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In the spring of 2010, Harvard Business School's graduating class asked HBS professor Clay

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Christensen to address them—but not on how to apply his principles and thinking to their post-HBS careers. The students wanted to know how to apply his wisdom to their personal lives. He shared with them a set of guidelines that have helped him find meaning in his own life, which led to this now-classic article. Although Christensen's thinking is rooted in his deep religious faith, these are strategies anyone can use. Since 1922, Harvard Business Review has been a leading source of breakthrough ideas in management practice. The Harvard Business Review Classics series now offers you the opportunity to make these seminal pieces a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world.

A forefront productivity expert identifies four major work personality types and challenges popular time-management practices to outline step-by-step recommendations for making work more simple through customized approaches. Includes tables.

End every manager's nightmare: conducting performance appraisals.

The Complete Guide to Performance Appraisal supplies you with the quickest, surest, and most up-to-date methods available for making your appraisal system outstanding. Whether you want to get the maximum impact from your existing system, or you want to create and implement an ideal system from scratch, The Complete Guide to Performance Appraisal is your one-stop, how-to-do-it resource. Unlike many "systems" books, this guide is notable for its personal, forthright writing style. Author Dick Grote has worked with performance appraisal

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techniques for more than 25 years, and he tells you frankly which methods have been successful and which have flopped. This comprehensive book will help you set job objectives and measure the truly important aspects of an individual's performance; prepare managers for the rigors of the appraisal interview, with scripts and proven interviewing techniques; create forms and procedures that satisfy your organization's needs - and comply with legal requirements; gain support for your system throughout the organization; set up a training program for both appraisers and appraisees - a critical step for long-term success; increase employee skills and capabilities using Dick Grote's original "Individual Management Development" procedure; explore the relationship between performance appraisal and compensation; and understand new and emerging trends such as team appraisal, [actual symbol not reproducible] feedback, and computer-generated appraisals.

Harvard Business School professor and business leader Robert Kaplan presents a process for asking the big questions that will enable you to diagnose problems, change course if necessary, and advance your career.

This extraordinary book explains the engine that has catapulted the Internet from backwater to ubiquity—and reveals that it is sputtering precisely because of its runaway success. With the unwitting help of its users, the generative Internet is on a path to a lockdown, ending its cycle of innovation—and facilitating unsettling new kinds of control. iPods, iPhones, Xboxes, and TiVos represent the first wave of Internet-centered products that can't be easily modified by anyone except their vendors or selected partners. These "tethered appliances" have already

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been used in remarkable but little-known ways: car GPS systems have been reconfigured at the demand of law enforcement to eavesdrop on the occupants at all times, and digital video recorders have been ordered to self-destruct thanks to a lawsuit against the manufacturer thousands of miles away. New Web 2.0 platforms like Google mash-ups and Facebook are rightly touted—but their applications can be similarly monitored and eliminated from a central source. As tethered appliances and applications eclipse the PC, the very nature of the Internet—its “generativity,” or innovative character—is at risk. The Internet’s current trajectory is one of lost opportunity. Its salvation, Zittrain argues, lies in the hands of its millions of users. Drawing on generative technologies like Wikipedia that have so far survived their own successes, this book shows how to develop new technologies and social structures that allow users to work creatively and collaboratively, participate in solutions, and become true “netizens.”

Since the publication of the Institute of Medicine (IOM) report *Clinical Practice Guidelines We Can Trust* in 2011, there has been an increasing emphasis on assuring that clinical practice guidelines are trustworthy, developed in a transparent fashion, and based on a systematic review of the available research evidence. To align with the IOM recommendations and to meet the new requirements for inclusion of a guideline in the National Guidelines Clearinghouse of the Agency for Healthcare Research and Quality (AHRQ), American Psychiatric Association (APA) has adopted a new process for practice guideline development. Under this new process APA’s practice guidelines also seek to provide better clinical utility and usability. Rather than a broad overview of treatment for a disorder, new practice guidelines

