

Hbr Guide To Persuasive Presentations Nancy Duarte

Feeling stressed about your upcoming presentation? Whether you're nervous about how you'll organize your thoughts or how you'll articulate them on the big day, *Presentations* provides the quick guidelines and expert tips you need to: Craft your message Prepare and rehearse effectively Engage your audience Manage Q&A sessions Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.

Don't let a fear of numbers hold you back. Today's business environment brings with it an onslaught of data. Now more than ever, managers must know how to tease insight from data--to understand where the numbers come from, make sense of them, and use them to inform tough decisions. How do you get started? Whether you're working with data experts or running your own tests, you'll find answers in the *HBR Guide to Data Analytics Basics for Managers*. This book describes three key steps in the data analysis process, so you can get the information you need, study the data, and communicate your findings to others. You'll learn how to: Identify the metrics you need to measure Run experiments and A/B tests Ask the right questions of your data experts Understand statistical terms and concepts Create effective charts and visualizations Avoid common mistakes

Master your most pressing professional challenges with this seven-volume set that collects the smartest best practices from leading experts all in one place. *HBR Guide to Better Business Writing* and *HBR Guide to Persuasive Presentations* help you perfect your communication skills; *HBR Guide to Managing Up and Across* and *HBR Guide to Office Politics* show you how to build the best professional relationships; *HBR Guide to Finance Basics for Managers* is the one book you'll ever need to teach you about the numbers; *HBR Guide to Project Management* addresses tough questions such as how to manage stakeholder expectations and how to manage uncertainty in a complex project; and *HBR Guide to Getting the Right Work Done* goes beyond basic productivity tips to teach you how to prioritize and focus on your work. This specially priced set of the most popular books in the series makes a perfect gift for aspiring leaders looking for trusted advice. 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.

Ter afsluiting van de zomer nemen vijf vrienden jaarlijks een laatste duik in een oude steengroeve. In de zomer van 1990 zijn ze 19 jaar oud en wacht hun de studententijd. De sfeer is uitgelaten, maar ze zijn zich er ook van bewust dat ze deze avond ieder hun eigen weg zullen gaan. Als de ochtend gloort en de eerste herfstregen valt, drijft het lichaam van een van hen in de groeve. Een tragisch ongeluk, oordeelt de politie, maar niet iedereen is overtuigd. Na 27 jaar zorgen de gebeurtenissen nog steeds voor conflicten in het dorp. Wanneer rechercheur Anna Vesper wordt aangesteld als de nieuwe hoofdinspecteur heeft ze al snel geen

andere keus dan de zaak te heropenen.

In 'Brave New Work' doet Aaron Dignan uit de doeken hoe je je organisatie opnieuw kunt uitvinden. Ondanks alle technologische vooruitgang blijkt er fundamenteel weinig veranderd te zijn op ons werk: gebrek aan vertrouwen, trage besluitvorming, een overmaat aan zinloze vergaderingen en mailwisselingen, en moeizame budgetdiscussies. Aaron Dignan laat zien dat er bij veel bedrijven een grondige transformatie van het operating system nodig is: de principes en werkvormen die de bedrijfscultuur bepalen. Want je repareert een team, afdeling of organisatie nu eenmaal niet door quick fixes en wat gerommel in de marge. 'Brave New Work' leert je op een andere manier naar je organisatie te kijken en laat zien hoe je de werkprincipes van Dignan ook binnen jouw bedrijf kunt toepassen. Met als resultaat werknemers die met meer plezier en energie en ongehinderd door frustraties hun werk uitvoeren en zo veel meer waarde toevoegen.

We weten allemaal dat het moeilijk is om te veranderen. Het kost veel tijd en vaak geven we op bij de eerste tegenslag. Maar waarom zien we wel de beren op de weg en niet de bestemming? Deze vraag beantwoorden Chip en Dan Heath in dit fascinerende boek. We hoeven slechts te begrijpen hoe onze hersenen werken om snelle veranderingen in ons gedrag te realiseren. Op basis van wetenschappelijke studies en opmerkelijke casestudy's laten ze zien dat ogenschijnlijk simpele methodes leiden tot fantastische resultaten.

