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The number 1 worldwide bestseller about why your emotional intelligence is more important than your IQ

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How to be human at work, HBR's Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master. This specially priced four-volume set includes Happiness, Resilience, Mindfulness, and Empathy.

Self-awareness is the bedrock of emotional intelligence that enables you to see your talents, shortcomings, and potential. But you won't be able to achieve true self-awareness with the usual quarterly feedback and self-reflection alone. This book will teach you how to understand your thoughts and emotions, how to persuade your colleagues to share what they really think of you, and why self-awareness will spark more productive and rewarding relationships with your employees and bosses. This volume includes the work of: Daniel Goleman Robert Steven Kaplan Susan David **HOW TO BE HUMAN AT WORK**. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

What is the nature of human happiness, and how do we achieve it in the course of our professional lives?

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And is it even worth pursuing? This book explores answers to these questions by presenting research into how happiness is measured, frameworks for personal behaviors, management techniques that build happiness in the workplace and warnings that highlight where the happiness hype has been overblown. This volume includes the work of: Daniel Gilbert Annie McKee Gretchen Spreitzer Teresa M. Amabile How to be human at work. HBR's Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master. "

Become more confident at work. You need confidence to inspire trust, communicate effectively, and succeed in your organization. But self-doubt and nerves can undermine your ability to act decisively and persuade others. What can you do to push past these insecurities? This book explains how you can use emotional intelligence to become more confident at work. You'll learn how to correct what is holding you back, how to overcome imposter syndrome, and when feeling too self-assured can actually backfire. This volume includes the work of: Tomas Chamorro-Premuzic Rosabeth Moss Kanter Amy Jen Su Peter Bregman How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are

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Learn how to deal with difficult colleagues and clients. At the heart of dealing with difficult people is handling their--and your own--emotions. How do you stay calm in a tough conversation? How do you stay unruffled in the face of passive-aggressive comments? And how do you know if you're difficult to work with? This book explains the research behind our emotional response to awful colleagues and shows how to build the empathy and resilience to make those relationships more productive. Books in this series are based on the work of experts including: Daniel Goleman Tony Schwartz Nick Morgan Daniel Gilbert This collection of articles includes "To Resolve a Conflict, First Decide: Is It Hot or Cold?" by Mark Gerzon; "Taking the Stress Out of Stressful Conversations," by Holly Weeks; "The Secret to Dealing with Difficult People: It's About You," by Tony Schwartz; "How to Deal with a Mean Colleague," by Amy Gallo; "How To Deal with a Passive-Aggressive Colleague," by Amy Gallo; "How to Work with Someone Who's Always Stressed Out," by Rebecca Knight; "How to Manage Someone Who Thinks Everything Is Urgent," by Liz Kislik; and "Do You Hate Your Boss?" by Manfred F. R. Kets de Vries. HOW TO BE HUMAN AT WORK. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

Changing hearts is an important part of changing minds. With research into how appeals to human

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emotion can help you make your case and earn authority as a leader, this book presents both comprehensive frameworks for developing influence and small, simple tactics that you can use to convince others every day. How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

How do some people bounce back with vigor from daily setbacks, professional crises, or even intense personal trauma? This book reveals the key traits of those who emerge stronger from challenges, helps you train your brain to withstand the stresses of daily life, and presents an approach to an effective career reboot. This volume includes the work of: Daniel Goleman Jeffrey A. Sonnenfeld Shawn Achor This collection of articles includes “How Resilience Works,” by Diane Coutu; “Resilience for the Rest of Us,” by Daniel Goleman; “How to Evaluate, Manage, and Strengthen Your Resilience,” by David Kopans; “Find the Coaching in Criticism,” by Sheila Heen and Douglas Stone; “Firing Back: How Great Leaders Rebound After Career Disasters,” by Jeffrey A. Sonnenfeld and Andrew J. Ward; and “Resilience Is About How You Recharge, Not How You Endure,” by Shawn Achor and Michelle Gielan. How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our

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emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

What does it mean to be yourself at work? As a leader, how do you strike the right balance between vulnerability and authority? This book explains the role of authenticity in emotionally intelligent leadership. You'll learn how to discover your authentic self, when emotional responses are appropriate, how conforming to specific standards can hurt you, and when you need to feel like a fake. This volume includes the work of: Bill George Herminia Ibarra Rob Goffee Gareth Jones This collection of articles includes: "Discovering Your Authentic Leadership" by Bill George, Peter Sims, Andrew N. McLean, and Diana Mayer; "The Authenticity Paradox" by Herminia Ibarra; "What Bosses Gain by Being Vulnerable" by Emma Seppala; "Practice Tough Empathy" by Rob Goffee and Gareth Jones; "Cracking the Code That Stalls People of Color" by Sylvia Ann Hewitt; "For a Corporate Apology to Work, the CEO Should Look Sad" by Sarah Green Carmichael; and "Are Leaders Getting Too Emotional?" an interview with Gautam Mukunda and Gianpiero Petriglieri by Adi Ignatius and Sarah Green Carmichael. How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

Find your purpose at work. In an ideal world, our work lives would be completely fulfilling and

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intrinsically motivating. But what if you're stuck in a job and your heart isn't in it anymore? Or what if your company's mission seems unrelated to the work you do day in and day out? This book showcases the power of passion--and how you and your team can find it at work. This volume includes the work of: Morten T. Hansen Teresa M. Amabile Scott A. Snook Nick Craig This collection of articles includes "Finding Meaning at Work, Even When Your Job Is Dull," by Morten Hansen and Dacher Keltner; "What to Do When Your Heart Isn't in Your Work Anymore," by Andy Molinsky; "You Don't Find Your Purpose--You Build It," by John Coleman; "How to Find Meaning in a Job That Isn't Your True Calling," by Emily Esfahani Smith; "You're Never Done Finding Purpose at Work," by Dan Pontefract; "From Purpose to Impact," by Nick Craig and Scott A. Snook; "Five Questions to Help Your Employees Find Their Inner Purpose," by Kristi Hedges; "How to Make Work More Meaningful for Your Team," by Lewis Garrad and Tomas Chamorro-Premuzic; "The Power of Small Wins," by Teresa M. Amabile and Steven J. Kramer; and "The Founder of TOMS on Reimagining the Company's Mission," by Blake Mycoskie. HOW TO BE HUMAN AT WORK. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

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