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focus on a set of discrete clinical questions of relevance to an overarching subject area. A systematic review of evidence is conducted to address these clinical questions and involves a detailed assessment of individual studies. The quality of the overall body of evidence is also rated and is summarized in the practice guideline. With the new process, recommendations are determined by weighing potential benefits and harms of an intervention in a specific clinical context. Clear, concise, and actionable recommendation statements help clinicians to incorporate recommendations into clinical practice, with the goal of improving quality of care. The new practice guideline format is also designed to be more user friendly by dividing information into modules on specific clinical questions. Each module has a consistent organization, which will assist users in finding clinically useful and relevant information quickly and easily. This new edition of the practice guidelines on psychiatric evaluation for adults is the first set of the APA's guidelines developed under the new guideline development process. These guidelines address the following nine topics, in the context of an initial psychiatric evaluation: review of psychiatric symptoms, trauma history, and treatment history; substance use assessment; assessment of suicide risk; assessment for risk of aggressive behaviors; assessment of cultural factors; assessment of medical health; quantitative assessment; involvement of the patient in treatment decision making; and documentation of the psychiatric evaluation. Each guideline recommends or suggests topics to include during an initial psychiatric evaluation. Findings from an expert opinion survey have also been taken into consideration in making recommendations or suggestions. In addition to reviewing the available evidence on psychiatry evaluation, each guideline also provides guidance to clinicians on implementing these recommendations to enhance patient care.

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The Write to the Top process helps you write clear, reader-centered documents that drive action and get results. Productivity—it's vital to corporate and personal success. Yet business people spend countless hours deciphering vague and rambling written messages. The results: information overload, sluggish operations, delayed decisions, and plummeting morale. Quality—when you receive a business document, e-mail, letter, report, or proposal, do you immediately know what it's about? Do you know what you're supposed to do about it? When you send messages, do your readers act on them? They quickly will, if you use the proven Write to the Top process. Put The Six Steps to Reader-Centered Writing® to work to help you — sell your ideas or services more effectively — write up to twice as fast and save time for your busy readers, too — break through writer's block — target your readers' needs — demonstrate your leadership in writing — design documents for visual impact and easier navigation — improve your ability to think strategically, propose solutions, and speed up decision making

—Make sure your students follow your instructions.— That sounds like a straightforward instruction, but in fact, it's fairly abstract. What does a teacher actually have to do to make sure students are following? Even the leader delivering this direction may not know, and the first-year teacher almost certainly doesn't. The vast majority of teachers are only observed one or two times per year on average—and even among those who are observed, scarcely any are given feedback as to how they could improve. The bottom line is clear: teachers do not need to be evaluated so much as they need to be developed and coached. In *Get Better Faster: A 90-Day Plan for Coaching New Teachers*, Paul Bambrick-Santoyo shares instructive tools of

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how school leaders can effectively guide new teachers to success. Over the course of the book, we break down the most critical actions leaders and teachers must enact to achieve exemplary results. Designed for coaches as well as beginning teachers, Get Better Faster is an integral coaching tool for any school leader eager to help their teachers succeed. It's the book's focus on the actionable—the practice-able—that drives effective coaching. By practicing the concrete actions and micro-skills listed here, teachers will markedly improve their ability to lead a class, producing a steady chain reaction of future teaching success. Though focused heavily on the first 90 days of teacher development, it's possible to implement this work at any time. New and old teachers alike can benefit from the guidance of Get Better Faster and close their existing instructional gaps. Packed with practical training tools, including agendas, presentation slides, a coach's guide, handouts, planning templates, and 35 video clips of real teachers at work, Get Better Faster will teach you: The core principles of coaching: Go Granular, Make Feedback More Frequent, Top action steps to launch a teacher's development in an easy-to-read scope and sequence guide The four phases of skill building: Phase 1 (Pre-Teaching): Dress Rehearsal Phase 2: Instant Immersion Phase 3: Getting into Gear Phase 4: The Power of Discourse

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How to Stop It The American Psychiatric Association Practice Guidelines for the Psychiatric Evaluation of Adults Write to the Top Get Better Faster Self-Awareness (HBR Emotional Intelligence Series) Becoming a Manager Good to Great The Harvard Business Review Entrepreneur's Handbook Developing Leadership Talent E-learning Methodologies Seven Strategy Questions Fish Stock Assessment Manual Leading Change, With a New Preface by the Author Child Protective Services
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