

HBR'S
10
MUST
READS

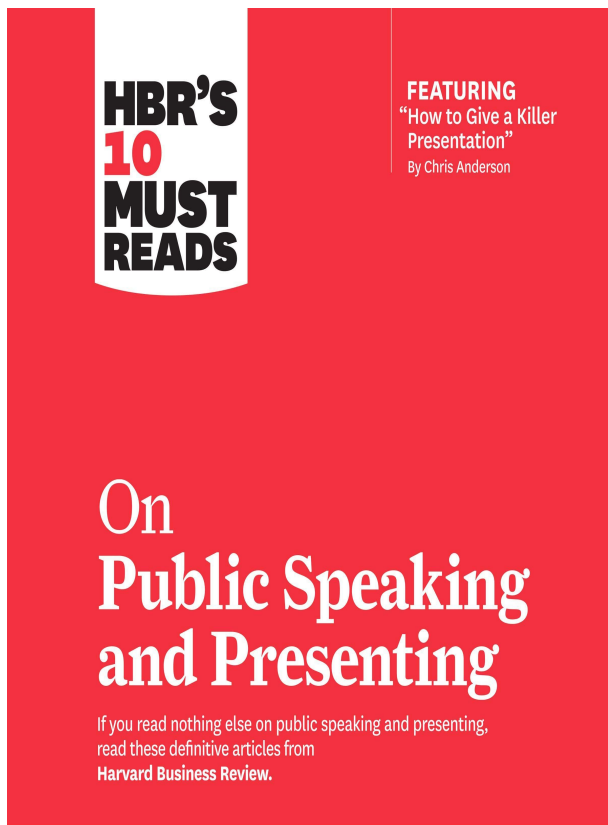
FEATURING
“How to Give a Killer
Presentation”

By Chris Anderson

On
Public Speaking
and Presenting

If you read nothing else on public speaking and presenting,
read these definitive articles from
Harvard Business Review.

HBR's 10 Must Reads on Public Speaking and Presenting: HBR's 10 Must Reads Series



HBR's 10 Must Reads on Public Speaking and Presenting: HBR's 10 Must Reads Series

Book Synopsis

Command the room--whether you're speaking to an audience of one or to hundreds. If you read nothing else on public speaking and presenting, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you speak confidently in front of a group and connect with audiences of any size. This book will inspire you to:

- Feel more confident when it's your turn to present
- Understand how to persuade, motivate, and change minds
- Frame your message so people really listen
- Gain your audience's trust by being more authentic
- Use visuals and data more effectively
- Learn to be more charismatic
- Infuse your day-to-day communication with storytelling

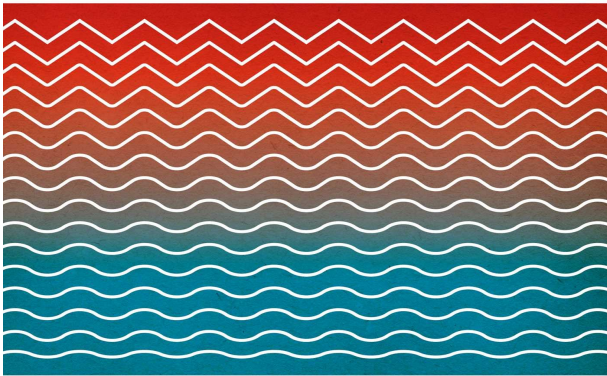
HBR's 10 Must Reads paperback series is the definitive

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Verizon Untethered: An Insider's Story of Innovation and Disruption

