

Guide&sorty

Harvard Business Review,Robert B. Cialdini,Nick Morgan,Deborah Tannen

Ethics in Action Daniel A. Bell, Jean-Marc Coicaud, 2006-10-16 This book is the product of a multi-year dialogue between leading human rights theorists and high-level representatives of international human rights NGOs (INGOs). It is divided into three parts that reflect the major ethical challenges discussed at the workshops: the ethical challenges associated with interaction between relatively rich and powerful northern-based human rights INGOs and recipients of their aid in the South; whether and how to collaborate with governments that place severe restrictions on the activities of human rights INGOs; and the tension between expanding the organization's mandate to address more fundamental social and economic problems and restricting it for the sake of focusing on more immediate and clearly identifiable violations of civil and political rights. Each section contains contributions by both theorists and practitioners of human rights.

Ethics of Global Development David A. Crocker, 2008-07-10 Poverty, inequality, violence, environmental degradation, and tyranny continue to afflict the world. Ethics of Global Development offers a moral reflection on the ends and means of local, national, and global efforts to overcome these five scourges. After emphasizing the role of ethics in development studies, policy-making, and practice, David A. Crocker analyzes and evaluates Amartya Sen's philosophy of development in relation to alternative ethical outlooks. He argues that Sen's turn to robust ideals of human agency and democracy improves on both Sen's earlier emphasis on 'capabilities and functionings' and Martha Nussbaum's version of the capability orientation. This agency-focused capability approach is then extended and strengthened by applying it to the challenges of consumerism and hunger, the development responsibilities of affluent individuals and nations, and the dilemmas of globalization. Throughout the book the author argues for the importance of more inclusive and deliberative democratic institutions.

The Ethics of War and Peace Nigel Dower, 2009-07-07 This book presents an introduction to the diverse and wide-ranging ethical aspects of war and peace. In a fair-minded and engaging analysis, Nigel Dower introduces the different ethical theories in traditional and contemporary debates - realism, just war theory and pacifism - and subjects each to detailed critical scrutiny. The book uses a wide range of examples from across the world, including discussions of nuclear weapons, new wars, terrorism, humanitarian intervention and human security. Written as a textbook for those who have no prior knowledge of philosophical ethics, The Ethics of War and Peace is designed to help students understand how to engage ethically with the world. At the end of each chapter there is a helpful set of questions for individual reflection or group discussion. --Book Jacket.

HBR Guide to Project Management (HBR Guide Series) Harvard Business Review, 2013-01-08 MEET YOUR GOALS—ON TIME AND ON BUDGET. How do you rein in the scope of your project when you've got a group of demanding stakeholders breathing down your neck? And map out a schedule everyone can stick to? And motivate team members who have competing demands on their time and attention? Whether you're managing your first project or just tired of improvising, this guide will give you the tools and confidence you need to define smart goals, meet them, and capture lessons learned so future projects go even more smoothly. The HBR Guide to Project Management will help you: Build a strong, focused team Break major objectives into manageable tasks Create a schedule that keeps all the moving parts under control Monitor progress toward your goals Manage stakeholders' expectations Wrap up your project and gauge its success

HBR's 10 Must Reads on Emotional Intelligence (with featured article "What Makes a Leader?" by Daniel Goleman)(HBR's 10 Must Reads) Harvard Business Review, Daniel Goleman, Richard E. Boyatzis, Annie McKee, Sydney Finkelstein, 2015-04-07 In his defining work on emotional intelligence, bestselling author Daniel Goleman found that it is twice as important as other competencies in determining outstanding leadership. If you read nothing else on emotional intelligence, read these 10 articles by experts in the field. We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you boost your emotional skills—and your professional success. This book will inspire you to: Monitor and channel your moods and emotions Make smart, empathetic people decisions Manage conflict and regulate emotions within your team React to tough situations with resilience Better understand your strengths, weaknesses, needs, values, and goals Develop emotional agility This collection of articles includes: "What Makes a Leader" by Daniel Goleman, "Primal Leadership: The Hidden Driver of Great Performance" by Daniel Goleman, Richard Boyatzis, and Annie McKee, "Why It's So Hard to Be Fair" by Joel Brockner, "Why Good Leaders Make Bad Decisions" by Andrew Campbell, Jo Whitehead, and Sydney Finkelstein, "Building the Emotional Intelligence of Groups" by Vanessa Urch Druskat and Steve B. Wolff, "The Price of Incivility: Lack of Respect Hurts Morale—and the Bottom Line" by Christine Porath and Christine Pearson, "How Resilience Works" by Diane Coutu, "Emotional Agility: How Effective Leaders Manage Their Negative Thoughts and Feelings" by Susan David and Christina Congleton, "Fear of Feedback" by Jay M. Jackman and Myra H. Strober, and "The Young and the Clueless" by Kerry A. Bunker, Kathy E. Kram, and Sharon Ting.

