

The Innovator's DNA**How Contrarian Entrepreneurs Create and Capture Extraordinary Value****Psychological Foundations of Success****The Cambridge Handbook of Expertise and Expert Performance**

The measure of the executive, Peter Drucker reminds us, is the ability to 'get the right things done'. Usually this involves doing what other people have overlooked, as well as avoiding what is unproductive. He identifies five talents as essential to effectiveness, and these can be learned; in fact, they must be learned just as scales must be mastered by every piano student regardless of his natural gifts. Intelligence, imagination and knowledge may all be wasted in an executive job without the acquired habits of mind that convert these into results. One of the talents is the management of time. Another is choosing what to contribute to the particular organization. A third is knowing where and how to apply your strength to best effect. Fourth is setting up the right priorities. And all of them must be knitted together by effective decision-making. How these can be developed forms the main body of the book. The author ranges widely through the annals of business and government to demonstrate the distinctive skill of the executive. He turns familiar experience upside down to see it in new perspective. The book is full of surprises, with its fresh insights into old and seemingly trite situations.

Ten years ago, world-renowned professors W. Chan Kim and Renee Mauborgne broke ground by introducing "blue ocean strategy," a new model for discovering uncontested markets that are ripe for growth. In this bound version of their bestselling Harvard Business Review classic article, they apply their concepts and tools to what is perhaps the greatest challenge of leadership: closing the gulf between the potential and the realized talent and energy of employees. Research indicates that this gulf is vast: According to Gallup, 70% of workers are disengaged from their jobs. If companies could find a way to convert them into engaged employees, the results could be transformative. The trouble is, managers lack a clear understanding of what changes they could make to bring out the best in everyone. In this article, Kim and Mauborgne offer a solution to that problem: a systematic approach to uncovering, at each level of the organization, which leadership acts and activities will inspire employees to give their all, and a process for getting managers throughout the company to start doing them. Blue ocean leadership works because the managers' "customers"—that is, the people managers oversee and report to—are involved in identifying what's effective and what isn't. Moreover, the approach doesn't require leaders to alter who they are, just to undertake a different set of tasks. And that kind of change is much easier to implement and track than changes to values and mind-sets. The Harvard Business Review Classics series offers you the opportunity to make seminal Harvard Business Review articles a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world—and will have a direct impact on you today and for years to come.

Make work simple by using the tools and tactics that are right for you Your time is under attack. You just can't get enough done. You find yourself wondering where the hours go. You've tried every time-management system you can get your hands on—and they've only succeeded in making your work more complicated. Sound familiar? If you sometimes feel you spend more time managing your productivity than doing actual work, it's time for a change. In *Work Simply*, renowned productivity expert Carson Tate offers a step-by-step guide to making work simple again by using the style that works best for you. Tate has helped thousands of men and women better manage their time and become more productive. Her success owes partly to the realization that most of us fit into one of four distinct productivity styles: Arrangers, who think about their projects in terms of the people involved; Prioritizers, who are the definition of "goal-oriented"; Visualizers, who possess a unique ability to comprehend the big picture; and Planners, who live for the details. In this book, you'll learn How to identify your own productivity style as well as the styles of those around you—bosses, coworkers, staff, and family. How to select your "tools of the trade" to maximize your effectiveness, from the style of pen you use to the way you decorate your office. When face-to-face conversations are more effective than e-mails—and vice versa. What it takes to lead the perfect meeting. Why a messy desk is right for some, but a disaster for others—and how to tell. After reading *Work Simply*, you'll come away with a productivity system that truly and fundamentally fits you—and you'll never feel overwhelmed again.

Look around your office. Turn on the TV. Incompetent leadership is everywhere, and there's no denying that most of these leaders are men. In this timely and provocative book, Tomas Chamorro-Premuzic asks two powerful questions: Why is it so easy for incompetent men to become leaders? And why is it so hard for competent people—especially competent women—to advance? Marshaling decades of rigorous research, Chamorro-Premuzic points out that although men make up a majority of leaders, they underperform when compared with female leaders. In fact, most organizations equate leadership potential with a handful of destructive personality traits, like overconfidence and narcissism. In other words, these traits may help someone get selected for a leadership role, but they backfire once the person has the job. When competent women—and men who don't fit the stereotype—are unfairly overlooked, we all suffer the consequences. The result is a deeply flawed system that rewards arrogance rather than humility, and loudness rather than wisdom. There is a better way. With clarity and verve, Chamorro-Premuzic shows us what it really takes to lead and how new systems and processes can help us put the right people in charge.

