

Managing Your Boss And Colleagues Manage Your Working Relationships And Achieve Your Business Goals

Managing Up Mary Abbajay 2018-03-07 Build vital connections to accelerate your career success Managing Up is your guide to the most valuable 'soft skill' your career has ever seen. It's not about sucking up or brown-nosing; it's about figuring out who you are, who your boss is, and finding where you meet. It's about building real relationships with people who have influence over your career. Managing up is good for you, good for your boss, and good for the organization as a whole. This book gives you strategies for developing these all-important connections and building more than rapport; you become able to quickly assess situations, and determine which actions will move you forward; you become your own talent manager, and your boss's top choice for that new opportunity. As a skill, managing up can do more for your career than simply 'networking' ever could—and this book shows you how. Real-world strategies give you a set of actionable steps, supplemented by expert advice from a top leadership consultant that helps you get on track to advancement. It's never too early or too late to start adjusting your alignment, and this book provides the help you need to start accelerating your trajectory. Develop robust relationships with influential people Enhance your self-awareness and become more adaptable Gain new opportunities and accelerate your career Stop 'schmoozing' and develop true, lasting connections Managing up helps you build the sort of relationships that foster more communication, collaboration, cooperation, and understanding between people at different levels of power, with a variety of perspectives and skills. This type of bridge-building builds your reputation for effectiveness and fit, so you can start skipping rungs on the ladder as you build a strong, successful career. Managing Up is your personal manual for building this vital skill so you can begin building your best future.

The British National Bibliography Arthur James Wells 2001

Being the Boss Linda A. Hill 2011-01-11 You never dreamed being the boss would be so hard. You're caught in a web of conflicting expectations from subordinates, your supervisor, peers, and customers. You're not alone. As Linda Hill and Kent Lineback reveal in *Being the Boss*, becoming an effective manager is a painful, difficult journey. It's trial and error, endless effort, and slowly acquired personal insight. Many managers never complete the journey. At best, they just learn to get by. At worst, they become terrible bosses. This new book explains how to avoid that fate, by mastering three imperatives: · Manage yourself: Learn that management isn't about getting things done yourself. It's about accomplishing things through others. · Manage a network: Understand how power and influence work in your organization and build a network of mutually beneficial relationships to navigate your company's complex political environment. · Manage a team: Forge a high-performing "we" out of all the "I"s who report to you. Packed with compelling stories and practical guidance, *Being the Boss* is an indispensable guide for not only first-time managers but all managers seeking to master the most daunting challenges of leadership.

Work Less, Do More Jan Yager 2008 "I don't have enough time." This common complaint resounds in companies big and small, affecting employees at every level. As businesses across the board downsize, and become global operations thanks to the Internet, fewer employees struggle to accomplish more in ever-longer workdays. In this essential guide to getting things done intelligently and efficiently, renowned time-management expert Dr. Jan Yager presents her revolutionary program for taking back control of your life. Filled with worksheets, quizzes, and tips on everything from managing e-mail to dealing with a disorganized boss to enjoying precious family time, this unique system will help you boost your productivity and realize your professional and personal goals.

Secrets to Winning at Office Politics Marie G. McIntyre, Ph.D. 2005-07-01 Get Ahead, Gain Influence, Get What You Want Office politics are an unavoidable fact of life in every workplace. To accomplish your personal and business goals, you must learn to successfully play the political game in your organization. Whether you are a new player or a seasoned veteran, *Secrets to Winning at Office Politics* can help you increase your personal power without compromising your integrity or taking advantage of others. This smart, practical guide shows you how to stop wasting energy on things you can't change and start taking steps to get what you want. Written by an organizational psychologist and corporate consultant, Marie G. McIntyre's *Secrets to Winning at Office Politics* uses real-life examples of political winners and losers to illustrate the behaviors that contribute to success or failure at work. You will be shown techniques for managing your boss more effectively, improving your influence skills, changing the way you are perceived, and dealing with difficult people. Using these proven strategies for political success, you will then be able to create a Political Game Plan that outlines the steps necessary to accomplish your own individual goals.

