

## Harvard Business Essentials

With advice and tools for improving a wide array of communication skills--from delivering an effective presentation to drafting proposals to the effective use of e-mail--Business Communication helps managers deliver information effectively.

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.

'Crisis Management' offers advice on how managers can identify, manage & prevent potential crises. It includes tips & tools on how to prepare an emergency list & how to utilize pre-crisis resources.

Are you just playing—or playing to win? Strategy is not complex. But it is hard. It 's hard because it forces people and organizations to make specific choices about their future—something that doesn ' t happen in most companies. Now two of today ' s best-known business thinkers get to the heart of strategy—explaining what it ' s for, how to think about it, why you need it, and how to get it done. And they use one of the most successful corporate turnarounds of the past century, which they achieved together, to prove their point. A.G. Lafley, former CEO of Procter & Gamble, in close partnership with strategic adviser Roger Martin, doubled P&G ' s sales, quadrupled its profits, and increased its market value by more than \$100 billion in just ten years. Now, drawn from their years of experience at P&G and the Rotman School of Management, where Martin is dean, this book shows how leaders in organizations of all sizes can guide everyday actions with larger strategic goals built around the clear, essential elements that determine business success—where to play and how to win. The result is a playbook for winning. Lafley and Martin have created a set of five essential strategic choices that, when addressed in an integrated way, will move you ahead of your competitors. They are: • What is our winning aspiration? • Where will we play? • How will we win? • What capabilities must we have in place to win? • What management systems are required to support our choices? The stories of how P&G repeatedly won by applying this method to iconic brands such as Olay, Bounty, Gillette, Swiffer, and Febreze clearly illustrate how deciding on a strategic approach—and then making the right choices to support it—makes the difference between just playing the game and actually winning.

The General Theory of Employment, Interest, and Money, written by legendary author John Maynard Keynes is widely considered to be one of the top 100 greatest books of all time. This masterpiece was published right after the Great Depression. It sought to bring about a revolution, commonly referred to as the ' Keynesian Revolution ' , in the way economists thought—especially challenging the proposition that a market economy tends naturally to restore itself to full employment on its own. Regarded widely as the cornerstone of Keynesian thought, this book challenged the established classical economics and introduced new concepts. ' The General Theory of Employment, Interest, and Money ' transformed economics and changed the face of modern macroeconomics. Keynes ' argument is based on the idea that the level of employment is not determined by the price of labour, but by the spending of money. It gave way to an entirely new approach where employment, inflation and the market economy are concerned.

The New Manager ' s Guide and Mentor The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Whether you are a new manager seeking to expand your skills or a seasoned professional looking to broaden your knowledge base, these solution-oriented books put reliable answers at your fingertips. Decision making is a critical part of management, and bad choices can damage careers and the bottom line. This book offers the tools and advice managers need to avoid common biases and arrive at and implement decisions that are both sound and ethical.

Negotiation-whether hammering out a great job offer, settling a dispute with a client, drafting a contract, or making trade-offs between business units-is both a necessary and challenging aspect of business life. In the business world, confident negotiators are always in high demand. Bringing a difficult negotiation to a successful conclusion can be one of the most exhilarating-and valuable-aspects of business today. Packed with practical advice and handy tools, Negotiation will help any manager sharpen skills and yield a sizable payoff. Contents include: Preparing the necessary information before a negotiation Managing multiparty negotiations Assessing the position of the opposing side Determining your sources of power and authority in a negotiation Recognizing the barriers to agreement and how to overcome them Plus, readers can access free interactive tools on the Harvard Business Essentials companion web site. Series Adviser: Michael Watkins Associate Professor Michael Watkins does research on negotiation and leadership. He is the coauthor of Right From the Start: Taking Charge in a New Leadership Role (HBS Press, 1999) and the author of Taking Charge in Your New Leadership Role: A Workbook (HBS Publishing, 2001), both of which examine how new leaders coming into senior management positions should spend their first six months on the job. Harvard Business Essentials The Reliable Source for Busy Managers The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience. To assure quality and accuracy, each volume is closely reviewed by a specialized content adviser from a world class business school. Whether you are a new manager interested in expanding your skills or an experienced executive looking for a personal resource, these solution-oriented books offer reliable answers at your fingertips.