HBR Guide to Getting the Mentoring You Need Harvard Business Review, 2014-01-14 Find the right person to help supercharge your career. Whether you're eyeing a specific leadership role, hoping to advance your skills, or simply looking to broaden your professional network, you need to find someone who can help. Wait for a senior manager to come looking for you—and you'll probably be waiting forever. Instead, you need to find the mentoring that will help you achieve your goals. Managed correctly, mentoring is a powerful and efficient tool for moving up. The HBR Guide to Getting the Mentoring You Need will help you get it right. You'll learn how to: • Find new ways to stand out in your organization • Set clear and realistic development goals • Identify and build relationships with influential sponsors • Give back and bring value to mentors and senior advisers • Evaluate your progress in reaching your professional goals

Emergency Field Handbook UNICEF., 2005 Since its inception, UNICEF has provided life-saving assistance and assured protection for children in both natural and man-made emergencies, guided by the principle that children in crises have the same needs and rights as children in stable situations. This new version of the Emergency Field Handbook has been developed, after consultation, as a practical tool for UNICEF field staff to meet the needs of children and women affected by disasters. It is structured around UNICEF's Core Commitments for Children in Emergencies, and covers programme areas and operational functions. It includes a CD-ROM which contains a complete electronic version of the Handbook, as well as links to background and reference documents.

HBR Guide to Managing Stress at Work Harvard Business Review, 2014-01-14 Are you suffering from work-related stress? Feeling overwhelmed, exhausted, and short-tempered at work—and at home? Then you may have too much stress in your life. Stress is a serious problem that impacts not only your mental and physical health, but also your loved ones and your organization. So what can you do to address it? The HBR Guide to Managing Stress at Work will help you find a sustainable solution. It will help you reach the goal of getting on an even keel—and staying there. You'll learn how to: • Harness stress so it spurs, not hinders, productivity • Create realistic and manageable routines • Aim for progress, not perfection • Make the case for a flexible schedule • Ease the physical tension of spending too much time at your computer • Renew yourself physically, mentally, and emotionally

HBR Guide to Finance Basics for Managers (HBR Guide Series) Harvard Business Review, 2012-09-18 DON'T LET YOUR FEAR OF FINANCE GET IN THE WAY OF YOUR SUCCESS Can you prepare a breakeven analysis? Do you know the difference between an income statement and a balance sheet? Or understand why a business that's profitable can still go belly-up? Has your grasp of your company's numbers helped—or hurt—your career? Whether you're new to finance or you just need a refresher, this go-to guide will give you the tools and confidence you need to master the fundamentals, as all good managers must. The HBR Guide to Finance Basics for Managers will help you: Learn the language of finance Compare your firm's financials with rivals' Shift

your team's focus from revenues to profits Assess your vulnerability to industry downturns Use financial data to defend budget requests Invest smartly through cost/benefit analysis

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The Harvard Business Review Manager's Handbook Harvard Business Review,2016-12-13 The one primer you need to develop your managerial and leadership skills. Whether you're a new manager or looking to have more influence in your current management role, the challenges you face come in all shapes and sizes—a direct report's anxious questions, your boss's last-minute assignment of an important presentation, or a blank business case staring you in the face. To reach your full potential in these situations, you need to master a new set of business and personal skills. Packed with step-by-step advice and wisdom from Harvard Business Review's management archive, the HBR Manager's Handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees' trust. The book's brief sections allow you to home in quickly on the solutions you need right away—or take a deeper dive if you need more context. Keep this comprehensive guide with you throughout your career and be a more impactful leader in your organization. In the HBR Manager's Handbook you'll find: - Step-by-step guidance through common managerial tasks - Short sections and chapters that you can turn to quickly as a need arises - Self-assessments throughout - Exercises and templates to help you practice and apply the concepts in the book - Concise explanations of the latest research and thinking on important management skills from Harvard Business Review experts such as Dan Goleman, Clayton Christensen, John Kotter, and Michael Porter - Real-life stories from working managers - Recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly The skills covered in the book include: - Transitioning into a leadership role - Building trust and credibility - Developing emotional intelligence - Becoming a person of influence - Developing yourself as a leader - Giving effective feedback - Leading teams - Fostering creativity - Mastering the basics of strategy - Learning to use financial tools - Developing a business case

