

| <u>Author</u> | <u>Title</u> | <u>Category</u> |
|-------------------------------|--|---------------------------|
| Andy Stanley | How Good is good enough? | General Interest/Religion |
| Jeffrey Gittomer | Little Gold Book of YES! Attitude: How to Find, Build and Keep a YES! Attitude for a Lifetime of SUCCESS | Business Motivation |
| Jeffrey Gittomer | Little Red Book of Sales Answers: 99.5 Real World Answers That Make Sense, Make Sales, and Make Money | Business/Sales |
| Jeffrey Gittomer | Little Green Book of Getting Your Way: How to Speak, Write, Present, Persuade, Influence, and Sell Your Point of View to Others ☒ | Business Motivation |
| Jeffrey Gittomer | Little Platinum Book of Cha-Ching: 32.5 Strategies to Ring Your Own (Cash) Register in Business and Personal Success (Jeffrey Gitomer's Little Books) ☒ | Sales |
| Jeffrey Gittomer | Jeffrey Gitomer's Little Teal Book of Trust: How to Earn It, Grow It, and Keep It to Become a Trusted Advisor in Sales, Business and Life | Business |
| Jeffrey Gittomer | The Sales Bible: The Ultimate Sales Resource | Sales |
| Marsha Petrie Sue | The CEO of YOU | Leadership |
| Stan Davis, Christopher Meyer | Blur: The Speed of Change In the Connected Economy | Business innovation |
| Robert B. Costello | Random House Webster's College Dictionary, 2nd Edition | Dictionary |
| Mark Sanborn | The Fred Factor: How Passion in Your Work and Life Can Turn the Ordinary into the Extraordinary | Leadership/Self help |

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| Seth Godin | Wisdom, Inc. : 26 Business Virtues That Turn Ordinary People into Extraordinary Leaders | Leadership/Self help |
| Patricia Fripp | Get What You Want! | Leadership/Self help |
| Charles Handy | The Age of Unreason | Business strategy |
| Charles Handy | The Age of Paradox | General Business |
| Michael H. Shuman | Going Local: Creating Self-Reliant Communities in a Global Age | Politics |
| Judith Briles | The Confidence Factor: How Self-Esteem Can Change Your Life | Leadership |
| Jack Stack | The Great Game of Business: The Only Sensible Way to Run a Company | Management |
| Lois Borland Hart | Moving Up! Women and Leadership | Leadership/Self help |
| Robert M. Tomasko | Downsizing: Reshaping the Corporation for the Future | Business strategy |
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| Tom Peters | Thriving on Chaos | Leadership/Self help |
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| The Members of Speakers Roundtable | Insights Into Excellence: Winning Game Plans from 21 Masters of Business Success | Communication/Negotiation |
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| Sherman Alexie, Tess Gallagher, Jess Walter | Willow Springs 58 (Fall 2006) | Featured poetry/fiction/revie ws/essay |
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| Michele Jackman | Star Teams, Key Players | Leadership/Self help |
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| Publisher RhinoBooks, LLC | Washington... A Great Place to Live | Region's Information |
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| Edward Elgar Publishing | Handbook on Women in Business And Management (Elgar Original Reference) | Management |
| Jeffrey S. Nielsen | The Myth of Leadership: Creating Leaderless Organizations | Leadership |
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| NxLvr!Education Foundation | NxLevel Guide For Entrepreneurs (2005 publication) | Entrepreneurship |
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Short Review/Description

If you wonder about God, the Bible, or Heaven; this book is a must read. For Christians, this is an excellent book to give to people who are searching, wondering, questioning spiritual areas of existence.

Every business winner has one thing in common: a YES! Attitude that's powerful enough to help them achieve the impossible! When you've got a YES! Attitude, you assume everything will start with "YES!" ...and you'll find a way to "YES!" even when the first, second, and third answer you hear is "NO!" You say you weren't born with a YES! Attitude? No problem! Jeffrey Gitomer will give you all the tools you need to build one. As the world's #1 expert in selling (and the author of the best-sellers Little Red Book of Selling and Little Red Book of Sales Answers.) Gitomer knows more about attitude than anyone. Now he's brought those lessons together in a book you can read in one sitting... a book that'll change your life! What makes this book unique? It's not just "inspiration": it's a complete, step-by-step, fully-integrated game plan for understanding and mastering your attitude. You'll learn 7.5 specific things