Business 2003

The Sacred Rules of Management Stanley E. Smith 1997 110 management basics that business courses ignore in favor of case studies but that lead to a balanced life at work and at home.

Being the Boss Linda A. Hill 2011-01-11 You never dreamed being the boss would be so hard. You're caught in a web of conflicting expectations from subordinates, your supervisor, peers, and customers. You're not alone. As Linda Hill and Kent Lineback reveal in *Being the Boss*, becoming an effective manager is a painful, difficult journey. It's trial and error, endless effort, and slowly acquired personal insight. Many managers never complete the journey. At best, they just learn to get by. At worst, they become terrible bosses. This new book explains how to avoid that fate, by mastering three imperatives: · Manage yourself: Learn that management isn't about getting things done yourself. It's about accomplishing things through others. · Manage a network: Understand how power and influence work in your organization and build a network of mutually beneficial relationships to navigate your company's complex political environment. · Manage a team: Forge a high-performing "we" out of all the "I"s who report to you. Packed with compelling stories and practical guidance, *Being the Boss* is an indispensable guide for not only first-time managers but all managers seeking to master the most daunting challenges of leadership.

Managing Your Boss and Colleagues Steve Gravett 1999

Work Well from Home Bloomsbury Publishing 2009-01-01 An increasing number of people are deciding to work from home. Whether they are setting up their own business or trying to cut down on the amount of time they spend commuting, the idea of turning a space at home into an office is an appealing one. *Work well from home* helps you make that idea a reality. Filled with help on making working from home work for you, this book covers a range of essential issues including setting up your office, working as part of a virtual team, managing professional relationships, and dealing with feelings of isolation. It contains: a quiz to assess strengths and weaknesses, step-by-step guidance and action points, top tips to bear in mind for the future, common mistakes and advice on how to avoid them, summaries of key points, and lists the best sources of further help.

HBR's 10 Must Reads on Managing People 2-Volume Collection Harvard Business Review 2020-04-07 If you read nothing else on managing people, read these definitive articles from Harvard Business Review. Managing people is fraught with challenges, even if you're a seasoned manager. HBR's 10 Must Reads on Managing People 2-Volume Collection provides enduring ideas and practical advice on managing people to help you handle these difficulties and maximize your employees' performance. Bringing together HBR's 10 Must Reads on Managing People, Vol. 1 and HBR's 10 Must Reads on Managing People, Vol. 2, this collection includes twenty articles selected by HBR's editors and features the indispensable article "Leadership That Gets Results" by Daniel Goleman. From timeless classics to the latest game-changing ideas from thought leaders Marcus Buckingham, W. Chan Kim, Renee Mauborgne, and more, HBR's 10 Must Reads on Managing People 2-Volume Collection will inspire you to: Tailor your management style to fit your people and organizational goals Give feedback the right way Support first-time managers Manage emotional culture on your team Push your people to collaborate and break silos Overcome organizational obstacles to effective management Manage up and across Manage your boss 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.

Managing Your Boss Christina Osborne 2003 This handy new guide shows how you can reach your career goals whilst maintaining a good working relationship with your boss. Includes tips on how to be more effective in your job, and is an essential read for all those who have difficult managers.

Ask a Manager Alison Green 2018-05-01 'I'm a HUGE fan of Alison Green's "Ask a Manager" column. This book is even better' Robert Sutton, author of *The No Asshole Rule* and *The Asshole Survival Guide* 'Ask A Manager is the book I wish I'd had in my desk drawer when I was starting out (or even, let's be honest, fifteen years in)' - Sarah Knight, New York Times bestselling author of *The Life-Changing Magic of Not Giving a F*ck* A witty, practical guide to navigating 200 difficult professional conversations Ten years as a workplace advice columnist has taught Alison Green that people avoid awkward conversations in the office because they don't know what to say. Thankfully, Alison does. In this incredibly helpful book, she takes on the tough discussions you may need to have during your career. You'll learn what to say when: · colleagues push their work on you - then take credit for it · you accidentally trash-talk someone in an email and hit 'reply all' · you're being micromanaged - or not being managed at all · your boss seems unhappy with your work · you got too drunk at the Christmas party With sharp, sage advice and candid letters from real-life readers, *Ask a Manager* will help you successfully navigate the stormy seas of office life.

