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# The Harvard Business Review Manager's Handbook: The 17 Skills Leaders Need To Stand Out



## Synopsis

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 a leadership role
- Building trust and credibility
- Developing emotional intelligence
- Becoming a person of influence
- Developing yourself as a leader
- Giving effective feedback
- Leading teams
- Fostering creativity
- Mastering the basics of strategy
- Learning to use financial tools
- Developing a business case

## Book Information

Paperback: 336 pages

Publisher: Harvard Business Review Press; Reprint edition (January 3, 2017)

Language: English

ISBN-10: 1633691241

ISBN-13: 978-1633691247

Product Dimensions: 6 x 0.9 x 9.2 inches

Shipping Weight: 1.1 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars 11 customer reviews

Best Sellers Rank: #35,238 in Books (See Top 100 in Books) #33 in Books > Reference > Encyclopedias & Subject Guides > Business #65 in Books > Business & Money > Management & Leadership > Strategy & Competition #162 in Books > Business & Money > Processes & Infrastructure > Strategic Planning

## Customer Reviews

Harvard Business Review is the leading destination for smart management thinking. Through its flagship magazine, 11 international licensed editions, books from Harvard Business Review Press, and digital content and tools published on HBR.org, Harvard Business Review provides professionals around the world with rigorous insights and best practices to lead themselves and their organizations more effectively and to make a positive impact.

Gives manager good tool to use. I was able to learn interesting (mostly common sense) but gives a set of tool to effectively do the job.

Pretty good book, tons of useful advice for young managers.

Great book...love it...

AmazingStrong strong basement for future studies...Build the pillars with it and you can build anything....Thanks to HBR

This book was a textbook for a required class on management in my graduate school program. Overall, I felt it had good advice for new managers. Some of it, I disagreed with (for example, telling people who get interrupted in meetings it's their fault for not having thorough knowledge of the business) and some didn't mesh well with my own management experience. Even so, it's a good resource for managers and gave me plenty to think about.

Great resource for not only new managers but existing ones. Lots of great ideas for those who want to become a transformational leader.

Great book!

good book of new manager's

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