The Collection was produced over 30 years,43 states and 95% of all the images are "gone forever!" from consumer and corporate culture...billy tucker,curator Signs are truly a universal language and general appeal to readers. The Signs of the Times Collection Is Now Available to the Public,Galleries,Museums,Publishers,Curators and Private Collectors An historic fine art,photo realism anthology,the documentary Collection preserves American life and expressionism "gone forever" from American culture. The entertaining and extraordinary Collection presents,and preserves a one-of-a-kind documentation of: American expressionism Consumer culture Commercial folk art Corporate culture; icons,billboards,advertising Neon,urban & street art Route 66 Americana:1972-2010 Humor & signspotting The human condition ArtSpan was recently selected to introduce The Signs of the Times. Billy Tucker, the collection chief photographer and curator said: "We are pleased to present the imagery from this

Following in the bestselling footsteps of Little Red Book of Selling, Little Red Book of Sales Answers, Little Black Book of Connections, and The Little Gold Book of YES! Attitude, Jeffrey Gitomer's The Little Green Book of Getting Your Way digs deep into the 9.5 elements that make persuasion, and getting your way, happen. By breaking down the elements, the reader will begin to understand, take action, become proficient, and then master the ability to persuade. Because persuasion occurs in so many different areas of life and business, Gitomer leads the reader from mental readiness to the principles of getting your way and the power that persuasion offers. He challenges the reader to prepare before they present, to prepare before they try to persuade. He demonstrates how to change a presentation into a performance and shows how this can be done in any environment. But because persuasion most often takes place in business, he draws special emphasis to the reader's ability to write and call persuasively. The book talks following in the bestselling footsteps of Little Red Book of Sales Answers, Little Gold Book of YES! Attitude and Little Green Book of Getting Your Way, Jeffrey Gitomer's Little Platinum Book of Cha-Ching delves into the 32.5 strategies to build business and personal success. As a best-selling author and the world's #1 expert of selling, Jeffrey Gitomer knows a thing or two about success. Here he has compiled some of his proven principles for success and shows readers how to apply these to their lives. While these techniques are most readily applied to sales, the skills that Jeffrey teaches go far beyond that: they are the skills needed to thrive in one's career and life. And when the reader has mastered the principles, Jeffrey goes one step further and challenges the reader not just to do

what they say, but to "live" the principles. He offers simple steps to put (and keep) them in practice in every aspect of life. Trust is a combination of the value that others perceive in you, and their willingness to harmonize with and accept your advice to help them succeed. It's people seeking and taking your advice both as a counselor and a confidante. Someone who trusts you to a point where they call at some critical stage, because they know you are the ONE who can help them in a way that others cannot. But how do you develop trust? Follow the advice of Jeffrey Gitomer, bestselling author of the Little Books, which have now sold more than two million copies worldwide. As the world's foremost expert on selling, Gitomer is uniquely qualified to speak on the issue of trust, having earned a position of trust, both to his customers and readers. Gitomer advises that trust is not the product of any secret formula. It's not something you can lay there and wait for it to happen to you. Gaining, building, and maintaining a high level of trust involves thinking, and requires reading, a clear mind, a focus on becoming a world-class expert, studying, risking, failing, the right

Since its initial publication in 1994, Morrow's hardcover edition of Jeffrey Gitomer's THE SALES BIBLE has sold over 117,000 copies, and another 100,000 in paperback (published by Wiley).But in the 13 years since then, Gitomer has made himself into a sales powerhouse with huge success around an inventively packaged series of books, with his classic THE LITTLE RED BOOK OF SELLING at its heart.Now at last, Gitomer has taken the title that began it all, and has completely revised it. The Sales Bible is totally reworked to fit into his line of best-selling sales titles. It's easy to see THE must have title for sales professionals and those who this book is for you: never before has one book contained so much information for you to apply today. Deconstructize me by building the structure to maximize success. You will be able to better lead people, communicate effectively in difficult situations, denvers more than a hundred different moments, times, that is, rapid rate of change, offering readers a working model to illustrate & benefit from the new rules of the connected economy, where advantage is temporary. DLC: Information technology - Economic aspects.