Quick, practical management advice from Harvard Business Review to help you do your job better. Drawing from HBR's popular Management Tip of the Day newsletter, this concise, handy guide is packed with easy-to-read tips on a broad range of topics, organized into three major skills every manager must master: Managing yourself Managing your team Managing your business Management Tips 2: From Harvard Business Review puts the best management practices and insights, from top thinkers in the field, right at your fingertips. Pick it up any time you have a few minutes to spare, and you'll have a fresh, powerful idea you can immediately put into action. With this handy book as your guide, you'll stand the best chance of succeeding in your role as a manager.

[Managing Change and Transition](#)

[Harvard Business Essentials, Decision Making](#)

[The 10 Strategies You Need To Succeed](#)

[HBR's 10 Must Reads 2019](#)

[Measure and Improve the Effectiveness of Your Employees](#)

[Negotiation](#)

[HBR Guide to Making Better Decisions](#)

[Power, Influence, and Persuasion](#)

[Manager's Toolkit](#)

[Harvard Business Review Guides Ultimate Boxed Set \(16 Books\)](#)

[Innovator's Toolkit](#)

Teams can be a driving force for organizational performance--and managers can play a key role in teams' ultimate success or failure. Highlighting the latest research on team development and dynamics--and including hands-on tools for improving communication, resolving conflicts, promoting interdependence, and more--this guide helps managers at all levels to motivate teams to achieve higher performance.

Strategic execution drives business success. This book covers strategy from the ground up, explaining what strategy is, how to put together a strategic plan, what tools and resources are necessary to execute it, and how to measure results. The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Whether you are a new manager seeking to expand your skills or a seasoned professional looking to broaden your knowledge base, these solution-oriented books put reliable answers at your fingertips.

The Innovator's Toolkit What are the types of innovation? How can you generate creative ideas for your business? How can you move from ideas to unleashing you innovation to the market? How can you combine your innovation with a strategic plan to move your company forward? Get these questions answered with jargon-free, useable, practical tools and advice. The Innovator's Toolkit offers you field-tested techniques and tips to ensure the successful development and implementation of your innovation. Topics Include: - Moving innovation to the market - Making strategic, innovative moves and placing strategic bets - Using projects to drive innovation to market Readers can also access free interactive tools on the Harvard Business Essentials companion Web site at [www.elearning.hbsp.org/businessstools](http://www.elearning.hbsp.org/businessstools). Harvard Business Essentials The Reliable Source for Busy Managers The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience. To assure quality and accuracy, each volume is closely reviewed by a specialized content adviser from a world class business school. Whether you are a new manager interested in expanding your skills or an experienced executive looking for a personal resource, these solution-oriented books offer reliable answers at your fingertips.

What are the types of innovation? How can you generate creative ideas for your business? How can you move from ideas to unleashing you innovation to the market? How can you combine your innovation with a strategic plan to move your company forward? Get these questions answered with jargon-free, useable, practical tools and advice.The Innovator's Toolkitoffers you field-tested techniques and tips to ensure the successful development and implementation of your innovation. Readers can also access free interactive tools on theHarvard Business Essentialscompanion Web site at[www.elearning.hbsp.org/businessstools](http://www.elearning.hbsp.org/businessstools).

Effective managers know that timely coaching can dramatically enhance their teams' performance. Coaching and Mentoring offers managers comprehensive advice on how to help employees grow professionally and achieve their goals. This volume covers the full spectrum of effective mentoring and the nuts and bolts of coaching. Managers learn how to master special mentoring challenges, improve listening skills, and provide ongoing support to their employees. The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience and are especially valuable for the new manager. To assure quality and accuracy, a specialized content adviser from a world-class business school closely reviews each volume.

Whether you are a new manager seeking to expand your skills or a seasoned professional looking to broaden your knowledge base, these solution-oriented books put reliable answers at your fingertips.

Managing through change and crisis is difficult in any business environment, let alone one as turbulent as managers face today. This timely guide offers authoritative advice on how to recognize the need for organizational change, communicate the vision, prepare for structural change such as M & A, and address emotional responses to downsizing. With tools for managing stress levels and advice on gathering and sharing information during transition, this book is an indispensable guide for managers at any level of the organization.

Time is the one thing no manager has enough of. Through goal setting, prioritizing, delegation, and other proven techniques, this guide helps managers maximize their personal productivity within and their impact on their organizations. The Harvard Business Essentials series provides comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Whether you are a new manager seeking to expand your skills or a seasoned professional looking to broaden your knowledge base, these solution-oriented books put reliable answers at your fingertips.