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 right visual revealed at the right time can turn an unremarkable presentation into a resonant, emotional experience. This two-book collection provides you with the tools you need to craft and deliver presentations that will impress your audience, increase your influence in your organization, and advance your career. Good Charts: The HBR Guide to Making Smarter, More Persuasive Data Visualizations shows how a good visualization can communicate the nature and potential impact of information and ideas more powerfully than any other form of communication. For a long time "dataviz" was left to specialists--data scientists and professional designers. No longer. A new generation of tools and massive amounts of available data make it easy for anyone to create visualizations that communicate ideas far more effectively than generic spreadsheet charts ever could. What's more, building good charts is quickly becoming a need-to-have skill for managers. If you're not doing it, other managers are, and they're

getting noticed for it and getting credit for contributing to your company's success. In *Good Charts*, dataviz maven Scott Berinato provides an essential guide to how visualization works and how to use this new language to impress and persuade. Dataviz today is where spreadsheets and word processors were in the early 1980s—on the cusp of changing how we work. Berinato lays out a system for thinking visually and building better charts through a process of talking, sketching, and prototyping. This book is much more than a set of static rules for making visualizations. It taps into both well-established and cutting-edge research in visual perception and neuroscience, as well as the emerging field of visualization science, to explore why good charts (and bad ones) create "feelings behind our eyes." Along the way, Berinato also includes many engaging vignettes of dataviz pros, illustrating the ideas in practice. *Good Charts* will help you turn plain, uninspiring charts that merely present information into smart, effective visualizations that powerfully convey ideas. *HBR Guide to Persuasive Presentations* will teach you to how to take the pain out of presentations. Terrified of speaking in front of a group? Or simply looking to polish your skills? No matter where you are on the spectrum, this guide will give you the confidence and the tools you need to get results. Written by presentation expert Nancy Duarte, the *HBR Guide to Persuasive Presentations* will help you: (1) Win over tough crowds, (2) Organize a coherent narrative, (3) Create powerful messages and visuals, (4) Connect with and engage your audience, (5) Show people why your ideas matter to them, and (6) Strike the right tone, in any situation.

Sadistische seriemoordenaar 'de Samaritaan' aast op alleen reizende vrouwen met autopech. Manhunter Carter Blake voorspelt zijn volgende stappen, maar FBI-agent Jessica Allen vertrouwt hem niet... Wanneer het lichaam van een jonge vrouw wordt gevonden, herkent detective Jessica Allen de modus operandi van de moordenaar. Een sadistische moordenaar aast op vrouwen met autopech. De pers heeft hem 'de samaritaan' genoemd, maar zonder aanwijzingen en sporen loopt het politieonderzoek al snel vast. Dan komt manhunter Carter Blake in beeld, met de opvallende gave om de volgende stappen van de samaritaan te kunnen voorspellen. Jessica Allen en haar collega's zijn echter achterdochtig, want hun nieuwe bondgenoot lijkt verdacht veel op de man die ze zoeken... De samaritaan van Mason Cross is het tweede deel in de verslavende thrillerserie rond Carter Blake. Resource added for the Human Resources program 101161.

Discusses how readers can make persuasive presentations that inspire action, engage the audience, and sell ideas. Hoe schrijf je een tekst die het gewenste effect heeft op de lezer? Hoe pak je schrijfwerk efficiënt aan? Hoe maak je van schrijven een leuke klus? Met *Schrijven met effect* ontwikkel je stapsgewijs de vaardigheid om op een heldere, kernachtige en levendige manier zakelijke teksten te schrijven. Dankzij de praktische adviezen in het boek doe je dat met meer plezier en gemak. Door het uitgebreide oefenmateriaal kun je je de stof snel eigen maken. In de vijfde druk van *schrijven met effect* zijn opnieuw veel voorbeeld- en oefenzinnen geactualiseerd en afgestemd op hbo- en universitaire studenten. Er is meer advies over het professioneel maken van teksten, bijvoorbeeld door het vermijden van spreektaal en stijlbreuk. Verder is er aandacht voor de trend om zelfstandige zinnen te verbinden met komma's in plaats van met punten. Alle oefeningen zijn nu ook online beschikbaar. *Schrijven met effect* is bedoeld voor hbo- en universitaire studenten die moeten oefenen met het schrijven van zakelijke teksten en

voor professionals die hun schrijfstijl willen perfectioneren. De cursus is zowel geschikt voor groepen als voor zelfstudie. Mariët Hermans was jarenlang als manager schriftelijke communicatie verbonden aan een instituut voor opleiding en training van professionals. Tegenwoordig werkt zij als zelfstandig trainer-adviseur bedrijfscommunicatie in haar eigen bedrijf Mariët Hermans - Tekst en Training (www.mariethermans.nl). Zij schreef ook De kleine schrijfgids en Offertes schrijven die scoren. Bron: Flaptekst, uitgeversinformatie.