RANDOM HOUSE WEBSTER'S COLLEGE DICTIONARY allows you to be up-to-date, guided by the best advice on English usage -- such as how to avoid insensitive and offensive language in your writing or speaking. Best of all, this all-new edition features rewritten definitions for extra clarity and precision, to help you understand at a glance the meaning of words.

passionately loves his job and who genuinely cares about the people he serves. Because of that, he is constantly going the extra mile handling the mail – and sometimes watching over the houses – of the people on his route, treating everyone he meets as a friend. Where others might see delivering mail as monotonous drudgery, Fred sees an opportunity to make a difference in the lives of those he serves.

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| <p>A look at the 30 virtues of good business that have inspired success in thousands of leaders, by the man voted Boss of the Year, 1994.</p> <p>Persistent, honest, resourceful, creative -- these adjectives begin to define the qualities of a great business leader. Along with the 26 other virtues enumerated in Wisdom, Inc., they are the fundamentals behind a business strategy that works, but they often get lost beneath passing fads and the color of one's parachute. Seth Godin's simple, highly readable handbook of business virtues will help everyone from assistant managers to CEOs cultivate habits that lead to a lifetime of good business.</p> |
| <p>Not available</p> |
| <p>In an era when change is constant, random, and, as handy calls it, discontinuous, it is necessary to break out of old ways of thinking in order to use change to our advantage. Handy examines how dramatic changes are transforming business, education, and the nature of work. We can see it in astounding new developments in technology, in the shift in demand from manual to cerebral skills, and in the virtual disappearance of lifelong, full-time jobs. Handy maintains that discontinuous change requires discontinuous, in this striking sequel to his best-selling book "The Age of Disreason", changes handy shows how the changes he predicted are upon us. New developments in technology, radical changes in the global economy, and the relentless pursuit of productivity have altered forever our organizations, our careers, and our lifestyles. These changes are inevitable and irreversible, and they bring a host of new problems and paradoxes. This book identifies the unintended consequences of change and provides a set of guiding principles. National unions squeeze local manufacturers out of business, while corporate downsizing shifts jobs overseas. An across America, communities large and small are losing control of their economies to outside interests. Going Local shows how some cities and towns are fighting back. Refusing to be overcome by Wal-Marts and layoffs, they are taking over abandoned factories, switching to local produce and manufactured goods, and pushing banks to loan money to local citizens. Shuman details how dozens of communities are reinvigorating their own economies with these new strategies, investing not in outside law but in locally owned</p> |
| <p>Dr. Judith Briles, a specialist in self-confidence and personal and business ethics, explores what women need to do to get confidence, keep confidence, and make it grow. Her "Ten Commandments of Confidence" provide the core objectives necessary for improving your self-image and enhancing your level of self-respect.</p> |
| <p>A successful businessman shares a philosophy of management that revived his dying company through an open-book method that put the concerns of the employees first and created a company that will provide people with lifelong livelihood. 50,000 first</p> |
| <p>Not available</p> |
| <p>Not available</p> |
| <p>Detsy Sanders, a former vice president and general manager with the extraordinarily consumer-oriented Nordstrom department-store chain, believes that true success on the sales floor stems from dedicated leadership in the management ranks and a steadfast commitment to related ideals from those at the top on down. In Fabled Service: Ordinary Acts, Extraordinary Outcomes, Sanders outlines the fundamentals for others who would like to achieve the legendary customer-friendly status that is widely accorded her</p> |
| <p>Introducing an innovative approach to the intricacies of communication, as taught in the Influencing with Integrity Seminars.</p> |
| <p>Not available</p> |
| <p>The co-author of In Search of Excellence and A Passion for Excellence now gives readers a program of 50 specific courses of action essential to corporate survival in today's (and tomorrow's) turbulent economic/political world. Line drawings.</p> <p>This book chronicles the experiences of men and women who discovered what they lost on their way to the top. Most were snocked by what they learned and created a new formula for success. By sharing these examples of personal transformation, starting with the author's own story, Work and the Human Spirit gives hope to all of us that our workplaces and our relationships can truly reflect</p> |
| <p>Not available</p> |
| <p>In this, the first collection of his newspaper columns, Jim Kershner offers a decade's worth of thoughtful (and downright funny) insights on life in Spokane and the Inland Northwest.</p> <p>On the politically-correct voyage of Christopher Columbus: "There were some minor disciplinary problems. One sailor was flogged for being ethnocentric. Another sailor was flogged for committing sextant harassment." On cigar smoking: "I spent 45 minutes in that hammock, lazily watching the clouds of cigar smoke drift up into the tree, causing the little woodland birds to chirp and chirp and then drop dead." On Spokane's favorite animal: "Spokane is one of the few cities where you can watch marmots cavorting</p> <p>One of the most practical and important books of our time reveals how a simple change in how you see the world can result in a profound difference in your results and your relationships. How you see the world is the ultimate source of everything that happens to you. Its impact on your life is far-reaching, more than any skill, technique, strategy, habit or how-to formula. The message of this</p> |