The Writing on the Wall Terence Sheppard 2012-01-30 Thousands of businesses, large and small, fail every year. According to *The Writing on the Wall* most instances of business failure begin with early warning signs of trouble, which are clearly discernible, provided we know where to look and what to look for. Targeted at managers and business owners who want to avoid the mistakes made by many businesses, this book highlights the common pitfalls that lead to business failure, and aims to assist readers to identify where their business may be off track and provide advice on what they can do about it before it's too late. Author Dr Terence Sheppard is a management consultant with over 25 years experience in lecturing, consulting and business management.

Thriving in the Workplace All-in-One For Dummies The Experts at Dummies 2010-04-07 Practical guidance on thriving-and surviving-in the workplace Are you worried about losing your job? Are you retired but forced to re-enter the workforce to keep up with the rising cost of living? Do you find yourself lucky to have a job at all, no matter how difficult or unpleasant the environment may be? *Thriving in the Workplace All-In-One For Dummies* gives people of all ages, in any job, and in any type of workplace the information, tips, and advice needed to boost professional value, increase job security, and manage stress. Inside this comprehensive book, you'll get friendly and practical guidance on dealing with a your boss; becoming self-motivated by setting effective goals; dealing with coworkers' attitudes; earning a better performance review, raise, or promotion; handling challenging customers; thriving amidst change; increasing morale and productivity; and much more! Proven tips, tools, and techniques to help employees at all levels Information on business ethics, negotiating, effective communication, success, and managing The most comprehensive guide of its kind *Thriving in the Workplace All-In-One For Dummies* is the ultimate career bible that will help you survive and thrive at work!

Management 3.0 Jurgen Appelo 2011 In many organizations, management is the biggest obstacle to successful Agile development. Unfortunately, reliable guidance on Agile management has been scarce indeed. Now, leading Agile manager Jurgen Appelo fills that gap, introducing a realistic approach to leading, managing, and growing your Agile team or organization. Writing for current managers and developers moving into management, Appelo shares insights that are grounded in modern complex systems theory, reflecting the intense complexity of modern software development. Appelo's *Management 3.0* model recognizes that today's organizations are living, networked systems; and that management is primarily about people and relationships. *Management 3.0* doesn't offer mere checklists or prescriptions to follow slavishly; rather, it deepens your understanding of how organizations and Agile teams work and gives you tools to solve your own problems. Drawing on his extensive experience as an Agile manager, the author identifies the most important practices of Agile management and helps you improve each of them. Coverage includes • Getting beyond "Management 1.0" control and "Management 2.0" fads • Understanding how complexity affects your organization • Keeping your people active, creative, innovative, and motivated • Giving teams the care and authority they need to grow on their own • Defining boundaries so teams can succeed in alignment with business goals • Sowing the seeds for a culture of software craftsmanship • Crafting an organizational network that promotes success • Implementing continuous improvement that actually works Thoroughly pragmatic-and never trendy-Jurgen Appelo's *Management 3.0* helps you bring greater agility to any software organization, team, or project.

Managing Your Boss John J. Gabarro 2008-01-08 Managing your boss: Isn't that merely manipulation? Corporate cozying up? Not according to John Gabarro and John Kotter. In this handy guidebook, the authors contend that you manage your boss for a very good reason: to do your best on the job—and thereby benefit not only yourself but also your supervisor and your entire company. Your boss depends on you for cooperation, reliability, and honesty. And you depend on him or her for links to the rest of the organization, for setting priorities, and for obtaining critical resources. By managing your boss—clarifying your own and your supervisor's strengths, weaknesses, goals, work styles, and needs—you cultivate a relationship based on mutual respect and understanding. The result? A healthy, productive bond that enables you both to excel. Gabarro and Kotter provide valuable guidelines for building this essential relationship—including strategies for determining how your boss prefers to process information and make decisions, tips for communicating mutual expectations, and tactics for negotiating priorities. Thought provoking and practical, *Managing Your Boss* enables you to lay the groundwork for one of the most crucial working relationships you'll have in your career.

