

# Unlocking the Secrets of Effective Management: HBR 10 Must Reads for New Managers

Being a new manager can be both exciting and overwhelming. The transition from an individual contributor to a position of authority comes with a unique set of challenges. Luckily, Harvard Business Review (HBR) has compiled a brilliant collection of articles titled "HBR 10 Must Reads for New Managers" to help you navigate this crucial phase of your career.

As a new manager, it is essential to develop a comprehensive understanding of foundational management principles. HBR's curated collection encompasses a range of topics that address the key skills, strategies, and mindset necessary for effective leadership.

## 1. Master the Art of Influence

With great power comes the responsibility to influence and inspire your team. Learn from renowned management experts about the art of persuasion and how to motivate others towards a shared vision.



## HBR's 10 Must Reads for New Managers (with bonus article "How Managers Become Leaders" by Michael D. Watkins) (HBR's 10 Must Reads)

by Linda A. Hill (Kindle Edition)

★★★★☆ 4.6 out of 5

Language : English

File size : 2578 KB

Text-to-Speech : Enabled

Screen Reader : Supported

Enhanced typesetting : Enabled

X-Ray : Enabled  
Word Wise : Enabled  
Print length : 152 pages



In the article "Mastering the Art of Influence," you will discover proven tactics to establish your credibility, build relationships, and make a lasting impact on your team.

## **2. Communication: The Key to Successful Leadership**

Effective communication is at the heart of every successful leader. In this chapter, HBR dives deep into the importance of clear, concise, and empathetic communication to foster a thriving and engaged workforce.

Discover valuable insights on how to communicate with confidence, handle difficult conversations, and leverage active listening techniques to drive better team performance.

## **3. The Science of Emotional Intelligence**

Becoming an emotionally intelligent leader is crucial for building strong relationships with your team members. This article sheds light on the importance of identifying and managing emotions, both within yourself and others.

Explore practical strategies to enhance your emotional intelligence, develop empathy, and create a truly supportive work environment.

## **4. Harness the Power of Feedback**

Feedback is a powerful tool for personal growth and team development. This chapter delves into the art of giving and receiving feedback effectively, ensuring that it becomes a catalyst for continuous improvement.

Learn how to provide constructive feedback that motivates and empowers your team members to excel in their roles.

## **5. Building and Sustaining High-Performing Teams**

Building a high-performing team is a critical milestone for every manager. This article offers insights into the dynamics of team formation, creating a positive team culture, and managing diverse personalities.

Discover strategies to maximize team productivity, resolve conflicts, and nurture a collaborative environment where everyone thrives.

## **6. Developing Your Leadership Presence**

A strong leadership presence is essential for inspiring trust and gaining credibility. In this chapter, HBR unveils effective techniques to enhance your executive presence and establish yourself as a respected leader.

From mastering body language to enhancing your public speaking skills, learn how to command attention and influence perception.

## **7. The Art of Delegation**

Delegation is a critical aspect of effective leadership. The ability to trust and empower your team members can significantly impact productivity and foster their professional growth.

This article provides actionable insights to help you delegate effectively, capitalize on individual strengths, and make informed decisions about task distribution.

## **8. Negotiation Strategies for Every Manager**

Negotiation skills are indispensable for every manager. Whether it's negotiating contracts, resolving conflicts, or managing expectations, HBR's collection emphasizes the importance of a strategic and collaborative approach.

Gain valuable insights into different negotiation techniques and master the art of win-win outcomes.

## **9. Leading Change Successfully**

In a rapidly evolving business landscape, change is inevitable. This chapter unveils strategies and frameworks for leading your team through change, enabling seamless transitions and minimizing resistance.

Discover the secrets of successful change management and learn how to effectively communicate, address concerns, and inspire your team to embrace new opportunities.

## **10. Strategic Thinking and Decision Making**

Strategic thinking is a core competency for managerial success. This article dives deep into the art of critical thinking, problem-solving, and making sound decisions that align with organizational goals.

Learn how to analyze complex situations, gather relevant data, and think strategically to drive your team towards exceptional results.

HBR's collection concludes with a bonus article that outlines the journey from being a good manager to becoming a great leader. Explore the traits and habits of exceptional leaders and gain valuable insights on how to develop and refine your leadership style.

By incorporating the lessons from "HBR 10 Must Reads for New Managers" into your managerial repertoire, you will be equipped with the essential tools and strategies to thrive in your role.

So, embrace this opportunity to unlock the secrets of effective management and embark on a transformative journey towards becoming an exceptional leader!



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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.



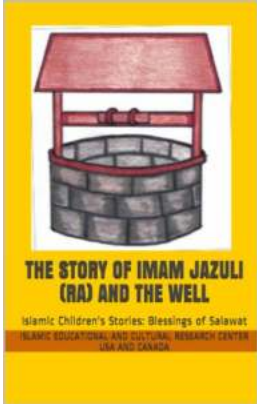
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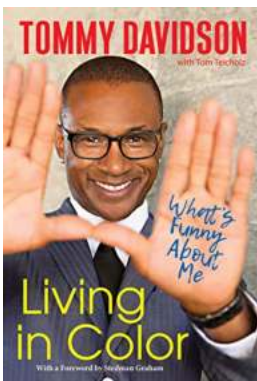
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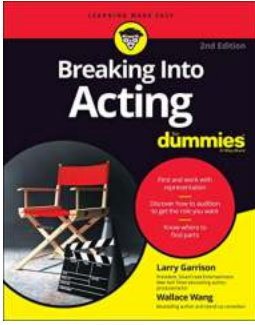
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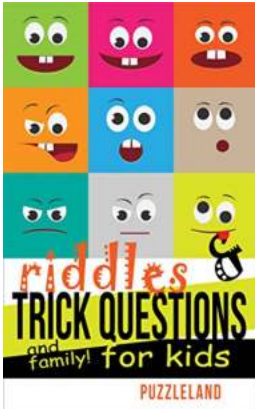
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