Manager's Toolkit: The 13 Skills Managers Need to Succeed Zeroing in on the specific skills that make great managers stand out from the pack, this comprehensive guide is both an essential primer for new managers and a valuable resource for seasoned executives. From hiring and retaining good people to motivating and developing team members, from understanding key financial statements to delegating work effectively, and from setting goals for others to managing your own career, this actionable guide walks readers through every aspect of managing in a complex business world. Filled with practical tools and tips, this essential toolkit will help managers to stay at the top of their game. The Harvard Business Essentialseries is for managers at all levels but is especially relevant for new managers. It offers on-the-spot guidance, coaching, and tools on the most relevant topics in business. Each book includes the critical information that managers need on a given topic-from budgeting to hiring to communication to strategy-and offers interactive tools and worksheets that translate advice into action. Providing ready answers to day-to-day issues, these guides make sound, trusted mentoring advice available whenever managers need it. Other Books in the HBE Series: Managing Change and Transition Hiring and Keeping the Best People Finance for Managers Business Communications Innovation Negotiation

[Business Communication](#)

[10 Practical Strategies to Help You Develop and Implement Innovation](#)

[Harvard Business Essentials: Guide To Negotiation](#)

[The General Theory of Employment, Interest, and Money](#)

[Harvard Business Essentials](#)

[HBR's 10 Must Reads](#)

[Harvard Business Essentials Series](#)

[Coaching and Mentoring](#)

[Master the Skills to Prevent Disasters](#)

[The Fundamental Skills for Delivering on Budget and on Time](#)

[Sell Your Ideas and Make Things Happen](#)

*The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Books in the series serve as “mentor and guide” to help managers understand business fundamentals such as financial tools, teams, change, hiring, and communication. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience, and will prove especially valuable for new and middle managers. Time Management discusses the various options for how to use your time effectively to achieve the best results both personally and organizationally. Topics include prioritizing tasks, scheduling, stress management, and work/life balance.*

*Harvard Business Essentials are comprehensive, solution-oriented paperbacks for business readers of all levels of experience. Calculating and assessing the overall financial health of the business is an important part of any managerial position. From reading and deciphering financial statements, to understanding net present value, to calculating return on investment, Finance for Managers provides the fundamentals of financial literacy. Easy to use and nontechnical, this helpful guide gives managers the smart advice they need to increase their impact on financial planning, budgeting, and forecasting.*

*Effective marketing can mean the difference between runaway successes and costly flops. Covering everything from customer programs to ad campaigns to sales promotions, this is every marketer's hands-on guide to turning opportunities into profits. The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Whether you are a new manager seeking to expand your skills or a seasoned professional looking to broaden your knowledge base, these solution-oriented books put reliable answers at your fingertips.*

*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*

*Change is the one constant in business, and we must adapt or face obsolescence. Yet certain challenges never go away. That's what makes this book "must read." These are the 10 seminal articles by management's most influential experts, on topics of perennial concern to ambitious managers and leaders hungry for inspiration--and ready to run with big ideas to accelerate their own and their companies' success. If you read nothing else - full stop - read: Michael Porter on creating competitive advantage and distinguishing your company from rivals John Kotter on leading change through eight critical stages Daniel Goleman on using emotional intelligence to maximize performance Peter Drucker on managing your career by evaluating your own strengths and weaknesses Clay Christensen on orchestrating innovation within established organizations Tom Davenport on using analytics to determine how to keep your customers loyal Robert Kaplan and David Norton on measuring your company's strategy with the Balanced Scorecard Rosabeth Moss Kanter on avoiding common mistakes when pushing innovation forward Ted Levitt on understanding who your customers are and what they really want C. K. Prahalad and Gary Hamel on identifying the unique, integrated systems that support your strategy*

*'Performance Management' will help managers use informal performance assessments and feedback as part of their regular interactions with employees. Readers will learn to prepare for a formal performance meeting with a direct report, document a performance meeting, and create a development plan with the employee. The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Books in the series serve as “mentor and guide” to help managers understand business fundamentals such as financial tools, teams, change, hiring, and communication. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience, and will prove especially valuable for new and middle managers. Time*

*Managementdiscusses the various options for how to use your time effectively to achieve the best results both personally and organizationally. Topics include prioritizing tasks, scheduling, stress management, and work/life balance.*

*Learn how to make better, faster decisions. You make decisions every day--from prioritizing your to-do list to choosing which long-term innovation projects to pursue. But most decisions don't have a clear-cut answer, and assessing the alternatives and the risks involved can be overwhelming. You need a smarter approach to making the best choice possible. The HBR Guide to Making Better Decisions provides practical tips and advice to help you generate more-creative ideas, evaluate your alternatives fairly, and make the final call with confidence. You'll learn how to: Overcome the cognitive biases that can skew your thinking Look at problems in new ways Manage the trade-offs between options Balance data with your own judgment React appropriately when you've made a bad choice Communicate your decision--and overcome any resistance 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.

