ,2007 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

Understanding Finance ,2007-08-20 Explains the essential concepts of finance budgeting forecasting and planning to managers who are not financial managers Understanding Finance contains relevant information on how to understand what the three basic financial statements and ratio analysis tell about a company's financial health develop and track a budget and assess an investment opportunity

Dismissing an Employee ,2007-09-05 While no one likes to be the bearer of bad news managers are sometimes faced with the difficult task of having to dismiss an employee In this book you'll learn how to effectively manage a dismissal including making key decisions before during and after the critical event Handled skillfully dismissing an employee can set your team and your company on a positive new path

Writing for Business ,2007-05-17 Effective business writing rests on a foundation of basic principles Master them and you'll know how to handle the many different writing tasks that come your way This book contains relevant information on how to 1 Organize your document according to your readers needs 2 Employ a variety of strategies for jump starting your writing assignments 3 Apply editing and design principles to heighten the impact of your message The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day Each book in the series is packed with handy tools self tests and real life examples to help you identify strengths and weaknesses and hone critical skills Whether you're at your desk in a meeting or on the road these portable guides enable you to tackle the daily demands of your work with greater speed savvy and effectiveness

Managing Change ,2009-09-15 Every day on the job you face common challenges And you need immediate solutions to those challenges The Pocket Mentor Series can help Each book in the series is packed with handy tools self tests and real life examples to help you identify your strengths and weaknesses and hone critical skills Whether you're at your desk in a meeting or on the road these portable concise guides enable you to tackle the daily demands of your work with speed savvy and effectiveness The latest volume in the series Managing Change In order to remain competitive in increasingly aggressive markets managers must adopt a positive attitude towards change Successful managers know how to embrace change with an open mind and use it as a stimulus for new ideas enthusiasm and progress In Managing Change you'll learn how to Recognize the importance of communicating throughout all phases of change Understand and address people's reactions to change Understand a systematic approach for creating and implementing change Prepare your unit or group to become change ready

Delegating Work ,2008 Delegation isn't simply a matter of offloading what you don't want or don't have the time to do Done properly it helps teams work more efficiently helps employees develop their individual skills and reduces managerial burn out Delegating Work will help you match the person to the assignment setting the stage for success your team's and your own

Making Decisions ,2008-11-18 As a manager you make countless decisions every day Some are

straightforward such as assigning a team member to a project Others are far more complex such as determining how to handle an under performing product line How can you boost the odds of making the best decisions for your organization Treat decision making as a process This volume reveals key strategies for handling each step in the process You ll find out how to Generate a diverse set of alternative courses of action for the decision at hand Assess the feasibility risks and ethical implications of each alternative Select the best course of action Communicate your decision and carry it out Fostering Creativity Harvard Business School Press,2010-03-01 To keep your business competitive you must innovate constantly This book will teach you how to unleash your company s innovative powers by leveraging employees unique experiences thinking styles and expertise You ll learn proven strategies for unlocking your team s creative energies including how to identify opportunities for innovative solutions develop an environment conducive to creativity move your team from brainstorming to project evaluation Cover **Managing Difficult Interactions** ,2008-10-14 In the business world confrontations are inevitable whether they re with your employees peers bosses or even suppliers and customers Ignored or handled badly confrontations can damage workplace relationships and ruin careers This volume helps you master the art of effectively managing difficult interactions You ll learn how to Determine which confrontations are worth an investment of your time and energy Understand and manage the strong emotions that can arise during confrontations Design solutions that meet all stakeholders needs Coach your direct reports to resolve confrontations productively *Laying Off Employees* ,2009-09-01 Implementing a layoff is one of the most difficult and painful challenges a manager can face Handled skillfully and compassionately a layoff can set your team and your company on a positive new path But when handled improperly layoffs can have negative effects that impact morale productivity and more This volume provides managers with valuable advice proven strategies for laying off employees **Executing Innovation** Harvard Business Review,2009-03-02 The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day Each book in the series is packed with handy tools self tests and real life examples to help you identify strengths and weaknesses and hone critical skills Whether you re at your desk in a meeting or on the road these portable guides enable you to tackle the daily demands of your work with greater speed savvy and effectiveness Ideas are not enough successful innovation requires people to pick up where the creative process leaves off These people must take the creative idea and apply it to a real life problem to design a new product service or process They must construct a carefully articulated vision for the project draw up a feasible financial plan and advocate the project over the whole course of its development and implementation This book teaches you how to execute an innovation from start to finish Develop a vision statement that stands up to evaluation criteria Build a strong business case to the stakeholders who will be affected Manage both explicit and hidden resistance to change Sustain the passion around your idea and keeping its momentum going Shaping Your Career ,2008-02-18 Your career is not a one time decision made early in life Rather you refine or redefine it as you grow professionally This volume helps you Recognize

when it s time for a change Articulate the business activities that interest you most deeply Assess your skills and values
Update your skills to remain competitive in the workforce Spot and seize advantage of career development opportunities

Managing Diversity ,2009-01-13 The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day Each book in the series is packed with handy tools self tests and real life examples to help you identify strengths and weaknesses and hone critical skills Whether you re at your desk in a meeting or on the road these portable guides enable you to tackle the daily demands of your work with greater speed savvy and effectiveness Many organizations encourage diversity because providing equal opportunity for everyone is the right thing to do A diverse workforce can also yield such important competitive advantages as a higher level of profitable innovation a better understanding of market opportunities and stronger employee productivity and commitment But as people with different backgrounds beliefs and values interact in the workplace conflicts can arise How can you foster diversity on your team and surmount the challenges that can come with it This book teaches managers how to Recruit a diverse team Foster an inclusive environment by replacing common misconceptions with facts Handle diversity related conflict Tap the business value generated by the team s diversity

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