IS YOUR LIFE FILLED, YET UNFULFILLED? Do you feel pulled in a thousand different directions? Are your days and weeks so busy you hardly have time to think? Does your schedule seem totally out of control? Have you been trying to live up to everyone else's expectations while your own plans and dreams go unfulfilled? Then let The On-Purpose Person show you how to discover-and accomplish-what's most important to you! Tap into your highest potential with The On-Purpose Person! Nothing adds more fullness and meaning to life than discovering your purpose and living it out seven days a week! With The On-Purpose Person, you'll

Ron Zemke is one of today's most sought-after management consultants, The Service Edge is required reading for every executive and manager interested in reaping the benefits of customer care--and in getting one-up on the competition.

Not available

Take the brakes off your business. In the perfect follow-up to 1001 Ways to Reward Employees, the innovative book that has sold over one million copies, Bob Nelson reveals what real companies across America are doing to get the very best out of their employees--and why it's the key to their success. Energizing is listening--AT&T's Universal Card Service's employee suggestion system yields 1,200 ideas a month and millions of dollars in savings. Energizing is encouraging risk-taking--Hershey Foods gives out The Exalted Order of the Extended Neck Award. Energizing is Starbuck's making employees partners, Saturn creating teams that

Are you struggling to keep your good employees? This book can help! With a tight labor market and a strong economy, there are plenty of jobs to go around. It's easy to change jobs. In fact, too easy. Changing jobs every 2-4 years will become the societal norm. Employers must work counter-trend to keep their good people. This book is the how-to manual for employee retention. Read Keeping Good People to: understand why employee turnover is high today...and will be higher in the future; discover the five

Why companies get into trouble, it's almost always a result of a manager becoming frozen at the controls. To prevent this calamity, this guide lays forth 150 proven profit tactics that, taken together, are guaranteed to cut costs, trim fat, and make a

A unique collection of writings by leading thinkers on the subject of diversity. Visionaries such as Mikhail Gorbachev, TV producer Norman Lear, anthropologist Angeles Arrien, futurist Riane Eisler, and leadership expert John O'Neil are amongst the 21 co-authors.

The revolutionary handbook that's actually two books in one! Break down "we vs. they" beliefs and behaviors while encouraging new levels of understanding, empathy, and cooperation. Use this popular one-of-a-kind book to help everyone as they focus on achieving the organizations mission in a values-based way.

Have you ever feared the prospect of losing your job? These days, who hasn't? Have you struggled with the morale-blasting effect of a never-ending job search? Do you simply want to move up in the job you have? The bestselling Sharkproof is a priceless guide for those facing today's vicious job market. It can help you get back on your feet as you bait sharks (the interviewer) and then reel them in (land the ideal job offer). Praised by such folks as Larry King, Elizabeth Dole, Steven Covey, and Jack Kemp, this friendly guide is divided into four sections: "Sink or Swim," "Ready?" "Aim...," and "Hired!" Sprinkling the book with humorous and inspiring anecdotes, author Harvey Mackey is clearly sympathetic to the demoralized job applicant, using gentle language and concentrating heavily on how to deal with being "dehired." He suggests ways to raise the spirits, such as volunteering for something you are

Drawing on a national survey of three hundred business owners, CEOs, managers, and human resources directors, a reference guide offers readers steps on how to create their own job security and make sure they do not become a victim of downsizing. 20,000 first

Who says great ideas have to cost big bucks? Some of the best business ideas are those that are easy to apply and cost little or nothing. Now you can get some of the best management ideas ever to appear in Inc. in Inc.'s best-selling book, 301 Great Management Ideas from America's Most Innovative Small Companies, including an introduction by management guru Tom Peters.