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

The Peter F. Drucker Reader Peter F. Drucker,Harvard Business Review,2016-11-15 The best of Peter F. Drucker's articles on management, all in one place. That "management" exists as a concept, a practice, and a profession is largely due to the thinking of Peter F. Drucker. For nearly half a century, he inspired and educated managers—and powerfully shaped the nature of business—with his iconic articles in Harvard Business Review. Through the lens of Drucker's broad vision, this volume presents an opportunity to trace the great shifts in organizations in the late twentieth and early twenty-first centuries—from manufacturing to knowledge work, from career-length employee tenures to short-term contract relationships, from command-and-control structures to flatter organizations that call for new leadership techniques. These articles also offer a firm and practical grasp of the role of the manager and the executive today—their responsibilities, their relationships, their decisions, and detailed processes that can make their work more effective. A celebrated thinker at his best, in this volume Drucker paints a clear and comprehensive picture of management thinking and practice—both as it is and as it will be. This collection of articles includes: "What Makes an Effective Executive," "The Theory of the Business," "Managing for Business Effectiveness," "The Effective Decision," "How to Make People Decisions," "They're Not Employees, They're People," "The New Productivity Challenge," "What Business Can Learn from Nonprofits," "The New Society of Organizations," and "Managing Oneself."

HBR Guide to Making Every Meeting Matter (HBR Guide Series) Harvard Business Review,2016-11-15 Make every minute count. Your calendar is full, and yet your meetings don't always seem to advance your work. Problems often arise with unrealistic or vague agendas, off-track conversations, tuned-out participants who don't know why they're there, and follow-up notes that no one reads—or acts on. Meetings can feel like a waste of time. But when you invest a little energy in preparing yourself and your participants, you'll stay focused, solve problems, gain consensus, and leave each meeting ready to take action. With input from over 20 experts combined with useful checklists, sample agendas, and follow-up memos, the HBR Guide to Making Every Meeting Matter will teach you how to: Set and communicate your meeting's purpose Invite the right people Prepare an achievable agenda Moderate a lively conversation Regain control of a wayward meeting Ensure follow-through without babysitting or haranguing 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.

HBR's 10 Must Reads on Communication (with featured article "The Necessary Art of Persuasion," by Jay A. Conger) Harvard Business Review,Robert B. Cialdini,Nick Morgan,Deborah Tannen,2013-03-12 The best leaders know how to communicate clearly and persuasively. How do you stack up?If you read nothing else on communicating effectively, read these 10 articles. We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you express your ideas with clarity and impact—no matter what the situation. Leading experts such as Deborah Tannen, Jay Conger, and Nick Morgan provide the insights and advice you need to: Pitch your brilliant idea—successfully Connect with your audience Establish credibility Inspire others to carry out your vision Adapt to stakeholders' decision-making style Frame goals around common interests Build consensus and win support

Making Accountability Work Marie-Louise Bemelmans-Videc,2017-12-02 Like honesty and clean water, accountability is invariably seen as a good thing. Conversely, the absence of accountability is associated with most of the greatest abuses in human history. Accountability is thus closely linked with the exercise of power and the legitimacy of policies and those pursuing them. This book looks at the role of evaluation and of audit as key elements in democratic accountability processes. The contributors explore the apparent paradox of there being more accountability-related activities today than ever before, at the same time as much public debate laments what is seen as a lack of actual accountability. Such a situation raises a number of questions: Is there a need for different approaches to establishing accountability or can current arrangements be modified to make them more effective? Are present practices part of the problem and are they preventing a mature debate about performance improvement taking place? How can systems awash with performance information ensure that at least some of it makes sense to a

wide range of potential users? How is it that greater accountability and transparency can so quickly have become associated with concerns about perverse incentives and be seen by some as a costly burden? The volume includes detailed case studies and synthesizes up-to-date research evidence drawn from very different governmental systems, ending with practical advice for those involved in the accountability processes. In doing so, it attempts to address both conceptual ambiguities about the notion of accountability and the practical uncertainties over its implications for democratic government. This book is aimed at serious people who think about trends in the use of evaluation and audit in seeking to hold governments accountable for their actions and performance.