HBR Guide to Being a Great Boss Harvard Business Review 2022-01-18 Are you a good boss—or a great one? Good bosses can handle the day-to-day work of running a team. Great bosses go beyond that, finding ways to help employees become better versions of themselves as people and professionals. But as a manager, how do you reach that next level? The *HBR Guide to Being a Great Boss* contains practical tips and advice to help you become a more well-rounded leader, one who sparks creativity, engagement, collaboration, and growth in your team. You'll learn how to: Magnify your people's strengths Create a welcoming, inclusive culture Communicate effectively—and regularly—with your team Challenge your people to grow beyond their current limits Recognize and reward good work Establish yourself as a trustworthy leader and colleague Arm yourself with the advice you need to succeed on the job, with 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.

Down the Rabbit Hole of Leadership Manfred F. R. Kets de Vries 2018-10-10 In the previous book in this series, Manfred Kets de Vries observed the experiences of leaders on a rollercoaster ride through their professional and personal lives. Now, he follows them down the rabbit hole into the unknown, where, like Lewis Carroll's Alice, they find a dystopian Wonderland in which everyone seems to have gone mad and life functions according to its own crazy logic, throwing up all kinds of obstacles in the search for truth. Understanding what is happening around us has become more difficult than ever in the Age of Trump. Don't imperatives like "build that wall" sound very much like "Off with his head"? Unfortunately, and unlike Alice, we are not going to wake up from a bad dream and discover that everything is "nothing but a pack of cards". The first part of this book looks at the psychodynamics of leadership in both a business and a political context. The second focuses on the psychopathology of everyday life in organizations and the seemingly endless ways people can make a mess of things - including mega pay packages, acting out, digital addiction and other dysfunctional behaviour patterns. Each chapter ends with a brief anecdote to illustrate the dilemma it presents. In short, sharp nuggets, Kets de Vries helps make sense of how the madness of the present has affected leadership in organizations and the workplace.

How to Manage Workplace Expectations to Foster Positive Relationships and Achieve Success Minghai Zheng 2023-05-24 In today's fast-paced workplace, it can be challenging to manage expectations and achieve success while maintaining positive relationships with colleagues, managers, and clients. As we progress in our careers, responsibilities and demands increase, and navigating these expectations requires careful attention to detail, perspective, and communication. This book aims to provide guidance on managing workplace expectations to help professionals achieve success in their careers while fostering positive relationships. Whether you are just starting in the workforce or looking to advance your career, this book will provide practical insights and strategies to help you manage expectations and achieve your goals. Throughout this book, we will examine critical aspects of managing expectations, including setting clear objectives, communicating effectively, negotiating conflicts, and cultivating positive

relationships. We will explore how to navigate workplace politics, handle difficult conversations, and build a strong personal brand. We will also examine common challenges in the workplace, such as working with different personality types, managing difficult bosses, and handling feedback constructively. With practical tips, real-life examples, and actionable advice, this book is designed to support professionals at every level in achieving their career aspirations. Ultimately, this book highlights the importance of aligning workplace expectations with personal values and goals to achieve professional success while maintaining a healthy work-life balance. By the end of this book, readers will have a comprehensive understanding of how to navigate expectations in the workplace and build positive relationships that support career growth and long-term success. MingHai Zheng is a writer based in Wuhan, China, who focuses on writing articles about workplace and management topics. He has written hundreds of articles on these topics and is dedicated to sharing his insights and experiences with others who are interested in improving their careers and their businesses.

Black Enterprise 1981-01 BLACK ENTERPRISE is the ultimate source for wealth creation for African American professionals, entrepreneurs and corporate executives. Every month, BLACK ENTERPRISE delivers timely, useful information on careers, small business and personal finance.