Verizon Untethered

AN INSIDER'S STORY
OF INNOVATION AND DISRUPTION



AS TOLD BY **IVAN SEIDENBERG** AND OTHERS
FOREWORD AND COMMENTARY BY **RAM CHARAN**
WRITTEN BY **SCOTT MCMURRAY**

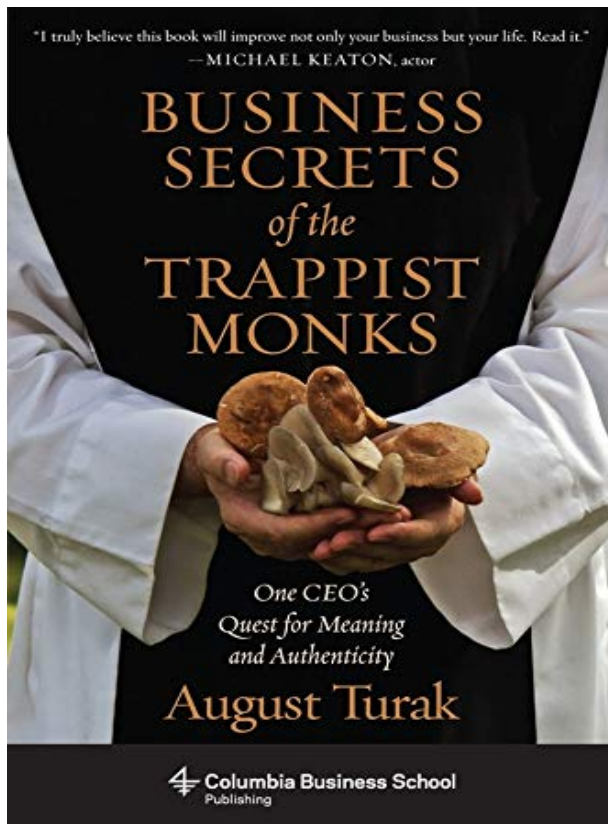
Verizon Untethered: An Insider's Story of Innovation and Disruption

Book Synopsis

As seen on CNBC! A history of the transformation of Verizon and the telecommunications industry told through the eyes of founding CEO Ivan Seidenberg and his leadership team, with highlights and commentary from bestselling global leadership guru Ram Charan. The Verizon leadership team stands apart from most leadership teams today in their willingness repeatedly to put the enterprise before the individual. At first blush, this might look like a hopelessly old-fashioned notion in the age of the selfie. Yet, I would argue this is a trait that future leaders and boards of directors across industries would do well to understand and embrace. Seidenberg not once but twice in the service of company shareholders and employees subordinated himself and put off taking sole leadership of the company

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Business Secrets of the Trappist Monks: One CEO's Quest for Meaning and Authenticity (Columbia Business School Publishing)



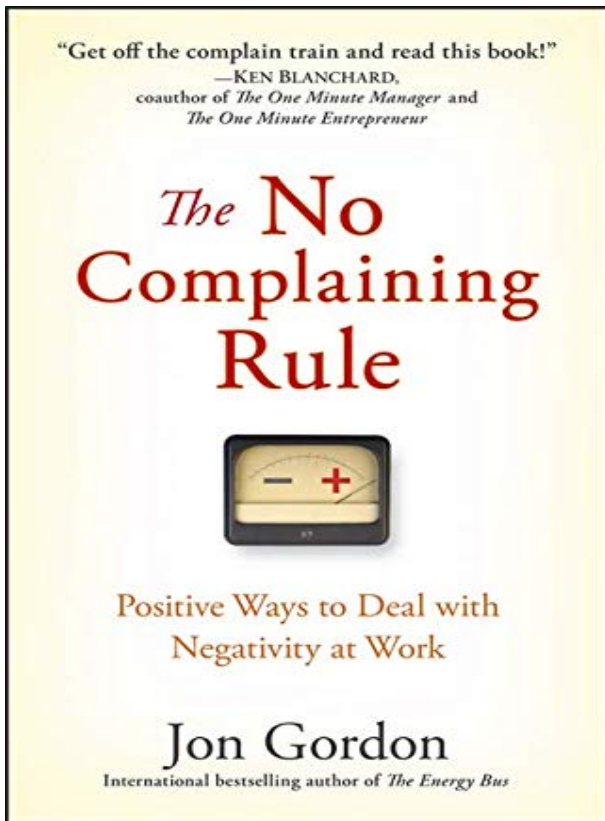
Business Secrets of the Trappist Monks: One CEO's Quest for Meaning and Authenticity (Columbia Business School Publishing)