Aan de hand van het wereldberoemde boek van zijn vader geeft Sean Covey praktische tips en inzichten om je studie succesvol te doorlopen en je carrière met een stevige basis te starten. In 'De zeven eigenschappen voor effectieve studenten' geeft Sean Covey, aan de hand van de eigenschappen uit het wereldberoemde boek van zijn vader, praktische tips en inzichten om je studie succesvol te doorlopen en je carrière met een stevige basis te starten. Door met het einde voor ogen te beginnen, blijf je tot het einde betrokken, en houd je het beter vol. Je maakt scherper onderscheid tussen hoofd- en bijzaken en balanceert studie en plezier, met geweldige prestaties als resultaat!

Make your career what you want it to be. Women regularly face unfair challenges in the workplace--from being passed over for promotion to being ignored in conversation. Unconscious bias and negative assumptions are working against them. As a woman, how can you break through these barriers and get what you want from your career? The HBR Guide for Women at Work will help you identify and overcome the factors that are holding you back. It provides practical tips and advice so you can face gender stereotypes head-on, make yourself visible when opportunities arise, and demonstrate your leadership skills. You'll learn to: Speak up in meetings in a way that ensures your ideas will be heard Wield influence by building the right relationships Advocate for yourself--and for what you want Align yourself with mentors and sponsors to support your growth Show passion without being perceived as "too emotional" Create your unique vision as a leader

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.

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you about the numbers; HBR Guide to Project Management addresses tough questions such as how to manage stakeholder expectations and how to manage uncertainty in a complex project; and HBR Guide to Getting the Right Work Done goes beyond basic productivity tips to teach you how to prioritize and focus on your work. This specially priced set of the most popular books in the series makes a perfect gift for aspiring leaders looking for trusted advice. 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.

This collection will help you sharpen the key management skills you need to succeed today. We all want to give more persuasive presentations, write more effective emails, master the basics of finance, and manage both stress and time a bit better. These Harvard Business Review Guides—now offered as a complete digital collection—will help you get there. Packed with concise, practical tips from leading experts, the HBR Guides series is designed to help you learn and apply strategies and tactics to work smarter and more effectively, every day. This collection features digital editions of all eight books in the series: HBR Guides on Persuasive Presentations, Better Business Writing, Getting the Right Work Done, Managing Stress at Work, Finance Basics for Managers, Project Management, Managing Up and Across, and Getting the Mentoring You Need. As an important part of your management toolkit, these guidebooks will arm you with the advice you need to succeed on the job from the most trusted name in business. For busy managers looking for answers to common challenges, let these HBR Guides mentor you all the way to success. About the HBR Guide series: 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.

Olivia Rønning heeft besloten terug te keren bij de politie en wordt op een zaak gezet in de provincie Skåne. In een naburig stadje is een gruwelijke kindermoord gepleegd. Een paar dagen later wordt er nog een kind gedood, deze keer in een dorpje vlak buiten Stockholm. Bij beide kinderen, de zeven jaar oude Aram en de driejarige Emelie, is de nek op dezelfde manier gebroken. De brute moorden op de onschuldige kinderen veroorzaken een schokgolf door het hele land. Mette Olsäter van de Rijksrecherche is betrokken bij het onderzoek. Ze verdenkt een racistische groep die bedreigingen heeft geuit naar de ouders van de kinderen. Als een onderzoeker van het Nationaal Instituut voor Forensische Wetenschappen iets op het spoor komt, neemt ze contact op met Mette Olsäter. De testuitslag geeft de zaak een zeer onverwachte wending... Zwarte dageraad is het derde deel in de verslavende thriller serie over Oliva Rønning en Tom Stilton.

Managing the human side of work Research by Daniel Goleman, a psychologist and coauthor of Primal Leadership, has shown that emotional intelligence is a more powerful determinant of good leadership than technical competence, IQ, or

vision. Influencing those around us and supporting our own well-being requires us to be self-aware, know when and how to regulate our emotional reactions, and understand the emotional responses of those around us. No wonder emotional intelligence has become one of the crucial criteria in hiring and promotion. But luckily it's not just an innate trait: Emotional intelligence is composed of skills that all of us can learn and improve on. In this guide, you'll learn how to: Determine your emotional intelligence strengths and weaknesses Understand and manage your emotional reactions Deal with difficult people Make smarter decisions Bounce back from tough times Help your team develop emotional intelligence 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.

