

The Harvard Business School Guide To Finding Your Next Job

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Unlock powerful strategies for your career search with The Harvard Business School Guide To Finding Your Next Job. This essential resource, crafted by HBS experts, offers comprehensive advice on navigating the job market, identifying new opportunities, and successfully transitioning into your next professional role. Discover practical insights to accelerate your career development and achieve your employment goals.

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The Harvard Business School Guide to Finding Your Next Job

Following the Road Map to Your Next Job As fast as the business world is changing, so is the search for the right job. Forces such as the changing nature of the employee/employer contract, globalization, consolidation, the quest for worklife balance, an ever-changing workplace, and lack of job security mean more managers are looking for new jobs more often. Yet developing and managing an effective job search can present a daunting task for the most experienced managers. Whether searching for a new job or just considering a change, The Harvard Business School Guide to Finding Your Next Job offers a road map for job search planning and execution. Written by Bob Gardella, Assistant Director of Alumni Career Services at Harvard Business School, the guide covers all the key elements of the job search process—from creating a resume to dealing with the emotional side of job loss, from using references effectively to staying motivated, and from using various search strategies to negotiating job offers. Practical direction is given for allocating time effectively and focusing on job search activities that are more likely to be successful. Concise and comprehensive, The Harvard Business School Guide to Finding Your Next Job puts the vast job search literature in perspective for experienced managers and first-time job seekers.

HBR Guide to Changing Your Career

Your next act starts now. You're ready for something new, but it's hard to start over. Just the idea of trading the security you have now for the unknown or throwing away the education and time you've invested in your current career can plunge you into a swirl of indecision and anxiety. But mixing things up every few years is an increasingly normal and cyclical part of a healthy work life—a way to gain new

skills and stretch your existing ones by applying them to different contexts. Whether you know what you want to do next or you're still evaluating options, the HBR Guide to Changing Your Career will help you: Imagine other professional selves Identify the skills you need--and those you already possess that will transfer to another industry Assess the financial implications of the change you're considering Try out new roles without endangering your current job Explain a seemingly winding career path Pitch yourself into a new role

HBR Guide to Your Job Search

Land the job of your dreams. You're ready to take the next step in your career. But securing the right role can take a lot of work—and a lot of time and energy. How do you move forward without getting overwhelmed by the process? The HBR Guide to Your Job Search is here to help. Whether you're new to the workforce or have a well-established career, this book contains practical advice for navigating your job hunt. You'll learn how to: Structure your search strategically Translate your strengths into a strong personal story Activate your network to find opportunities Write a résumé that gets callbacks Craft answers to common interview questions Set yourself up for success in your new role 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.

HBR Guides to Managing Your Career Collection (6 Books)

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.

HBR Guide to Your Professional Growth

Don't wait for someone else to manage your career. The days of HR-sponsored development plans are over. Managing your career--and the skills you need to be successful--is your responsibility. If you're looking to push yourself to the next level, it can be hard to determine where to start. The HBR Guide to Your Professional Growth will be your coach, transforming your abstract hopes and ideas into a concrete action plan. No matter where you are in your career, this guide will help you: Assess your current skills--and acquire new ones Elicit feedback you can use Set meaningful--and achievable--goals Make time for learning Play to your strengths Identify your next challenge 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 Guide to Smarter Networking (HBR Guide Series)

Make the connections that will help you succeed—and advance faster. Networking doesn't stop once you've landed the job. Building a high-quality, diverse network is key to learning and growth, influencing others, and launching your ideas. But how do you move beyond small talk and cold emails to building a network that is strategic and effective, made up of authentic relationships? The HBR Guide to Smarter Networking will give you the tools you need to connect confidently, get your initiatives off the ground, and move up in your career. This guide will help you: Make great first impressions Connect better at conferences—in-person or virtual Reach out to find your next job Overcome obstacles to building your network Avoid networking burnout Keep your network healthy over the long haul 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.

