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Harvard Business Review Press, United States, 2017. Hardback. Condition: New. Language: English . Brand New Book. 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...

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