This big initiative could make or break this fiscal year--or your career. Managing a successful strategic initiative may be the key to transforming your company--and propelling your career forward. Yet running a cross-functional team on a high-profile project can present a multitude of challenges and risks, causing even the most experienced manager to struggle. The HBR Guide to Managing Strategic Initiatives provides practical tips and advice to help you manage all the stages of an initiative's life cycle, from buy-in to launch to scaling up. You'll learn how to: Win--and keep--support for your new initiative Move rapidly from approval to implementation Assemble transformative, high-performing initiative teams Maintain the confidence of sponsors and stakeholders Stay on schedule and within budget Avoid initiative overload by killing projects that aren't meeting business needs Keep multiple initiatives in strategic alignment 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.

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- Manage Q&A sessions

About HBR's 20-Minute Manager Series: Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives—from the most trusted source in business. Also available as an ebook.

Take the stress out of giving feedback. To help your employees meet their goals and fulfill their potential, you need to provide them with regular feedback. But the prospect of sharing potentially negative news can be overwhelming. How do you construct your message so that it's not only well received but also expressed in a way that encourages change?

Whether you're commending exemplary work or addressing problem behavior, the HBR Guide to Delivering Effective Feedback provides you with practical advice and tips to transform any performance discussion—from weekly check-ins to annual reviews—into an opportunity for growth and development. You'll learn to: Establish trust with your direct reports Assess their performance fairly Emphasize improvement, even in criticism React calmly to a defensive feedback recipient Recognize and motivate star performers Create individualized development plans 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.

Stop running on empty. Every day you juggle the many components that fill your life. Between work and family commitments, volunteer work, hobbies, and managing your physical and mental health, it's easy to feel overwhelmed and that you're letting someone down or neglecting some aspect of your life. But you can find ways to honor all of your commitments without collapsing. The HBR Guide to Work-Life Balance will help you: Evaluate and adjust your priorities Manage expectations Set and spend your time budget Make plans--and backup plans Understand how to make trade-offs Prioritize self-care Discover what works for you

Twee broers op zoek naar hun bestemming Krachtig boek dat je nog lang blijft De dood van zijn vrouw hangt al jaren als een donkere wolk boven het leven van Cody Gunner. Ooit zeer succesvol als roeiorijder heeft hij nu zijn passie opgegeven en keert huiswaarts. Daar richt Carl Joseph, zijn gehandicapte broer, zich onder leiding van de stralende Elle juist op de toekomst.

Forget about the hard bargain. Whether you're discussing the terms of a high-stakes deal, forming a key partnership, asking for a raise, or planning a family event, negotiating can be stressful. One person makes a demand, the other concedes a point. In the end, you settle on a subpar solution in the middle—if you come to any agreement at all. But these discussions don't need to be win-or-lose situations. Written by negotiation expert Jeff Weiss, the HBR Guide to Negotiating provides a disciplined approach to finding a solution that works for everyone involved. Using a seven-part framework, this book delivers tips and advice to move you from a game of concessions and compromises to one of collaboration and creativity, resulting in better outcomes and better working relationships. You'll learn how to: Prepare for your conversation Understand everyone's interests Craft the right message Work with multiple parties Disarm aggressive negotiators Choose the best solution

Help your people reach their potential. As a manager, it's your responsibility to ensure your team is motivated and performing at a high level. But recent data reveals abysmal engagement levels among workers around the globe. How do you fix the problem--before your most talented people walk out the door? By understanding what drains your employees, you can increase their job satisfaction and push them toward achieving their goals. The HBR Guide to Motivating People provides practical tips and advice to help your team find meaning in their work, build on their strengths, and produce the best results for the organization.

You'll learn how to: Pinpoint the root causes of lackluster performance Tailor rewards and recognition to individuals Connect routine work activities to a higher purpose Support your employees' growth and development Prevent burnout--especially in your top performers Create a culture of engagement 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.