[The Definitive Management Ideas of the Year from Harvard Business Review \(with bonus article "Now What?" by Joan C. Williams and Suzanne Lebsock\) \(HBR's 10 Must Reads\)](#)

[How to Develop Top Talent and Achieve Stronger Performance](#)

[How Strategy Really Works](#)

[HBR Guide to Project Management \(HBR Guide Series\)](#)

[The Innovator's Toolkit](#)

[Increase Your Personal Productivity And Effectiveness](#)

[Creating Teams With an Edge](#)

[Harvard Business Essentials Managing Projects Large and Small](#)

[The Complete Skill Set to Build Powerful and Influential Teams](#)

[Finance for Managers](#)

[HBR's 10 Must Reads on Communication \(with featured article "The Necessary Art of Persuasion," by Jay A. Conger\)](#)

Harvard Business Essentials are comprehensive, solution-oriented paperbacks for business readers of all levels of experience. Managing through change and crisis is difficult in any business environment, let alone one as turbulent as managers face today. This timely guide offers authoritative advice on how to recognize the need for organizational change, communicate the vision, prepare for structural change such as M&A, and address emotional responses to downsizing. With tools for managing stress levels and advice on gathering and sharing information during a transition, *Managing Change and Transition* is an indispensable guide for managers at any level of the organization.

In today's volatile work environment, avoiding disaster is more important than ever. *Crisis Management* helps managers identify, manage, and prevent potential crises. Full of tips and tools on how to prepare an emergency list and how to utilize precrisis resources, this book shows managers how to shepherd their teams from crisis to success. The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience and are especially valuable for the new manager. To assure quality and accuracy, a specialized content adviser from a world-class business school closely reviews each volume. Whether you are a new manager seeking to expand your skills or a seasoned professional looking to broaden your knowledge base, these solution-oriented books put reliable answers at your fingertips. Keep shareholders happy and manage for the long term. Earning a board seat is a rite of passage. But directors must juggle many responsibilities, from steering company strategy, managing risk, and appointing leaders to setting the right incentives, meeting shareholder expectations, and dealing with activist investors. How do you balance it all? If you read nothing else on boards, read these 10 articles by experts in the field. We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you set your board up for success. This book will inspire you to: Ensure you have directors who can meet company goals Establish a robust succession-planning process Encourage the risk-taking that will generate breakthrough innovation Prioritize the health of the enterprise without neglecting shareholders Provide the critical support a new CEO needs to succeed Ignite nonprofit board members by engaging them in work that matters Take on the world's toughest economic, social, and environmental problems This collection of articles includes "What Makes Great Boards Great," by Jeffrey A. Sonnenfeld; "Building Better Boards," by David A. Nadler; "The Error at the Heart of Corporate Leadership," by Joseph L. Bower and Lynn S. Paine; "The New Work of the Nonprofit Board," by Barbara E. Taylor, Richard P. Chait, and Thomas P. Holland; "Dysfunction in the Boardroom," by Boris Groysberg and Deborah Bell; "The Board's New Innovation Imperative," by Linda A. Hill and George Davis; "Managing Risks: A New Framework," by Robert S. Kaplan and Anette Mikes; "Ending the CEO Succession Crisis," by Ram Charan; "Comp Targets That Work," by Radhakrishnan Gopalan, John Horn, and Todd Milbourn; and "Sustainability in the Boardroom," by Lynn S. Paine. 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.

[This text] shows readers how to: target high-potential customer segments; size up competitors; allocate marketing resources wisely; develop and execute effective marketing plans. -Back cover.

To be effective, managers have to be skilled at acquiring power and using that power to persuade others to get things done. This guide offers must-know methods for commanding attention, changing minds, and influencing decision makers up and down the organizational ladder. The Harvard Business Essentials series provides comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Whether you are a new manager seeking to expand your skills or a seasoned professional looking to broaden your knowledge base, these solution-oriented books put reliable answers at your fingertips.

Packed with practical information designed for business readers and managers at all levels, this essential volume offers insights on managing creativity in groups, developing creative conflict, and using technology to help foster innovation.