Getting Unstuck

You will experience psychological impasse many times in your life. During these times, you have the sensation that you're stuck or paralyzed. You're convinced that something must change, whether in your work or personal life. Though this feeling is normal, you need to move beyond it. Failure to "get unstuck" can put your career and personal life—as well as the healthy functioning of your team or organization—at risk. In *Getting Unstuck*, business psychologist and researcher Timothy Butler offers strategies for moving beyond a career or personal-life impasse—by recognizing the state of impasse, awakening your imagination, recognizing patterns of meaning in your life, and taking action for change. Drawing on a wealth of stories about individuals who have successfully transitioned out of impasses, *Getting Unstuck* provides a practical, authoritative road map for moving past your immediate impasse—and defining a meaningful path forward.

HBR Guide to Getting the Mentoring You Need

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

The Harvard Business School Guide to Careers in Management Consulting

The 2002 edition of *The Harvard Business School Guide to Careers in Management Consulting* provides invaluable job-search advice for the prospective management consultant. Harvard Business School graduates, students, and faculty reveal firsthand insights into the industry, describe what a consultant's work is really like, outline current industry trends, and offer guidelines for approaching the case-study interview. Also included are profiles of well-known consulting firms, a mailing list of recruiting contacts, and a selective bibliography of relevant books and directories compiled by the Harvard Business School Career Resources librarian.

The Harvard Business School Guide to Careers in Management Consulting

Guide includes profiles of some 60 well-known consulting firms, a mailing list of recruiting contacts, a selected bibliography of books and directories, and a list of job posting websites.

Professional Practice for Interior Designers

The tools needed to create and manage a thriving interior design practice This essential sourcebook provides all of the information needed to establish and manage a productive, profitable interior design firm. Filled with savvy business and career advice, *Professional Practice for Interior Designers*, Third Edition delivers updated and expanded coverage of the full range of legal, financial, management, marketing, administrative, and ethical issues faced by sole practitioners, firm principals, and managers. This comprehensive reference lays out clear, practical guidelines on how to structure a contract and prevent legal problems; work with other designers, allied professionals, clients, and vendors; and calculate fees that are both fair and profitable. Recommended reading for NCIDQ candidates, it offers easy-to-follow tips and instruction on how to: Write and implement a successful business plan Choose the right form of business to fit specific needs Institute strategic planning Develop effective promotional tools Manage finances and set up a computerized accounting system Manage employees and team members Establishing a comprehensive foundation for effective business practice, *Professional Practice for Interior Designers*, Third Edition is the one-stop resource that no interior designer can afford to be without.

Harvard Business School Bulletin

Career Management & Work/Life Integration: Using Self-Assessment to Navigate Contemporary Careers is a comprehensive, easy-to-follow guide to managing contemporary careers. Although grounded in theory, the book also provides an extensive set of exercises and activities that can guide career

management over the lifespan. Authors Brad Harrington and Douglas T. Hall offer a highly useful self-assessment guide for students and other individuals who want to deal with the challenge of succeeding in a meaningful career while living a happy, well-balanced life.

Career Management & Work-Life Integration

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.

HBR Guide to Being a Great Boss

"In whichever way he thinks, Mathew remains a brilliant management professional of this generation. I am not surprised he produced an essential, must-have information source of this quality" Professor Andrew Apter – Director, James S. Coleman, African Studies Centre, University of California, Los Angeles (UCLA), 405 Hilgard Avenue, Box 951310 Los Angeles, CA 90095 - 1310 "In this book, Mathew has proved that attitude is the singular most important ingredient of personal and professional success. If you desire to be upwardly mobile in your profession, and to achieve quantum leaps in your career progression, the book is meant for you" Gayle Skinns – Recruitment Consultant, Adecco UK Limited "I have consulted books on the subject of having to change jobs. What stand 'Winning Your Right Job' out are its outcome-focused instructions on how to do things; the way it teaches how not to do things in the course of seeking to move up and move on in highly competitive environments; as well as the way it seeks to develop the supervisory, managerial and leadership know-how in the individual" Ibukun Oderinu – Ex Human Resources Controller, Oasis Group, Nigeria (Now Managing Director/Chief Executive, Mario Consulting Limited, Nigeria "Rather than giving us fish, Mathew has given us an enduring training on how to fish in the oceanic waters of the labour market. Whosoever consults this book is bound to win not just jobs, but those high-profile ones that are rare to come by" Adeyinka A. Aladetoyinbo – Release Officer, Small Business Releases, Australia New Zealand Bank, Australia.