Managers and Leaders: are They Different?**Why Only 20% of Teams and Individuals Achieve Their True Potential and how You Can Achieve Yours****Worthless, Impossible and Stupid****FT Guide to Business Coaching****Issues and trends in education for sustainable development****'We're trying to do things differently'****How We Gain and Lose Influence**

Reinvent your organization for the hybrid age. Hybrid work is here to stay—but what will it look like at your company? Organizations that mandate rigid, prepandemic policies of five days a week at the traditional, co-located office may risk a mass exodus of talent. But designing a hybrid office that furthers your business goals while staying true to your culture will require experimentation and rigorous planning. **Hybrid Workplace: The Insights You Need from Harvard Business Review** will help you adopt technological, cultural, and management practices that will let you seize the benefits and avoid the pitfalls of the hybrid age. Business is changing. Will you adapt or be left behind? Get up to speed and deepen your understanding of the topics that are shaping your company's future with the **Insights You Need from Harvard Business Review** series. Featuring HBR's smartest thinking on fast-moving issues—blockchain, cybersecurity, AI, and more—each book provides the foundational introduction and practical case studies your organization needs to compete today and collects the best research, interviews, and analysis to get it ready for tomorrow. You can't afford to ignore how these issues will transform the landscape of business and society. The **Insights You Need** series will help you grasp these critical ideas—and prepare you and your company for the future.

With forty well structured and easy to follow topics to choose from, each workbook has a wide range of case studies, questions and activities to meet both an individual or organization's training needs. Whether studying for an ILM qualification or looking to enhance the skills of your employees, **Super Series** provides essential solutions, frameworks and techniques to support management and leadership development.

Are you at the top of your game—or still trying to get there? Take your cues from the short, powerful **Nine Things Successful People Do Differently**, where the strategies and goals of the world's most successful people are on display—backed by research that shows exactly what has the biggest impact on performance. Here's a hint: accomplished people reach their goals because of what they do, not just who they are. Readers have called this "a gem of a book." Get ready to accomplish your goals at last.

In his first complete text on the ADKAR model, Jeff Hiatt explains the origin of the model and explores what drives each building block of ADKAR. Learn how to build awareness, create desire, develop knowledge, foster ability and reinforce changes in your organization. The ADKAR Model is changing how we think about managing the people side of change, and provides a powerful foundation to help you succeed at change. After more than 14 years of research with corporate change, the ADKAR model has emerged as a holistic approach that brings together the collection of change management work into a simple, results oriented model. This model ties together all aspects of change management including readiness assessments, sponsorship, communications, coaching, training and resistance management. All of these activities are placed into a framework that is oriented on the required phases for realizing change with individuals and the organization. The ADKAR perspective can help you develop a new lens through which to observe and influence change. You may be working for change in your public school system or in a small city council. You may be sponsoring change in your department at work. You may be observing large changes that are being attempted at the highest levels of government or you may be leading an enterprise-wide change initiative. The perspective enabled by the ADKAR model allows you to view change in a new way. You can begin to see the barrier points and understand the levers that can move your changes forward. ADKAR allows you to understand why some changes succeed while others fail. Most importantly, ADKAR can help your changes be a success. Based on research with more than 900 companies from 59 countries, ADKAR is a simple and holistic way to manage change.

the challenges of relationships and recognition in Higher Education**Crucial Conversations: Tools for Talking When Stakes are High, Third Edition****Employees First, Customers Second****Succeeding from Anywhere****Being the Boss****Noise****Turning Conventional Management Upside Down**

Introducing the global mind-set changing the way we do business. In this fascinating book, global entrepreneurship expert Daniel Isenberg presents a completely novel way to approach business building—with the insights and lessons learned from a worldwide cast of entrepreneurial characters. Not bound by a western, Silicon Valley stereotype, this group of courageous and energetic doers has created a global and diverse mix of companies destined to become tomorrow's leading organizations. Worthless, Impossible, and Stupid is about how enterprising individuals from around the world see hidden value in situations where others do not, use that perception to develop products and services that people initially don't think they want, and ultimately go on to realize extraordinary value for themselves, their customers, and society as a whole. What these business builders have in common is a contrarian mind-set that allows them to create opportunities and succeed where others see nothing. Amazingly, this process repeats itself in one form or another countless times a day all over the world. From Albuquerque to Islamabad, you will travel with Isenberg to discover unusual yet practical insights that you can use in your own business. Meet the founders of Grameenphone in Bangladesh, PACIV in Puerto Rico, Sea to Table in New York, Actavis in Iceland, Studio Moderna in Slovenia, Hartwell Metals in Hong Kong and Southeast Asia, Given Imaging in Israel, WildChina in China, and many others. You'll be moved by the stories of these plucky start-ups—many of them fueled by adversity and, more often than not, by necessity. Great stories, stunning successes, crushing failures—they're all here. What can we, in the East and West, learn from them? What can you learn—and what will these entrepreneurial stories, so compellingly told, inspire you to do? Let this book open doors for you where you once saw only walls. If you've ever felt the urge to turn a glimmer of an idea into something extraordinary, these stories are for you.