A good visualization can communicate the nature and potential impact of ideas more powerfully than any other form of communication. For a long time, "dataviz" was left to specialists--data scientists and professional designers. No longer. A new generation of tools and massive amounts of available data make it easy for anyone to create visualizations that communicate ideas far more effectively than generic spreadsheet charts ever could. The Harvard Business Review Good Charts Collection brings together two popular books to help you become more sophisticated in understanding and using dataviz to communicate your ideas and advance your career. In Good Charts, dataviz maven and Harvard Business Review editor Scott Brinatto provides an essential guide to how visualization works and how to use this new language to impress and persuade. He lays out a system for thinking visually and building better charts through a process of talking, sketching, and prototyping. In Good Charts Workbook, Brinatto extends the usefulness of Good Charts by putting theory into practice. He leads readers step-by-step through several example datasets and basic charts, providing space to practice the Good Charts talk-sketch-prototype process for improving those charts. Examples include a "Discussion Key" showing how to approach the challenge and why. Each challenge focuses on a different, common visualization problem such as simplification, storytelling, creating conceptual charts, and many others. The Harvard Business Review Good Charts Collection is your go-to resource for turning plain, uninspiring charts that merely present information into smart, effective visualizations that powerfully convey ideas.

TED is een wereldwijd fenomeen dat de beste sprekers ter wereld bij elkaar brengt. De TED-talks zijn online al meer dan een miljard keer bekeken en ze zijn vrijwel zonder uitzondering boeiend en inspirerend. TED is uitgegroeid tot dé standaard voor spreken in het openbaar. Maar wat maakt die presentaties nu zo bijzonder? Communicatiecoach en bestsellerauteur Carmine Gallo analyseerde honderden TED-talks en interviewde de populairste TED-sprekers, onder wie Brené Brown, Ken Robinson en Susan Cain. Hij sprak talloze toponderzoekers op het gebied van psychologie, communicatie en neurowetenschap. Uit al die gesprekken kwamen verrassende inzichten naar voren en Gallo ontdekte negen ingrediënten die alle succesvolle TED-presentaties gemeen hebben. Hij ontwikkelde een stapsgewijze methode die iedereen kan volgen om zelf een overtuigende presentatie te geven die het publiek zal bijblijven. En dat is in de 21ste eeuw een onmisbare vaardigheid die je in staat zal stellen je doelen te verwezenlijken.

Dysfunctional teams are maddening yet are a reality of organizational life. How often have you sat in team meetings complaining to yourself, "What a colossal waste of time. Why does it take forever for this group to make a simple decision? What are we even trying to achieve here?" But as the team leader, you have the power to change things for the better. It's up to you to get people to

work well together and produce results. How do you avoid the pitfalls you've experienced so painfully in the past? Team expert Mary Shapiro offers step-by-step advice, drawing on time-tested principles, practical exercises, guidelines for structured team conversations, and examples from a range of industries and organizational settings.

Advocaat, accountant, computerprogrammeur – dat moesten we van onze ouders worden. Maar ze hadden ongelijk, de toekomst is aan een heel ander soort individu, aan een andere manier van denken. De dominantie van de linkerhersen helft – van het verstand, de logica en het analytisch vermogen – maakt plaats voor een nieuwe wereld waarin de kwaliteiten van de rechterhersen helft – creativiteit, gevoel en intuïtie – overheersen. Dat betoogt Daniel H. Pink, die de twee hersenhelften gebruikt als metafoor voor de ontwikkelingen van onze tijd. In Een compleet nieuw brein vertelt Pink precies welke zes vaardigheden je moet ontwikkelen om in de toekomst succesvol te zijn. Aan de hand van praktische oefeningen, afkomstig van experts over de hele wereld, helpt hij je deze vaardigheden aan te scherpen. Dit boek zal je kijk op de wereld voorgoed veranderen.