Winning Your Right Job

Named one of 10 Best New Management Books for 2022 by Thinkers50 A Wall Street Journal Bestseller "...this guide provides readers with much more than just early careers advice; it can help everyone from interns to CEOs." — a Financial Times top title You've landed a job. Now what? No one tells you how to navigate your first day in a new role. No one tells you how to take ownership, manage expectations, or handle workplace politics. No one tells you how to get promoted. The answers to these professional unknowns lie in the unspoken rules—the certain ways of doing things that managers expect but don't explain and that top performers do but don't realize. The problem is, these rules aren't taught in school. Instead, they get passed down over dinner or from mentor to mentee, making for an unlevel playing field, with the insiders getting ahead and the outsiders stumbling along through trial and error. Until now. In this practical guide, Gorick Ng, a first-generation college student and Harvard career adviser, demystifies the unspoken rules of work. Ng distills the wisdom he has gathered from over five hundred interviews with professionals across industries and job types about the biggest mistakes people make at work. Loaded with frameworks, checklists, and talking points, the book provides concrete strategies you can apply immediately to your own situation and will help you navigate inevitable questions, such as: How do I manage my time in the face of conflicting priorities? How do I build relationships when I'm working remotely? How do I ask for help without looking incompetent or lazy? The Unspoken Rules is the only book you need to perform your best, stand out from your peers, and set yourself up for a fulfilling career.

The Unspoken Rules

The nation's much loved careers guide book is back! *How To Get A Job You Love* is a blueprint for anyone looking for work or planning a career change. Whether you're looking for your first job, a graduate or an experienced professional, this book will guide you through the process accompanied by a series of exercises to help you decide what kind of role suits you. New Features in the 2017-18 edition include: * The changing nature of jobs and careers - including the ever-growing "hidden" job market * A wealth of practical tips to help you understand the kind of work that would suit you best - and how to find it * Everyone's obsessed with finding their dream job - how realistic should your expectations be? * Are you currently feeling over-worked in an organisation where there's little scope for progression and everyone's experiencing job fragility? * Developing career "agility" - reinvent yourself as the market demands

"When I read John's writing, two things happen. First, I feel as if he's standing right there, personally advising me. And second, I always come away thinking over the issue in a new way. It's a rare, but very useful, gift." Sarah Green, Associate Editor, Harvard Business Review

"This book is an excellent guide to enable students and professionals to understand themselves and apply this knowledge to create fulfilling and impactful careers in today's global employment market. The exercises within are a great combination of pragmatic and reflective and we have utilised these to support our MBA students, from a diverse range of international and professional backgrounds, to define the milestones and actions they need to achieve careers success." Yasmina Mallam-Hassam, Careers Consultant Team Manager, Imperial College Business School

"A positive, practical and readable guide, packed with creative tools and common sense advice from an author who understands careers from all angles. This book will support and encourage you throughout your working life, from making your initial career decision to helping with long term career management. It will challenge your preconceptions of yourself and of the world of work, and help you to a more fulfilling career." Julia Yates, Programme Leader, MSc Career Coaching, University of East London

"This updated edition of my favourite career book reveals the results of important new research which emphasises the increasing importance of word of mouth referrals as a primary job hunting tool. John Lees' approach works, because he gives readers simple, practical steps to help flip their mindsets into the more daring, exploratory and confident mode needed for career transition success." Stuart Lindenfield, Head of Transitions Practice, Reed Consulting