Lead through the crisis and prepare for recovery. As the Covid-19 pandemic is exacting its toll on the global economy, forward-looking organizations are moving past crisis management and positioning themselves to leap ahead when the worst is over. What should you and your organization be doing now to address today's unprecedented challenges while laying the foundation needed to emerge stronger? Coronavirus: Leadership and Recovery provides you with essential thinking about managing your company through the pandemic, keeping your employees (and yourself) healthy and productive, and spurring your business to continue innovating and reinventing itself ahead of the recovery. Business is changing. Will you adapt or be left behind? Get up to speed and deepen your understanding of the topics that are shaping your company's future with the Insights You Need from Harvard Business Review series. Featuring HBR's smartest thinking on fast-moving issues—blockchain, cybersecurity, AI, and more—each book provides the foundational introduction and practical case studies your organization needs to compete today and collects the best research, interviews, and analysis to get it ready for tomorrow. You can't afford to ignore how these issues will transform the landscape of business and society. The Insights You Need series will help you grasp these critical ideas—and prepare you and your company for the future.

Offers advice on how to lead an organization into change, including establishing a sense of urgency, developing a vision and strategy, and generating short-term wins.

From the Nobel Prize-winning author of Thinking, Fast and Slow and the coauthor of Nudge, a revolutionary exploration of why people make bad judgments and how to make better ones—"a tour de force" (New York Times). Imagine that two doctors in the same city give different diagnoses to identical patients—or that two judges in the same courthouse give markedly different sentences to people who have committed the same crime. Suppose that different interviewers at the same firm make different decisions about indistinguishable job applicants—or that when a company is handling customer complaints, the resolution depends on who happens to answer the phone. Now imagine that the same doctor, the same judge, the same interviewer, or the same customer service agent makes different decisions depending on whether it is morning or afternoon, or Monday rather than Wednesday. These are examples of noise: variability in judgments that should be identical. In Noise, Daniel Kahneman, Olivier Sibony, and Cass R. Sunstein show the detrimental effects of noise in many fields, including medicine, law, economic forecasting, forensic science, bail, child protection, strategy, performance reviews, and personnel selection. Wherever there is judgment, there is noise. Yet, most of the time, individuals and organizations alike are unaware of it. They neglect noise. With a few simple remedies, people can reduce both noise and bias, and so make far better decisions. Packed with original ideas, and offering the same kinds of research-based insights that made Thinking, Fast and Slow and Nudge groundbreaking New York Times bestsellers, Noise explains how and why humans are so susceptible to noise in judgment—and what we can do about it.

How to Be a Long-Term Thinker in a Short-Term World**HBR Guide to Being More Productive (HBR Guide Series)****A Harvard Trained Scientist Separates the Science of Success from Self-help Snake Oil****Getting to Yes****Hybrid Workplace: The Insights You Need from Harvard Business Review**

Keep your cool and get the results you want when faced with crucial conversations. This New York Times bestseller and business classic has been fully updated for a world where skilled communication is more important than ever. The book that revolutionized business communications has been updated for today's workplace. Crucial Conversations provides powerful skills to ensure every conversation—especially difficult ones—leads to the results you want. Written in an engaging and witty style, the book teaches readers how to be persuasive rather than abrasive, how to get back to productive dialogue when others blow up or clam up, and it offers powerful skills for mastering high-stakes conversations, regardless of the topic or person. This new edition addresses issues that have arisen in recent years. You'll learn how to: Respond when someone initiates a crucial conversation with you Identify and address the lag time between identifying a problem and discussing it Communicate more effectively across digital mediums When stakes are high, opinions vary, and emotions run strong, you have three choices: Avoid a crucial conversation and suffer the consequences; handle the conversation poorly and suffer the consequences; or apply the lessons and strategies of Crucial Conversations and improve relationships and results. Whether they take place at work or at home, with your coworkers or your spouse, crucial conversations have a profound impact on your career, your happiness, and your future. With the skills you learn in this book, you'll never have to worry about the outcome of a crucial conversation again.