The Effective Manager Mark Horstman 2016-07-05 The how-to guide for exceptional management from the bottom up The Effective Manager is a hands-on practical guide to great management at every level. Written by the man behind Manager Tools, the world's number-one business podcast, this book distills the author's 25 years of management training expertise into clear, actionable steps to start taking today. First, you'll identify what "effective management" actually looks like: can you get the job done at a high level? Do you attract and retain top talent without burning them out? Then you'll dig into the four critical behaviors that make a manager great, and learn how to adjust your own behavior to be the leader your team needs. You'll learn the four major tools that should be a part of every manager's repertoire, how to use them, and even how to introduce them to the team in a productive, non-disruptive way. Most management books are written for CEOs and geared toward improving corporate management, but this book is expressly aimed at managers of any level—with a behavioral framework designed to be tailored to your team's specific needs. Understand your team's strengths, weaknesses, and goals in a meaningful way Stop limiting feedback to when something goes wrong Motivate your people to continuous improvement Spread the work around and let people stretch their skills Effective managers are good at the job and "good at people." The key is combining those skills to foster your team's development, get better and better results, and maintain a culture of positive productivity. The Effective Manager shows you how to turn good into great with clear, actionable, expert guidance.

HBR Guides to Managing Your Career Collection (6 Books) Harvard Business Review 2019-11-26 Don't wait for someone else to manage your career. Career paths are far from straightforward. HBR Guides to Managing Your Career Collection offers the ideas and strategies to help you take charge of your career and reach your highest potential--both in and outside of work. Included in this six-book set are HBR Guide to Your Professional Growth, HBR Guide to Work-Life Balance, HBR Guide to Getting the Mentoring You Need, HBR Guide to Managing Up and Across, HBR Guide to Office Politics, and HBR Guide to Changing Your Career. You'll learn how to: Clarify your professional passions Think strategically about career changes Recognize when it's time for a new challenge Find the right mentors to help you grow and move ahead Set boundaries and manage your time Deal with difficult managers Navigate your work culture and its politics The workplace is a complex arena to navigate, yet with advice from HBR's experts, you will be able to surpass any professional obstacle. No matter where you are in your career, the HBR Guides to Managing Your Career Collection will help you plan your next steps and push yourself forward to the next level.

Time Management For Dummies - UK Clare Evans 2011-02-15 If you're finding yourself tied down by piles of paperwork, endless unanswered emails and thousands of to-do lists, then this is the book for you! Become a more efficient, effective and productive you with Time Management For Dummies- your one-stop guide to taking control of your life. Packed with hundreds of time-saving ideas, techniques and strategies, you'll be able to: get on top of your workload, communicate effectively, make the most of your business meetings, organise your desk and files, prioritise and delegate well, and kick the procrastination habit. With tips on getting more out of your time away from your desk, maintaining a productive home office environment and still finding time to see to your finances, health and social life, these time management tools will leave you feeling in control of your life - at work and at home. Time Management For Dummies covers: What is Time Management? Getting Your Time in Order Organising The Work You Have To Do Working From Home The Bigger Picture

What To Do When You Become the Boss Bob Selden 2012-04-26 What to do when you get promoted to management level and, in particular, how to manage people. Most new managers get very little initial training on how to manage. Generally, new managers are promoted or selected for the role because of their excellent technical or professional expertise. It is assumed therefore that they will also be experts at people management, but this is often not the case. WHAT TO DO WHEN YOU BECOME THE BOSS is a complete how to guide for first-time managers. Simple and practical, it will help you manage your boss, your people and yourself. You'll discover how to: Become an effective leader and get the best out of yourself and be recognised throughout the organisation; Allocate your time effectively between leading, managing and operating; Manage your boss; Manage team performance, including setting standards, coaching, motivating and appraising performance; Delegate, make effective decisions and run motivating meetings; Choose the right person for the job using a proven method.