"An absolute cracker of a book that will quite literally change your life as well as your career. I am always excited to try out the new ideas, concepts and intelligence presented in this essential career book every time it is revised, and am always inspired. Wherever you are on your own career path, just buy this book - and have John by your side as you navigate your way to a place you didn't think was possible." Kathryn Jackson, New Zealand Executive Career Coach and author of *How to Keep Your Cool if You Lose Your Job*

"I love the way that this book evolves; and it's important that John has set this edition in the context of the changing nature of organisations and careers. Most of us will no longer be in a job for life. Many will find their values and life goals change, and so we need to review and consider what's best for us right now. Inside this book are many helpful activities to get you thinking and moving to a more satisfying option." Denise Taylor, Career Psychologist with Amazing People and Author of *Find Work at 50+*

"I frequently recommend job seekers or those at a career crossroads to read *How to Get a Job You Love* as it offers practical and easily accessible advice from someone with vast experience in the area." Joëlle Warren, Managing Director, Warren Partners Ltd

"John Lees' latest revision of his seminal book both brings it firmly up to date and reinforces its now established special position as a place of reference and unusual insight". Stephen Bampfylde, Chairman, Saxton Bampfylde

"Thank you John, for producing yet another *How to Get a Job You Love* masterpiece. This latest edition combines John's extensive wisdom of the complex world of careers, with heaps of practical and accessible advice on enhancing your career prospects. A "must-read" for anyone who wants to maximise their job satisfaction and explore the next step in their career." Sophie Rowan, bestselling author of *Brilliant Career Coach - How to Find and Follow your Dream Career* and *Happy at Work - Ten Steps to Ultimate Job Satisfaction*

"This is THE definitive careers book which I recommend to listeners on my podcast and to my coaching clients. John Lees provides clear, accessible and engaging career guidance which will help readers no matter what stage they are in their job seeking journey. Life is too short to spend your time doing a job you don't enjoy. This book gives you the practical step-by-step skills, exercises and strategies you will need to get the job you'll love." James Curran, Career coach and podcast host at www.graduatejobpodcast.com

"Watch out - this book could turn your life upside down." Liz Hall, Editor, Coaching At Work

"For years, John Lees has been the smartest voice in career coaching. His insight and advice are a must-read for anyone entering today's competitive job market." Rebecca Alexander, Dossier Editor, Psychologies Magazine

"I love John's really practical *How to guides*" - over the years I have recommended them to clients, family and friends, as they are full of ideas on how to unlock the potential opportunities you have when seeking a job or career change. Life is too short not to love your job and this wonderfully practical book

will help you secure the perfect job for you. It is filled with a number of creative tools and techniques that are fun to work through and will provide you with new insights and ideas that will encourage you to think in a whole new way." Brigit Egan, Director, Oakridge Training and Consulting "John is a regular speaker at AMBA events. His real world approach and engaging style of career coaching made him the obvious choice to launch AMBA's webinar series. Alongside the various editions of How To Get A Job You Love and his other titles, business schools repeatedly welcome John to dispense highly practical advice to MBA students and alumni. In my own coaching practice John's techniques are enthusiastically actioned by clients as they design (and achieve) their next role either as an in-house promotion or elsewhere." Steve Gorton, Enabling Development; Trustee Director - Association of MBAs (2008 - 2015) "I've had the pleasure of working with John over several years where he has been a regular speaker at I Am events, on the theme of finding a job you love. John's talks never fail to inspire; the advice he gives is always very well received, insightful and most importantly, of a practical nature. From both my own personal perspective and that of our delegates, I can't recommend How to Get a Job You Love enough!" Debbie Hockham, Director, I Am Enterprises "This practical guide is a well-thumbed book in our school Careers Library. John Lees' advice and guidance is as useful to young people as it is to adults." James Brittain, Head of Careers and Higher Education, Millfield School "The popularity of John Lees' writing lies in his ability to connect with the sense many people have that they can be more than they currently are and deserve greater job satisfaction than they currently have. What makes his work distinctive is his use of his wide experience in careers coaching to provide tools and ways of thinking that any motivated individual can easily use to take control of their working life." Carole Pemberton, Career and Executive Coach and author of Coaching to Solutions "John Lees' advice on careers is always useful and interesting and often surprising and even fascinating. From getting ahead to changing your career completely, this book is great guide to navigating the treacherous waters of the modern workplace." Rhymer Rigby, writer of the FT's Careerist column and author of 28 Business Thinkers Who Changed The World and The Careerist "I know first hand the joy that being in the right career can bring and I commend John Lees for his books and seminars which help other people do just that." Rosemary Conley CBE "John Lees is the Career Professional's professional; the doyen of careers experts. His books and advice have helped countless numbers of people to enjoy better, more fulfilling careers." Dr. Harry Freedman, Career and Business Strategist, Hanover Executive

