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position yourself for success get more of the management ideas you want from the authors you trust with hbr s 10 must reads on managing yourself vol 2 we ve combed through hundreds of harvard business review articles and selected the most important ones to help you stay engaged be productive and continue to grow throughout your working life with insights from leading experts including susan david joseph badaracco and laura morgan roberts this book will inspire you to identify your purpose and translate it into action make time to learn and stay relevant in a world of rapid change turn your strengths into superpowers spend more time on the work that matters tackle even your toughest decisions with confidence reduce burnout from collaboration take a stand for yourself and for others this collection of articles includes from purpose to impact by nick craig and scott a snook learning to learn by erika andersen making yourself indispensable by john h zenger joseph r folkman and scott k edinger make time for the work that matters by julian birkinshaw and jordan cohen collaboration without burnout by rob cross scott taylor and deb zehner emotional agility by susan david and christina congleton how to tackle your toughest decisions by joseph l badaracco how dual career couples make it work by jennifer petriglieri cultivating everyday courage by james r detert be your own best advocate by deborah m kolb building an ethical career by maryam kouchaki and isaac h smith when and how to respond to microaggressions

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this book emphasizes the importance of planning reports to ensure they do what you the writer or presenter want them to do inside the reader will discover useful information to make reports more effective including the steps involved to plan written and oral report presentations for individuals as well as teams models for ethical reporting exclusive tips for preparing webinars well thought out steps for preparing a research proposal and so much more numerous examples helpful illustrations and a concise writing style let you acquire vital information rapidly and each chapter ends with a convenient checklist in planning and organizing business reports you have a how to guide for the various types of reports you will need to generate throughout your career

this book presents a new powerful and practical way of making final decisions on the hard complex uncertain problems of life and work what if you have looked at the data talked with trusted colleagues and applied all the relevant managerial and ethical frameworks but you still don t know what is right how should you make your final decision this crucial question is rarely asked or answered and some standard answers follow your moral compass your conscience or your values offer more inspiration than practical guidance this book argues that when we make final hard decisions we learn what is right by defining personally what is right we find moral clarity by creating it the book presents a fresh challenging and practical perspective on our hardest decisions it offers a new conceptual approach for teachers and scholars and practical guidance for leaders and managers

this edition comes highly commended by me it s an excellent reference and companion to developing the experience and expertise necessary to function in today s healthcare environment lord victor o adebowale ma cbe chair nhs confederation leadership coach executive chairman

visionable a welcome update given the even more acute challenges we face in healthcare and policy since the last edition with new and timely chapters edited by two of the leading groups in healthcare management and policy professor john Øvretveit medical management center karolinska medical university sweden this internationally renowned book is written by leading experts in the field and covers all the key aspects of healthcare management written with healthcare managers professionals and students in mind it provides an accessible and evidence based guide to healthcare systems services organisations and management key areas covered include structure and delivery of healthcare services in the global context including mental health acute care primary care chronic disease adult social care and integrated care allocating resources for healthcare healthcare finances the economics of healthcare and managing priorities healthcare workforce research and innovation climate change and sustainability global health policy governing health systems across borders service user perspectives experiences and involvements in healthcare equality diversity and inclusion measuring and managing health care performance this fourth edition has been significantly rewritten with two new editors several new contributors and a revised chapter structure designed to better support learning practical application and further study in addition there is a strengthened international focus and each chapter includes new case studies giving global examples of health systems and services new and updated learning activities to encourage application to your own organisation and a range of links to useful online resources healthcare management is essential research based and applied reading for students teachers and healthcare professionals involved in management research and health policy making simon moralee is senior lecturer associate professor in healthcare management and head of the health management group at the alliance manchester business school the university of manchester uk manbinder sidhu is associate professor at the health services management centre and co director of the national institute of health and care research nihr funded brace rapid evaluation centre the university of birmingham uk judith smith is professor of health policy and management at the health services management centre the university of birmingham uk and director of health services research birmingham health partners uk kieran walshe is professor of health policy and management at the alliance manchester business school the university of manchester uk

this book helps break down and analyze the process of solid decision making from the examination of decisions that went poorly to a concrete set of steps to consider when making new decisions the process in this book helps decision makers feel confident in their decisions and be able to communicate their process clearly using the process of moral imagination to make decision includes gathering all perspectives imagining

creative solutions and choosing empathetically while looking at real world predominantly education based examples readers are encouraged to see where decisions fell apart and learn how to plan around blind spots this process includes solutions for common decision making mistakes and ways to reflect and improve on what is to come

neuroscience of alcohol mechanisms and treatment presents the fundamental information necessary for a thorough understanding of the neurobiological underpinnings of alcohol addiction and its effects on the brain offering thorough coverage of all aspects of alcohol research treatment and prevention and containing contributions from internationally recognized experts the book provides students early career researchers and investigators at all levels with a fundamental introduction to all aspects of alcohol misuse alcohol is one of the world s most common addictive substances with about two billion individuals worldwide consuming it in one form or another and three million annual deaths that are associated with alcohol misuse alcohol alters a variety of neurological processes from molecular biology to cognition moreover addiction to alcohol can lead to numerous other health concerns and damage virtually every organ system in the body making diagnosis and treatment of individuals addicted to alcohol of critical importance integrates cutting edge research on the pharmacological cellular and molecular aspects of alcohol use along with its effects on neurobiological function discusses alcohol use as a component of dual use and poly addictions outlines numerous screening and treatment strategies for alcohol misuse covers both the physical and psychological effects of alcohol use and withdrawals to provide a fully formed view of alcohol dependency and its effects

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