Creativity, Inc. is een boek voor managers die hun werknemers willen leiden naar excellentie, een handleiding voor iedereen die streeft naar originaliteit, en de allereerste, all-access reis naar het hart van Pixar Animation Studios. Het neemt je mee naar de story meetings, de postmortems en de Braintrust-sessies en laat zien hoe je een cultuur bouwt waar creativiteit ontstaat en floreert. Pixar domineert al bijna 20 jaar de animatiewereld. Films als de Toy Story-trilogie, Monsters, Inc., Finding Nemo, The Incredibles, Up en WALL-E hebben box-office records gevestigd en wonnen samen 27 Academy Awards. Het plezier in het vertellen van verhalen, de inventieve plots en de emotionele authenticiteit laten zien wat creativiteit werkelijk is. In dit boek onthult Catmull de ideeën en technieken achter het succes en de winstgevendheid. Bij Pixar is een unieke omgeving gecreëerd met processen die creativiteit beschermen en die ingaan tegen conventies: - Geef een goed idee aan een middelmatig team en ze verkloten het. Geef een middelmatig idee aan een fantastisch team en ze repareren het of verzinnen iets beters. - Als je er niet naar streeft om het onzichtbare zichtbaar te maken en het te begrijpen, dan ben je slecht voorbereid om leiding te geven. - Managers zijn er niet om risico's te vermijden. Ze moeten een omgeving creëren waar het veilig is voor anderen om risico's te nemen. - De kosten om fouten te voorkomen zijn vaak hoger dan de kosten om fouten te herstellen. - De communicatiestructuur van het bedrijf is niet gelijk aan de organisatiestructuur. Iedereen moet elkaar kunnen praten. - Ga er niet vanuit dat algemene overeenstemming leidt tot verandering – zelfs als iedereen aan boord is, kost het veel energie om een groep in beweging te krijgen.

Master the most critical professional skills with this five-volume set that covers topics from personal effectiveness to leading others. This specially priced collection includes books from the HBR Guide series on the topics of Getting the Right Work Done, Better Business Writing, Persuasive Presentations, Making Every Meeting Matter, and Project Management. You'll learn how to: Prioritize and stay focused Overcome procrastination Conquer email overload Push past writer's block Create powerful visuals Establish credibility with tough audiences Moderate lively conversations and regain control of wayward meetings Build a strong project team Create a realistic schedule--and stay on track Manage stakeholders' expectations 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.

Stilistisch handboek voor sprekers en schrijvers door de Griekse retor uit ca. 100 v.Chr.

Get your best work done, no matter where you do it. Video calls from your couch. Project reports in a coffee shop. Presentations at your kitchen table. Working remotely gives you more flexibility in how and where you do your job. But being part of a far-flung team can be challenging. How can you make remote work work for you? The HBR Guide to Remote Work provides practical tips and advice to help you stay productive, avoid distractions, and collaborate with your team, despite the distance that separates you. You'll learn to: Create a regular work-from-home routine Identify the right technology for your needs Run better virtual meetings Avoid burnout and video-call fatigue Manage remote employees Conduct difficult conversations when you can't meet in person 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.

This Harvard Business Review digital collection will give you the confidence and tools you need to write and speak successfully. It includes the HBR Guide to Persuasive Presentations, by presentation expert Nancy Duarte; the HBR Guide to Better Business Writing, by writing expert Bryan A. Garner; the HBR Guide to Negotiating, by negotiation expert Jeff Weiss; Failure to Communicate, by consultant and coach Holly Weeks; as well as HBR's 10 Must Reads on Communication, Giving Effective Feedback, Running Meetings, How to Run a Meeting, and Managing Difficult Interactions.

HBR Guide to Persuasive Presentations Harvard Business Press

Wat bracht de prehistorische mens in zijn grot ertoe zich te wenden tot geesten, tot vermeend hogere machten? En waarom is geloof nadien blijven gedijen en heeft het vele millennia van beschavingen opgeleverd, generaties sjamanen, faraos, aztekenpriesters, joden, boeddhisten, islamieten, christenen en scientology-volgelingen? De vormen van geloof mochten dan veranderen, de kern ervan bleef gelijk. Geloof is misschien de meest verheven uitvinding van de mensheid geweest, ongeacht het continent waarop het ontstond of de tijd waarin. Wat is het toch dat ons daartoe heeft gebracht wat is het toch dat ons in dit ene cruciale opzicht met de prehistorische mens uit de grot verbindt? Matthew Kneale, historicus én atheïst, kijkt met een scherpe, onbevooroordeelde blik naar wat de mens in het geloof heeft gezocht en kennelijk vaak heeft gevonden.

Every organization has its share of political drama: Personalities clash. Agendas compete. Turf wars erupt. But you need to work productively with your colleagues—even the challenging ones—for the good of your organization and your career. How can you do that without compromising your integrity? By acknowledging that power dynamics and unwritten rules exist—and constructively navigating them. Whether you're a new professional or an experienced one, this guide will teach you how to: (1) Build relationships with difficult people, (2) gain allies and increase your sphere of influence, (3) wrangle resources, (4) move up without alienating your colleagues, (5) avoid power games and petty rivalries, and (6) claim credit when it's due.

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