Book Synopsis

August Turak is a successful entrepreneur, corporate executive, and award-winning author who attributes much of his success to living and working alongside the Trappist monks of Mepkin Abbey for seventeen years. As a frequent monastic guest, he learned firsthand from the monks as they grew an incredibly successful portfolio of businesses. Service and selflessness are at the heart of the 1,500-year-old monastic tradition's remarkable business success. It is an ancient though immensely relevant economic model that preserves what is positive and productive about capitalism while transcending its ethical limitations and internal contradictions. Combining vivid case studies from his thirty-year business career with intimate portraits of the monks at work, Turak shows how Trappist principles

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The No Complaining Rule: Positive Ways to Deal with Negativity at Work



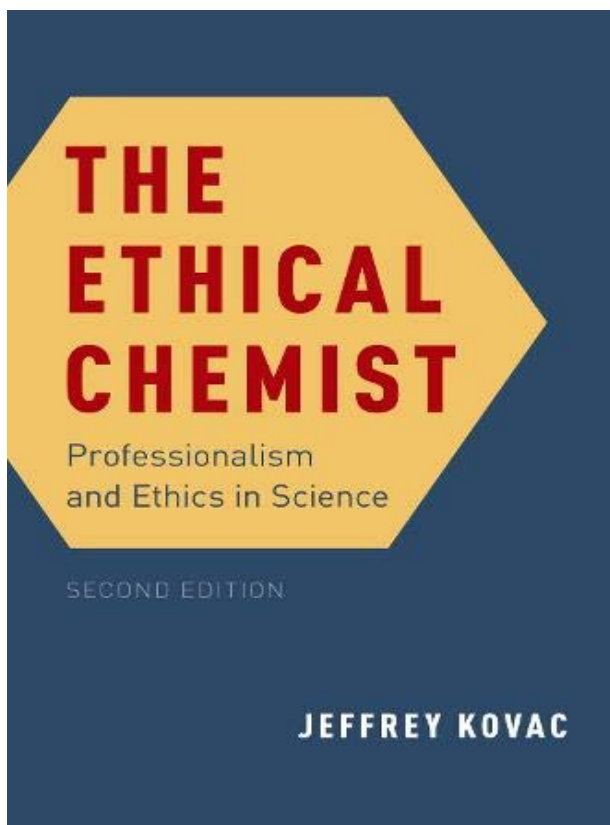
The No Complaining Rule: Positive Ways to Deal with Negativity at Work

Book Synopsis

Negativity in the workplace costs businesses billions of dollars and impacts the morale, productivity and health of individuals and teams. In *The No Complaining Rule: Positive Ways to Deal with Negativity at Work*, Jon Gordon, a bestselling author, consultant and speaker, shares an enlightening story that demonstrates how you can conquer negativity and inspire others to adopt a positive attitude. Based on one company's successful No Complaining Rule, the powerful principles and actionable plan are practical and easy-to-follow, making this book an ideal read for managers, team leaders and anyone interested in generating positive energy.

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The Ethical Chemist: Professionalism and Ethics in Science



The Ethical Chemist: Professionalism and Ethics in Science

Book Synopsis

This book is an introduction to professional ethics in chemistry. After a brief overview of ethical theory, it provides a detailed discussion of professional ethic for chemists based on the view that the specific codes of conduct derive from a moral ideal. The moral ideal presented here has three parts. The first refers to the practice of science, the second to relationships within the scientific community and the third to the relationship between science and society, particularly the uses of science. The question of why a scientist should obey the professional code is discussed in terms of the virtue of reverence, after which the ethical issues unique to chemistry are identified. A method for approaching ethical problems is presented. Finally, there is a large collection of specific

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