The Little Black Book for Managers John Cross 2013-10-14 A smart, small book for any manager's pocket. In every manager's career there are moments where decisions need to be made in order to achieve success and this smart, nicely packaged little book can be there to help each time. The trick to succeeding in these moments is to identify each of these situations ahead of time and understand how to act and what to do to reduce the chances of failure. That is exactly what The Little Black Book for Managers has done. The authors have listed a whole host of situations most managers face, based on thousands of personal experiences, and have mapped out how to deal with each situation. The book contains specific examples of words and phrases that can be used as well as illustrations and exercises to analyse your current performance. It is short on waffle and high on practical wisdom. It is designed to be dipped in and out of - reached for whenever a situation arises. This is a practical support tool for managers at all levels, from shop-floor supervisor to main board director. The Little Black Book for Managers explains how to deal with scenarios such as; Having a lack of confidence to deal with other people in the way that is needed Times when you have to assert your authority more Allocating critical work. Who to choose? Needing to get extra effort from the team when under pressure Incentivising Delegation Having to deal with under-performers Personality clashes between work colleagues Managing a meeting with senior leaders

Managing Up Mary Abbajay 2018-04-10 Build vital connections to accelerate your career success Managing Up is your guide to the most valuable 'soft skill' your career has ever seen. It's not about sucking up or brown-nosing; it's about figuring out who you are, who your boss is, and finding where you meet. It's about building real relationships with people who have influence over your career. Managing up is good for you, good for your boss, and good for the organization as a whole. This book gives you strategies for developing these all-important connections and building more than rapport; you become able to quickly assess situations, and determine which actions will move you forward; you become your own talent manager, and your boss's top choice for that new opportunity. As a skill, managing up can do more for your career than simply 'networking' ever could—and this book shows you how. Real-world strategies give you a set of actionable steps, supplemented by expert advice from a top leadership consultant that helps you get on track to advancement. It's never too early or too late to start adjusting your alignment, and this book provides the help you need to start accelerating your trajectory. Develop robust relationships with influential people Enhance your self-awareness and become more adaptable Gain new opportunities and accelerate your career Stop 'schmoozing' and develop true, lasting connections Managing up helps you build the sort of relationships that foster more communication, collaboration, cooperation, and understanding between people at different levels of power, with a variety of perspectives and skills. This type of bridge-building builds your reputation for effectiveness and fit, so you can start skipping rungs on the ladder as you build a strong, successful career. Managing Up is your personal manual for building this vital skill so you can begin building your best future.

Manage Your Boss Bloomsbury Publishing 2023-01-17 A practical guidebook for anyone looking to build a more positive relationship with their manager or supervisor.

Project Management: Fast Track to Success Patrick Harper-Smith 2010-01-27

Business O. C. Ferrell 1989

Train Your Team Yourself Lisa Hadfield-Law 2002 Emphasising the need to efficiently train employees in order that they fulfil their potential, this handbook offers advice for those giving training. Supplying the information required to provide the right training for each team member.

No Rules Rules Reed Hastings 2020-09-08 *** Shortlisted for the 2020 Financial Times & McKinsey Business Book of the Year *** It's time to do things differently. Trust your team. Be radically honest. And never, ever try to please your boss. These are some of the ground rules if you work at Netflix. They are part of a unique cultural experiment that explains how the company has transformed itself at lightning speed from a DVD mail order service into a streaming superpower - with 190 million fervent subscribers and a market capitalisation that rivals the likes of Disney. Finally Reed Hastings, Netflix Chairman and CEO, is sharing the secrets that have revolutionised the entertainment and tech industries. With INSEAD business school professor Erin Meyer, he will explore his leadership philosophy - which begins by rejecting the accepted beliefs under which most companies operate - and how it plays out in practice at Netflix. From unlimited holidays to abolishing approvals, Netflix offers a fundamentally different way to run any organisation, one far more in tune with an ever-changing fast-paced world. For anyone interested in creativity, productivity and innovation, the Netflix culture is something close to a holy grail. This book will make it, and its creator, fully accessible for the first time.

The Truth About Managing Your Career Karen Otazo 2006-01-13 This book reveals 60 proven principles and easy career management techniques. Discover powerfully effective ways to start a new job and make a great first impression; work more smoothly with bosses and colleagues; build a high-performance personal network; manage workloads; decide who to trust (and distrust); handle enemies and overcome career setbacks; recognize when to move on; get noticed, get ahead, and get to the top! From Lois Frankel, author of *Nice Girls Don't Get the Corner Office*: "A cutting-edge pioneer in the field of business coaching, Dr. Karen Otazo knows--and speaks--the truth about how to get and keep the job you want. Regardless of your age or stage of your career, you'll find practical tips and tools to make your workplace journey smoother, more enjoyable, and potentially more profitable. The Truth about Managing Your Career is a must-have for your career library."