The Clayton M. Christensen Reader Clayton M. Christensen, Harvard Business Review, 2016-01-19 The best of Clayton Christensen’s seminal work on disruptive innovation, all in one place. No business can afford to ignore the theory of disruptive innovation. But the nuances of Clayton Christensen’s foundational thinking on the subject are often forgotten or misinterpreted. To achieve continuing growth in your business while defending against upstarts, you need to understand clearly what disruption is and how it works, and know how it applies to your industry and your company. In this collection of Christensen’s most influential articles—carefully selected by Harvard Business Review’s editors—his incisive arguments, clear theories, and readable stories give you the tools you need to understand disruption and what to do about it. The collection features Christensen’s newest article looking back on 20 years of disruptive innovation: what it is, and what it isn’t. Covering a broad spectrum of topics—business model innovation, mergers and acquisitions, value-chain shifts, financial incentives, product development—these articles illuminate the impact and implications of disruptive innovation as well as Christensen’s broader thinking on management theory and its application in business and in life. This collection of best-selling articles includes: “Disruptive Technologies: Catching the Wave,” by Joseph L. Bower and Clayton M. Christensen, “Meeting the Challenge of Disruptive Change,” by Clayton M. Christensen and Michael Overdorf, “Marketing Malpractice: The Cause and the Cure,” by Clayton M. Christensen, Scott Cook, and Taddy Hall, “Innovation Killers: How Financial Tools Destroy Your Capacity to Do New Things,” by Clayton M. Christensen, Stephen P. Kaufman, and Willy C. Shih, “Reinventing Your Business Model,” by Mark W. Johnson, Clayton M. Christensen, and Henning Kagermann, “The New M&A Playbook,” by Clayton M. Christensen, Richard Alton, Curtis Rising, and Andrew Waldeck, “Skate to Where the Money Will Be,” by Clayton M. Christensen, Michael E. Raynor, and Matthew Verlinden, “Surviving Disruption,” by Maxwell Wessel and Clayton M. Christensen, “What Is Disruptive Innovation?” by Clayton M. Christensen, Michael E. Raynor, and Rory McDonald, “Why Hard-Nosed Executives Should Care About Management Theory,” by Clayton M. Christensen and Michael E. Raynor, and “How Will You Measure Your Life?” by Clayton M. Christensen.

Utilization-Focused Evaluation Michael Quinn Patton, 1986 The second edition of Patton's classic text retains the practical advice, based on empirical observation and evaluation theory, of the original. It shows how to conduct an evaluation, from beginning to end, in a way that will be useful -- and actually used. Patton believes that evaluation epitomizes the challenges of producing and using information in the information age. His latest book includes new stories, new examples, new research findings, and more of Patton's evaluation humour. He adds to the original book's insights and analyses of the changes in evaluation during the past decade, including: the emergence of evaluation as a field of professional practice; articulation of standards for evaluation; a methodological synthesis of the qualitative versus quantitative debate; the tremendous growth of 'in-house' evaluations; and the cross-cultural development of evaluation as a profession. This edition also incorporates the considerable research done on utilization during the last ten years. Patton integrates diverse findings into a coherent framework which includes: articulation of utilization-focused evaluation premises; examination of the stakeholder assumption; and clarification of the meaning of utilization. --Publisher description.

HBR's 10 Must Reads on Teams (with featured article "The Discipline of Teams," by Jon R. Katzenbach and Douglas K. Smith) Harvard Business Review, Jon R. Katzenbach, Kathleen M. Eisenhardt, Lynda Gratton, 2013-03-05 Most teams underperform. Yours can beat the odds. If you read nothing else on building better teams, read these 10 articles. We’ve combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you assemble and steer teams that get results. Leading experts such as Jon Katzenbach, Teresa Amabile, and Tamara Erickson provide the insights and advice you need to: Boost team performance through mutual accountability Motivate large, diverse groups to tackle complex projects Increase your teams’ emotional intelligence Prevent decision deadlock Extract results from a bunch of touchy superstars Fight constructively with top-management colleagues

Rapid Appraisal Methods World Bank, 1993 Rapid appraisal is a less structured data collection method aimed at supplying needed information in a timely and cost-effective manner. This volume outlines five rapid data collection methods - key informant interviews, focus group discussions, group ... See More + interviews, structured observation, and informal surveys. Each of these methods has been used by exponents of rapid appraisal. Case studies are used to illustrate the use of these methods in development settings especially in evaluation of development projects and programs. The authors show that rapid appraisals can be a complement to standard social research methods which are not often used to meet the pressing information needs of decision-makers in development.--World Bank.

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