How to Get a Job You Love 2017-2018 Edition

After spending the first 10 years of his career climbing the corporate ladder, Jeff Gothelf decided to change his approach to staying employed. Instead of looking for jobs, they would find him. Jeff spent the next 15 years building his personal brand to become a recognized expert, consultant, author and public speaker. In this highly tactical, practical book, Jeff Gothelf shares the tips, tricks, techniques and learnings that helped him become Forever Employable. Using the timeline from his own career and anecdotes, stories and case studies from other successful recognized experts Jeff provides a step-by-step guide to building a foundation based on your current expertise ensuring that no matter what happens in your industry you'll remain Forever Employable. This handy guide to your career and professional development shows you how to create your own content, use it to build your expertise and credentials and then scale it to build a continuous stream of income, interaction and community. As organizations seek to reduce costs, automate tasks and increase efficiency, how do you ensure you don't end up outside of those plans? Forever Employable shows you how so that you're always ready for the next step in your career. Reduce your stress, build your community, monetize your platform -- that's being Forever Employable.

Forever Employable

Now in its eighth edition, Management Consulting 1997 provides invaluable job search advice for the prospective management consultant. Harvard business school graduates, students, & faculty reveal firsthand insights into the industry, describe what a consultant's work is really like, outline current industry trends, provide profiles of well-known consulting firms, & offer guidelines for approaching the case-study interview. Also included are a mailing list of recruiting contacts & a selected bibliography of relevant books & directories compiled by the Harvard Business School Career Resources librarian.

Harvard Business School Career Guides

The Harvard Business School Guide to Careers in Finance 2001 is an indispensable resource for anyone considering a job search in finance or investment banking. This all-in-one guide details the

trends in finance, describes the industry's vast and varying career opportunities, and provides guidance on the recruiting process. Included in this new edition are profiles of leading investment banks, commercial banks, and Fortune 500 companies that hire MBAs; a selected bibliography; and a useful glossary of finance terms.

The Harvard Business School Guide to Careers in Finance

Is your company's top talent jumping ship as good replacements become harder to get? If you need the best practices and ideas for winning the race for talent--but don't have time to find them--this book is for you. Here are 11 inspiring and useful perspectives, all in one place. This collection of HBR articles will help you: - Look for good people in all the right places - Interview more effectively - Make--and keep--compelling promises to candidates and employees - Mitigate the risks of hiring stars from other companies - Coach and mentor to shore up commitment - Stretch promising employees' responsibilities - Rotate high performers into a variety of teams - Reverse the female brain drain

Harvard Business Review on Finding & Keeping the Best People

For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide. Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.

Computerworld

Mark McCormack, dubbed 'the most powerful man in sport', founded IMG (International Management Group) on a handshake. It was the first and is the most successful sports management company in the world, becoming a multi-million dollar, worldwide corporation whose activities in the business and marketing spheres are so diverse as to defy classification. Here, Mark McCormack reveals the secret of his success to key business issues such as analysing yourself and others, sales, negotiation, time management, decision-making and communication. What They Don't Teach You at Harvard Business School fills the gaps between a business school education and the street knowledge that comes from the day-to-day experience of running a business and managing people. It shares the business skills, techniques and wisdom gleaned from twenty-five years of experience.

