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By Bryan A. Garner



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Harvard Business Review



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HBR Guide to Building Your Business Case Raymond Sheen, Amy Gallo, 2015 You've got a great idea that will increase revenue or productivity but how do you get approval to make it happen By building a business case that clearly shows its value Maybe you struggle to win support for projects because you're not sure what kind of data your stakeholders will trust

or naysayers always seem to shoot your ideas down at the last minute Or perhaps you re intimidated by analysis and number crunching so you just take a stab at estimating costs and benefits with little confidence in your accuracy To get any idea off the ground at your company you ll have to make a strong case for it This guide gives you the tools to do that

Harvard Business Review Guides Ultimate Boxed Set (16 Books) Harvard Business Review, Nancy Duarte, Bryan A. Garner, Mary Shapiro, Jeff Weiss, 2019-02-26 How to guides to your most pressing work challenges This 16 volume specially priced boxed set makes a perfect gift for aspiring leaders looking for trusted advice on such diverse topics as data analytics negotiating business writing and coaching This set includes Persuasive Presentations Better Business Writing Finance Basics Data Analytics Building Your Business Case Making Every Meeting Matter Project Management Emotional Intelligence Getting the Right Work Done Negotiating Leading Teams Coaching Employees Performance Management Delivering Effective Feedback Dealing with Conflict Managing Up and Across 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

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Learned Writing Chinua Asuzu, 2019-05-22 As lawyers we must not in hot pursuit of common law outrun common sense The dread of that eventuality prompted this book Learned Writing promotes common sense in legal language Plain language which is commonsensical broadens access to legal documents thus democratizing the law If democracy is government of the people by the people and for the people law is the language in which government interacts with the people it is the language of democracy The people whose government speaks through law must understand what is said No democratic society should brook legalese a dense verbose dialect known only to lawyers What then should society do to redress the lawyer induced obscurity A Shakespearean character had an alarming proposal The first thing we do let s kill all the lawyers Apparently that proposal was not enthusiastically endorsed which explains why we re still here A milder remedy enrolling lawyers in language classes has been muted which explains why this book is in your hands Learned Writing

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Review,2015-05-05 A curated collection of the business basics to fuel your success You ll get up to speed fast on the most essential business skills with this set of concise practical primers Finance Basics explains the fundamentals of corporate finance and its jargon Running Meetings gives you the tools and checklists you need to keep your meetings effective and efficient Presentations helps you create and deliver a persuasive performance fast Managing Projects shows you how to set up and execute on a project plan Managing Time helps you to figure out where all the minutes of your day are going and how to get them under control Getting Work Done helps you to use each of those minutes more productively Creating Business Plans shows you how to present the risks and rewards of your idea Managing Up helps you to build your relationship with your boss Delegating Work shows you how to hand work off right and Giving Effective Feedback teaches you how to make potentially difficult confrontations and turn them into productive conversations This 10 volume specially priced boxed set makes a perfect gift for aspiring leaders who are short on time but need advice fast Don t have much time Get up to speed fast on the most essential business skills with HBR s 20 Minute Manager series Whether you need a crash course or a brief refresher each book in the series is a concise practical primer that will help you brush up on a key management topic Advice you can quickly read and apply for ambitious professionals and aspiring executives from the most trusted source in business Also available as an ebook *Getting Work Done (HBR 20-Minute Manager Series)* Harvard Business Review,2014-10-21

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