HBR's 10 Must Reads for New Managers (with bonus article "How Managers Become Leaders" by Michael D. Watkins) (HBR's 10 Must Reads) Harvard Business Review 2017-02-07 Develop the mindset and presence to successfully manage others for the first time. If you read nothing else on becoming a new manager, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you transition from being an outstanding individual contributor to becoming a great manager of others. This book will inspire you to: Develop your emotional intelligence Influence your colleagues through the science of persuasion Assess your team and enhance its performance Network effectively to achieve business goals and for personal advancement Navigate relationships with employees, bosses, and peers Get support from above View the big picture in your decision making Balance your team's work and personal life in a high-intensity workplace This collection of articles includes "Becoming the Boss," by Linda A. Hill; "Leading the Team You Inherit," by Michael D. Watkins; "Saving Your Rookie Managers from Themselves," by Carol A. Walker; "Managing the High-Intensity Workplace," by Erin Reid and Lakshmi Ramarajan; "Harnessing the Science of Persuasion," Robert B. Cialdini; "What Makes a Leader?" by Daniel Goleman; "The Authenticity Paradox," by Herminia Ibarra; "Managing Your Boss," by John J. Gabarro and John P. Kotter; "How Leaders Create and Use Networks," by Herminia Ibarra and Mark Lee Hunter; "Management Time: Who's Got the Monkey?" by William Oncken, Jr., and Donald L. Wass; and BONUS ARTICLE: "How Managers Become Leaders," by Michael D. Watkins.

HBR Guide to Managing Up and Across (HBR Guide Series) Harvard Business Review 2013-01-08 ARE YOUR WORKING RELATIONSHIPS WORKING AGAINST YOU? To achieve your goals and get ahead, you need to rally people behind you and your ideas. But how do you do that when you lack formal authority? Or when you have a boss who gets in your way? Or when you're juggling others' needs at the expense of your own? By managing up, down, and across the organization. Your success depends on it, whether you're a young professional or an experienced leader. The HBR Guide to Managing Up and Across will help you: Advance your agenda—and your career—with smarter networking Build relationships that bring targets and deadlines within reach Persuade decision makers to champion your initiatives Collaborate more effectively with colleagues Deal with new, challenging, or incompetent bosses Navigate office politics

Making Conflict Work Peter T. Coleman 2014-09-02 'Coleman and Ferguson have done something remarkable: they've written an evidence-based book on the complex topic of conflict and made it easy to read, easy to understand, and, best of all, easy to use. A genuine winner' Robert B. Cialdini, author of *Influence: The Psychology of Persuasion* A PRACTICAL GUIDE TO NAVIGATING WORKPLACE CONFLICTS Work conflict is risky. It can go bad and poison employee health, work relationships and organizational climates, or it can go well and help to energize problem solving, innovation and bottom-line effectiveness. Managing conflicts up and down the chain of command at work can be particularly treacherous, as power differences complicate conflicts and constrain response options. Organizations are rife with stories of executives and managers who abuse their power, employees who overstep their authority, and the resulting conflicts that get stuck in downward spirals. When people find themselves in conflict, they immediately become aware of the balance of power in the situation or relationship: 'Hey, you work for me, so back off!', or 'Wow, he is much bigger and drunker than I thought he was before I told him to shut up', so understanding how conflict and power affect each other is vital to effective conflict management. In *Making Conflict Work*, Peter Coleman and Robert Ferguson, leading experts in the field of conflict resolution, address the key role of power in workplace tension. Coleman and Ferguson explain how power dynamics function and provide step-by-step guidance to determining your standing in a conflict and identifying and applying the strategies that will lead to the best resolution. Drawing on the authors' years of research and consulting experience, *Making Conflict Work* offers seven new strategies and dozens of tactics for negotiating disputes at all levels of an organization. This powerful approach can turn workplace tensions into catalysts for creativity, innovation, and meaningful change.