What They Don't Teach You At Harvard Business School

Resource added for the Leadership Development program 101961.

Harvard Business School Guide to Careers in Marketing

Find a way to work that works for you. The 9-to-5 office routine no longer exists. Many employees have the option to work anywhere, any time. But how do you find the flexible arrangement that's right for you? And how do you manage a team when they're all working in different places and on different schedules? The HBR Guide to Managing Flexible Work is filled with practical tips and advice to help you and your team stay productive and connected, no matter when or where you work. You'll learn how to: Set a flexible work schedule that meets your needs Remain connected and visible Get more done—in less time Make the most of hybrid meetings Keep your team engaged, both in person and virtually 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.

HBR Guide to Getting the Right Work Done

Build the career you want--on your terms. "Where do you see yourself in five years?" If this question makes you nauseous, you're not alone. Starting out in the working world is hard enough, but thinking long-term about our career--and whether we even want a capital-C "career"--can be daunting and exhausting. Fortunately, there are concrete steps you can take to build a career that fits your interests, needs, and passions. Experience, Opportunity, and Developing Your Career is filled with practical advice from HBR experts that can help you answer questions like: Should I choose to follow my passion, or focus on the paycheck? How can I know if a job is really right for me? What are my values, and how can they help me figure out what I want? Are there ways to make the most of the skills and experience I already have? What does it even mean to build a career? And how can I move on if I realize I'm on

the wrong path? This book will help you define the career that fits you, so you can align your passions and values with your daily work. Rise faster with quick reads, essential advice, and relatable stories. It's not easy to figure out work when you're still exploring who you are and what you want in life. How do you translate your interests, skills, and education into a career you love while also navigating a new work environment? The Work Smart series explores topics that matter to you: being yourself at work, collaborating with (sometimes difficult) colleagues, maintaining your mental health, and more. Each title includes chapter takeaways and dozens of resources so that you can go beyond the book to engage in the media you learn from best. Work Smart series books are your go-to guides to step into and move forward successfully in your professional world.

HBR Guide to Managing Flexible Work (HBR Guide Series)

Land the IT job of your dreams with help from this insider guide. You'll discover valuable interview strategies for standing in the crowd as an applicant and learn best practices for representing your experience, education, previous employment, and re-entry into the workforce. Containing critical dos and don'ts from thousands of IT professionals and off-the-record interviews with hiring managers from key technology companies, this book will increase your chances of getting hired.

Experience, Opportunity, and Developing Your Career (HBR Work Smart Series)

Guiding MBAs into the Nonprofit Sector As interest in nonprofit sector careers grows among MBA students and MBAs further along in their careers, the number of interesting opportunities and the need for MBA skills in this sector also continues to spiral upward. Yet MBA students and alums have experienced frustration with the job search process in this field. The Harvard Business School Guide to Careers in the Nonprofit Sector is a great resource for newly minted MBAs and alums interested in entering the nonprofit sector - whether as full-time managers, board members, or volunteers. Tapping the career histories of thirty-four Harvard Business School alums who have carved out successful and personally rewarding lives in the nonprofit sector, Stephanie Lowell has created a resource that is both inspirational and practical. Topics covered include: nonprofit subsector overviews with descriptions of key roles and positions for MBAs the pros and cons of a nonprofit career managing expectations salary expectations cultural differences the job search process as it applies to nonprofits an extensive bibliography of resources Reflecting the depth and breadth of the nonprofit sector, the HBS Guide covers management careers in arts and culture, community economic development, education, environment, foundations, government, health care, international aid and economic development, social services, social purpose businesses, and socially responsible business/corporate community relations.

Ace the IT Job Interview!