Hiring an all-star workforce and keeping it in place is a challenge for any organization. Packed with hands-on tips and tools, *Hiring and Keeping the Best People* offers managers comprehensive advice for hiring more effectively and increasing retention. Book jacket.

When it comes to project management, success lies in the details. This book walks managers through every step of project oversight from start to finish. Thanks to the book's comprehensive information on everything from planning and budgeting to team building and after-project reviews, managers will master the discipline and skills they need to achieve stellar results without wasting time and money.

[Hiring and keeping the best people](#)

[Management Tips 2](#)

[Harvard Business Essentials: Time Management](#)

[The 13 Skills Managers Need to Succeed](#)

[5 Steps to Better Results](#)

[Managing Projects Large and Small](#)

[HBR's 10 Must Reads on Boards \(with bonus article "What Makes Great Boards Great" by Jeffrey A. Sonnenfeld\)](#)

[Your Mentor and Guide to Doing Business Effectively](#)

[Marketer's Toolkit](#)

[From Harvard Business Review](#)

[Managing change and transition](#)

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

Zeroing in on the specific skills that make great managers stand out from the pack, this comprehensive guide is both an essential primer for new managers and a valuable resource for seasoned executives. From hiring and retaining good people to motivating and developing team members, from understanding key financial statements to delegating work effectively, and from setting goals for others to managing your own career, this actionable guide walks readers through every aspect of managing in a complex business world. Filled with practical tools and tips, this essential toolkit helps managers to stay at the top of their game.

A year's worth of management wisdom, all in one place. We've reviewed the ideas, insights, and best practices from the past year of Harvard Business Review to keep you up-to-date on the most cutting-edge, influential thinking driving business today. With authors from Thomas H. Davenport to Michael E. Porter and company examples from Facebook to DHL, this volume brings the most current and important management conversations right to your fingertips. This book will inspire you to: Make stronger connections and build greater trust among people who work on multiple teams Engage customers and employees alike with the help of artificial intelligence Channel your outrage about sexual harassment in the workplace into effective action Consider how CEO activism can generate goodwill for your company--and weigh its risks Pair data with qualitative research to increase diversity in your organization Remain competitive in a hub economy by using your company's assets and capabilities differently This collection of articles includes: "The Overcommitted Organization," by Mark Mortensen and Heidi K. Gardner; "Why Do We Undervalue Competent Management?" by Raffaella Sadun, Nicholas Bloom, and John Van Reenen; "Numbers Take Us Only So Far," by Maxine Williams; "The New CEO Activists," by Aaron K. Chatterji and Michael W. Toffel; "Artificial Intelligence for the Real World," by Thomas H. Davenport and Rajeev Ronanki; "Why Every Organization Needs an Augmented Reality Strategy," by Michael E. Porter and James E. Heppelmann; "Thriving in the Gig Economy," by Gianpiero Petriglieri, Susan Ashford, and Amy Wrzesniewski; "Managing Our Hub Economy," by Marco Iansiti and Karim R. Lakhani; "The Leader's Guide to Corporate Culture," by Boris Groysberg, Jeremiah Lee, Jesse Price, and J. Yo-Jud Cheng; "The Error at the Heart of Corporate Leadership," by Joseph L. Bower and Lynn S. Paine; and "Now What?" by Joan C. Williams and Suzanne Lebsock.

Managing Projects Large and Small: The Fundamental Skills for Delivering on Cost and On Time When it comes to project management, success lies in the details. This book walks managers through every step of project oversight from start to finish. Thanks to the book's comprehensive information on everything from planning and budgeting to team building and after-project reviews, managers will master the discipline and skills they need to achieve stellar results without wasting time and money. The Harvard Business Essentials series is for managers at all levels but is especially relevant for new managers. It offers on-the-spot guidance, coaching, and tools on the most relevant topics in business. Each book includes the critical information that managers need on a given topic—from budgeting to hiring to communication to strategy—and offers interactive tools and worksheets that translate advice into action. Providing ready answers to day-to-day issues, these guides make sound, trusted mentoring advice available whenever managers need it. Other Books in the HBE Series: Managing Change and Transition Hiring and Keeping the Best People Finance for Managers Business Communications Innovation Negotiation

[Create and Implement the Best Strategy for Your Business](#)

[Time Management](#)

[Playing to Win](#)

[Crisis Management](#)

[The Essentials](#)

[Managing Creativity and Innovation](#)

[Performance Management](#)

[Strategy](#)