Winning in the Workplace Onajite Akemu 2022-08-05 If any phrase best describes this book, it is this: all you need to know about career success in one place! Career success is more than just a key to financial freedom and the good life. It is the key to a meaningful life. This book takes the mystery out of careers by first showing you the two broad types of careers, before unearthing the four mission-critical "relationships" responsible for workplace success. Finally, it shows you how proper management of those mission-critical relationships can help you taste the grapes of career success.

Being the Boss, with a New Preface Linda A. Hill 2019-02-26 Are you the boss you need to be? You never dreamed being the boss would be so hard. You're caught in a web of conflicting expectations from your subordinates, from those above you, and from your peers and customers. You're not alone. As Harvard Business School's Linda Hill and manager and executive Kent Lineback reveal in *Being the Boss*, becoming an effective manager is a painful, difficult journey. It requires trial and error, endless effort, and slowly acquired personal insight. Many managers never complete the journey and instead just learn how to get by. At worst, they become terrible bosses. This essential book, now with a new preface, explains how to avoid that fate by mastering three imperatives: Manage yourself: Learn that management isn't about doing all the work on your own. It's about leading others to accomplish things with you as their guide. Manage your network: Understand how power and influence work in your organization, and build a network of mutually beneficial relationships to navigate your company's complex political environment Manage your team: Create a high-performing "we" out of all the "I's" who report to you. Packed with compelling stories and practical advice, *Being the Boss* is an indispensable guide not only for first-time managers but for all managers seeking to master the most daunting challenges of leadership.

Thriving in the Workplace All-in-One For Dummies Consumer Dummies 2010-03-30 Practical guidance on thriving-and surviving-in the workplace Are you worried about losing your job? Are you retired but forced to re-enter the workforce to keep up with the rising cost of living? Do you find yourself lucky to have a job at all, no matter how difficult or unpleasant the environment may be? *Thriving in the Workplace All-In-One For Dummies* gives people of all ages, in any job, and in any type of workplace the information, tips, and advice needed to boost professional value, increase job security, and manage stress. Inside this comprehensive book, you'll get friendly and practical guidance on dealing with a your boss; becoming self-motivated by setting effective goals; dealing with coworkers' attitudes; earning a better performance review, raise, or promotion; handling challenging customers; thriving amidst change; increasing morale and productivity; and much more! Proven tips, tools, and techniques to help employees at all

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Power and Influence John P. Kotter 2010-09-28 In today's complex work world, things no longer get done simply because someone issues an order and someone else follows it. Most of us work in socially intricate organizations where we need the help not only of subordinates but of colleagues, superiors, and outsiders to accomplish our goals. This often leaves us in a "power gap" because we must depend on people over whom we have little or no explicit control. This is a book about how to bridge that gap: how to exercise the power and influence you need to get things done through others when your responsibilities exceed your formal authority. Full of original ideas and expert insights about how organizations—and the people in them—function, Power and Influence goes further, demonstrating that lower-level personnel also need strong leadership skills and interpersonal know-how to perform well. Kotter shows how you can develop sufficient resources of "unofficial" power and influence to achieve goals, steer clear of conflicts, foster creative team behavior, and gain the cooperation and support you need from subordinates, coworkers, superiors—even people outside your department or organization. He also shows how you can avoid the twin traps of naivete and cynicism when dealing with power relationships, and how to use your power without abusing it. Power and Influence is essential for top managers who need to overcome the infighting, foot-dragging, and politicking that can destroy both morale and profits; for middle managers who don't want their careers sidetracked by unproductive power struggles; for professionals hindered by bureaucratic obstacles and deadline delays; and for staff workers who have to "manage the boss." This is not a book for those who want to "grab" power for their own ends. But if you'd like to create smooth, responsive working relationships and increase your personal effectiveness on the job, Kotter can show you how—and make the dynamics of power work for you instead of against you.

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