If you need the best practices and ideas for achieving career growth and fulfillment--but don't have time to find them--this book is for you. Here are 9 inspiring and useful perspectives, all in one place. This collection of HBR articles will help you: - Break out of a career rut - Earn a spot on your company's high-potential list - Find out what's really holding you back - Get the kind of mentoring that leads to a promotion - Groom yourself for an external move - Turn the job you have into the job you want - Crack the code of C-suite entry - Take control of your career after being fired

Strategies of Effective Interviewing

Great opportunities exist for law students and practicing lawyers outside the traditional practice of law. This important resource shows you when and how to choose a nonlegal career; the specialized skills legal training provides; how to plan and conduct a job search; and provides details on careers in business and industry, government and public service, associations and institutions, and entrepreneurial ventures. A resource section provides surveys and listings of nonlegal careers in several categories, and a listing of publishers and suggested readings on nonlegal careers.

The Harvard Business School Guide to Careers in the Nonprofit Sector

Geared toward both the recent liberal arts graduate and the career-changer, this handbook should guide the reader through the entire career process, from identifying and researching a career to securing a job. It includes chapters on career exploration, self-assessment, letter writing, resumes,

interviewing and graduate study. Career field profiles provide information about advertising, banking, education, government and politics, high tech, management consulting and public service.

Harvard Business Review on Advancing Your Career

Everything you need to get your best work done, no matter where you do it. For many, working remotely is a dream come true. For others it comes with stress, distraction, and endless video-call fatigue. No matter how you feel about the new world of work, aspects of being part of a far-flung or hybrid team can be challenging. Work from Anywhere: The HBR Guides Collection offers ideas and strategies to help you enjoy the benefits of working from anywhere—and deal with the difficulties that come along with it. Included in this five-book set are: HBR Guide to Remote Work, HBR Guide to Managing Flexible Work, HBR Guide to Work-Life Balance, HBR Guide to Being More Productive, and HBR Guide to Beating Burnout. You'll learn how to: Craft a remote work routine that works for you Manage difficult conversations when you can't meet in person Keep your team engaged, both in person and virtually Adjust to your coworkers' flexible work arrangements Set boundaries without alienating your colleagues Motivate yourself when there's no one looking over your shoulder Avoid work-from-home burnout 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.

Nonlegal Careers for Lawyers

Attract, identify, and hire the right people. When there's an opening on your team, filling it is never a quick or easy process. You're down a person, and yet the work doesn't stop. Managers have varying levels of company support for the recruiting and hiring process. There can be tons of bureaucracy and red tape--or minimal guidance, documentation, and support. How can you make the time to identify and address gaps in the skills and capabilities on your team and do all of the work it takes to ensure a fair and effective process is followed for finding the best person for the job . . . while continuing to meet the regular day-to-day demands of your job? The HBR Guide to Better Recruiting and Hiring provides the practical tips, research, stories, and advice you need to successfully attract, identify, and hire people whose values, competency, and potential align with your team and your organization. You'll learn how to: Assess your team's current strengths and weaknesses Identify the attributes and qualifications you need Craft a compelling and accurate job description Increase the size and quality of the candidate pool Conduct productive and informative interviews Assess cultural fit--and future performance Mitigate bias in hiring practices Make a fair and competitive offer Negotiate with confidence 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.

The Harvard Guide to Careers

Stop searching for purpose. Build it. We're living through a crisis of purpose. Surveys indicate that people are feeling less connected to the meaning of their work, asking, "How do I find my purpose?" That's the wrong question. You don't find your purpose—you build it. The HBR Guide to Crafting Your Purpose debunks three common myths about purpose: that purpose is found, that you have only one, and that it stays the same over time. Packed with stories, tips, and activities, this book teaches you how to cultivate more meaning in your life and work and endow everything you do with purpose. You'll learn how to: Find the reason behind your work Identify what makes you feel happy and fulfilled Use job crafting to transform your role Build positive, fulfilling relationships Connect your work to service 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.

