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152.42 HBR 025302

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303.342 HAR 027325

5. Mindfulness. Harvard Business Review Press, 2017.

152.4 HBR 025303

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155.24 HBR 025304

HBR Guides Series

1. Dillon, K. (2015). Office politics. Harvard Business Review Press.

650.13 DIL 027316

2. Duarte, N. (2012). *Persuasive presentations*. Harvard Business Review Press.

658.452 DUA 027321

3. Gallo, A. (2017). HBR quide to dealing with conflict. Harvard Business Review Press.

658.4 GAL 028048

4. Garner, B. A. (2012). Better business writing. Harvard Business Review Press.

808.06665 GAR 027322

5. HBR quide to data analytics basics for managers. Harvard Business Review Press, 2018.

658.4 HAR 028307

6. HBR guide to delivering effective feedback. Harvard Business Review Press, 2016.

658.314 HAR 028049

7. <u>HBR guide to emotional intelligence</u>. Harvard Business Review Press, 2017.

158.7 HAR 028050

8. HBR guide to finance basics for managers. Harvard Business Review Press, 2012.

658.15 HAR 027318

9. HBR guide to getting the right work done. Harvard Business Review Press, 2012.

658.4093 HAR 027320

10. HBR guide to managing up and across. Harvard Business Review Press, 2013.

650.13 HAR 027317

11. HBR quide to performance management. Harvard Business Review Press, 2017.

658.3 HAR 028054

12. Project management. Harvard Business Review Press, 2012.

658.404 HAR 027319

13. Shapiro, M. (2015). HBR guide to leading teams. Harvard Business Review Press.

659.4 SHA 028051

14. Sheen, R., & Gallo, A. (2015). HBR quide to building your business case. Harvard Business

Review Press.

658.4 SHE 028046

15. Weiss, J. A. (2016). *HBR guide to negotiating*. Harvard Business Review Press.

658.4 WEI 028053

HBR 20-Minute Manager Series

1. <u>Creating business plans: Gather your resources, describe the opportunity, get buy-in</u>. Harvard

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4. <u>Getting work done: Prioritize your work, be more efficient, take control of your time</u>. Harvard Bussiness Review Press, 2014.

658.3 HAR 027221

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658.3125 HAR 027222

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Harvard Business Review Press, 2015. 658.4022 HAR 028055

7. <u>Leading virtual teams: Hold people accountable, build trust, encourage collaboration</u>. Harvard Business Review Press, 2016.

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658.4 HAR
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Harvard Business Review Press, 2014. 658.456 HAR 027227

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658.4056 CRI 014178

3. <u>Decision making: 5 steps to better results.</u> Harvard Business School Press, 2006.

658.403 DEC 017339

4. <u>Hiring and keeping the best people: Your mentor guide to doing business effectively</u>. Harvard Business School Press, 2002.

658.31 HIR 014177

5. Luecke, R. (2004). <u>Entrepreneur s toolkit: Tools and techniques to launch and grow your new business</u>. Harvard Business School Press.

658.11 LUE 012216

6. <u>Power, influence, and persuasion: Sell your ideas and make things happen: Harvard business essentials series</u>. Harvard Business School Press, 2005.

658.4092 HAR 021711

7. <u>Time management: Increase your personal productivity and effectiveness</u>. Harvard Business School Press, 2005.

650.11 TIM 017338

HBR's 10 Must Read Series

1. <u>Change management</u>. Harvard Business Review Press, 2011.

658.406 HAR 011707 and 027228

2. <u>Essentials</u>. Harvard Business Review Press, 2011.

658 HAR 011711 and 027237

3. <u>HBR's 10 must reads 2015: The definitive management ideas of the year from Harvard business review</u>. Harvard Business Review Press, 2015.

658 HAR 021728

4. <u>HBR's 10 must reads 2017: The definitive management ideas of the year from Harvard Business Review</u>. Harvard Business Review Press, 2016.

658 HAR 024762

5. <u>HBR's 10 must reads on collaboration: HBR's 10 must read series</u>. Harvard Business Review

Press, 2013.

658.046 HAR 021750

6. <u>HBR's 10 must reads on communication: HBR's 10 must read series</u>. Harvard Business Review

Press, 2013.

658.45 HAR 021751

7. HBR's 10 must reads on emotional intelligence: HBR's 10 must reads series. Harvard Business

Review Press, 2015.

152.4 HAR 021752

8. HBRs 10 must reads on leadership. Harvard Business Review Press, 2011.

658.4092 HBR 011709

9. HBRs 10 must reads on managing people. Harvard Business Press, 2011.

658.3 HAR 011712 and 027233

10. HBRs 10 must reads on managing yourself. Harvard Business Review Press, 2011.

658 HBR 011710

11. HBRs 10 must reads on strategy. Harvard Business Press, 2011.

658.4012 HAR 011708

12. Making smart decisions. Harvard Business Review Press, 2013.

658.403 HAR 021754 and 027232

13. On collaboration. Harvard Business Press, 2013.

658.046 HAR 027229

14. *On communication*. Harvard Business Press, 2013

658.45 HAR 027230 and 021751

15. *On innovation*. Harvard Business Review Press, 2013.

658.4063 HAR 021753 and 027231

16. *On leadership*. Harvard Business Press, 2011.

658.4092 HBR 011709

17. <u>On managing Across Cultures</u>. Harvard Business Review Press, 2016.

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18. On managing yourself. Harvard Business Review Press, 2010.

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19. On strategic marketing. Harvard Business Review Press, 2013.

658.802 HAR 021755 and 027235

20. *On strategy*. Harvard Business Publishing, 2011.

658.4012 HAR 027324

21. <u>On Teams</u>. Harvard Business Review Press, 2013.

658.4022 HAR 021756 and 027236

Updated on 20.05.2020