Work from Anywhere: The HBR Guides Collection (5 Books)

Everyone feels stuck every now and again, paralyzed by the gnawing feeling that something must change – whether in one's work or work environment, or in a life situation or way of living. But when is this feeling an indication of major psychological impasse? And when will this failure to get “unstuck” threaten not only your personal life and career, but even the healthy functioning of the rest of your team or organization? What are the steps to navigate out of this kind of rut and find a meaningful way forward? In *Getting Unstuck*, psychologist Timothy Butler shares a proven model for moving from a state

of career or life impasse to a new vision based on deeper knowledge of the work and life structures that will ultimately be most meaningful. Outlining a process that he has used with thousands of executives and MBA students, Butler explains how to recognize a state of psychological impasse and shows that this state is in fact the beginning of a necessary and predictable process of psychological development that is repeated many times throughout one's life. Further, he shows how to turn impasse into a vision of meaning and purpose, first by awakening and deepening one's imagination, then by recognizing patterns of meaning in one's life, and finally, by taking action to turn one's meaningful vision into a daily reality. Supported by a wide range of stories of others who have accomplished similar life transitions, this book is written for anyone who feels stuck and is looking for practical and authoritative guidance for moving out of his or her own immediate impasse.

HBR Guide to Better Recruiting and Hiring

Building a successful career starts with you. It's easy to get caught up in the day-to-day demands of your current job and lose sight of the big picture, but with a typical career spanning 50 years or more, you do so at your own peril. It's up to you to chart your own course to professional success. If you read nothing else on effectively managing your career, 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 develop yourself, make the right career moves, navigate inevitable detours and disruptions, and turn your professional dreams into reality. This book will inspire you to: Identify and leverage your strengths Cultivate the curiosity, skills, and knowledge you need to maintain your professional relevance far into the future Navigate messy job transitions gracefully Build and sustain a network that supports and encourages your growth Restore meaning and passion to your work Bounce back from career setbacks big and small Reinvent yourself, even in tough times This collection of articles includes "Managing Oneself," by Peter F. Drucker; "How to Play to Your Strengths," by Laura Morgan Roberts, Gretchen Spreitzer, Jane Dutton, Robert Quinn, Emily Heaphy, and Brianna Barker Caza; "How to Stay Stuck in the Wrong Career," by Herminia Ibarra; "Five Ways to Bungle a Job Change," by Boris Groysberg and Robin Abrahams; "Learning to Learn," by Erika Andersen; "The Strategic Side Gig," by Ken Banta and Orlan Boston; "How Leaders Create and Use Networks," by Herminia Ibarra and Mark Lee Hunter; "How to Bounce Back from Adversity," by Joshua D. Margolis and Paul G. Stoltz; "Rebounding from Career Setbacks," by Mitchell Lee Marks, Philip Mirvis, and Ron Ashkenas; "Reawakening Your Passion for Work," by Richard Boyatzis, Annie McKee, and Daniel Goleman; and "Next-Gen Retirement," by Heather C. Vough, Christine D. Bataille, Leisa Sargent, and Mary Dean Lee. 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.

HBR Guide to Crafting Your Purpose

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

Getting Unstuck

In Transition is drawn from the brilliant seminar that has helped more than a thousand Harvard MBAs advance their careers. For the past ten years Mary Burton and Kick Wedemeyer have conducted their personal seminar on career management for the Harvard Business School Club of New York, helping more than a thousand Harvard Business School graduates advance their careers and enhance their lives. With In Transition, the expertise of these two seasoned career consultants is finally available to all managers not completely satisfied with their jobs and life situations. In Transition offers a new perspective and proven guidance to all managers. It will help you to: Locate, evaluate, and obtain the

most satisfying job possible Understand what you really want out of your career Access all your options, including a new job in the same field, a new career direction, or enhancement of your effectiveness in your current situation Apply the business skills you already possess to your job search Integrate your personal and professional life

HBR's 10 Must Reads on Career Resilience (with bonus article Reawakening Your Passion for Work
By Richard E. Boyatzis, Annie McKee, and Daniel Goleman)

HBR Guide to Work-Life Balance