Not available

Giving a problem employee a paid day off to think may seem a questionable tactic, but it's a key feature of this book's revolutionary "discipline without punishment" system. This guide retraces the traditional punitive approach to discipline with an affirmative one that makes employees personally responsible for their actions. It explores ways to build superior performance, and helps managers prepare and conduct better coaching sessions. Containing dialogue and specific guidance, the book shows readers how to: avoid

Who are they? The most influential Americans -- the ones who tell their neighbors what to buy, which politicians to support, and where to vacation -- are not necessarily the people you'd expect. They're not America's most affluent 10 percent or best-educated 10 percent. They're not the "early adopters," always the first to try everything from Franco-Polynesian fusion cooking to digital cameras. They are, however, the 10 percent of Americans most engaged in their local communities...and they wield a huge amount of influence within those communities. They're the campaigners for open-space initiatives. They're church vestrymen and friends of

Leaders and managers will find Lawrence Lippitt's advice a refreshing change from the usual dry management glibes. "Preferred futuring" involves an examination of an organization's status by all its employees, defining a "preferred future" state that excites everyone involved, and group planning and implementation. Because it begins the cycle of change by inviting all stakeholders to

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| <p>Throughout this book, you will read the stories of how the Family Wealth Counseling process has profoundly impacted Americas wealthy families financially, socially, emotionally and spiritually. The Family Wealth Counseling process has helped many to find the deepest levels of joy, meaning and fulfillment in life. Family Wealth Counseling is a life-planning process whose time has come. It is not only a revolutionary approach to planning-it is the right approach to plan-ning. If you are ready to start thinking beyond . . . you have picked up the right book. Regarding life-planning, this book will challenge you to think about the purpose for your life; the purpose for your wealth; how to leverage your remaining time, unique talents and accumulated treasures to do the most good for the most people; how to adequately prepare your heirs for their inheritance, so it will bless them and not ruin them;how to transition from a life of financial success to a life of personal significance Regarding tax-planning, this book will explain;that estate men ask for what they want twice as often as women do and initiate negotiation four times more, report economist Linda Babcock and writer Sara Laschever in the footnoted but engaging Women Don't Ask. With vivid research examples drawn from cradle, classroom and playground, the authors detail culture as the culprit in discouraging women from negotiating on their own behalf. Men, socialized in a "scrapper paradigm," learn to pursue and energize their goals at work and home. The two key elements are control and recognizing opportunity. For example, girls, rewarded for hard work, learn to see control as outside of themselves while boys are urged to take charge. Boys are schooled to recognize opportunity and girls to choose safe targets. Several chapters are focused on prescription; how women can decrease anxiety, anticipate roadblocks, plan counter-moves and</p> <p>the book that shows how to get the job done and deliver results . . . whether you're running an entire company or in your first management job.</p> <p>Larry Bossidy is one of the world's most acclaimed CEOs, a man with few peers who has a track record for delivering results. Ram Charan is a legendary advisor to senior executives and boards of directors, a man with unparalleled insight into why some</p> |
| Not available |
| Not available |
| Not available |
| <p>The secret of Hal Rosenbluth's success, and his company's, is actually very simple. He concentrates on his employees first and his customers second. The formula works. Rosenbluth Travel was named one of the top ten in The 100 Best Companies to Work For In America, and happy customers have quickly transformed a small family business into a global industry leader, grossing over 1.5 billion annually. InThe Customer Comes Second, Rosenbluth Travel's CEO and entrepreneurial genius, Hal Rosenbluth, reveals new ideas for hiring, performance reviews, technology innovation, and creative compensation. He shows how to build highly effective</p> <p>Monday morning Leadership is a story that can help your career. Everyone makes a good story, especially if there are lessons that can be immediately applied to life. This book is one of those stories - about a manager and his mentor. It offers unique encouragement</p> |
| Not available |
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| Not available |
| <p>Review Source. Product Description. A longtime city dweller and expert storyteller, Dorothy Sucher takes a fresh look at the world of gardening in Vermont, tapping the palpable connection between the mysteries of the earth and those of the human spirit. With vividness and humor, Sucher's narrative reveals the many facets of gardening-the profound satisfaction of shaping a landscape, the generous spirit of a land-based community, and the fingerprint individuality expressed in a neighbor's flower bed. Sucher's invisible garden is the territory where nature can trigger memory and emotion through associations that are personal or mythic, pleasurable or painful. Her stories range from the strangers who arrive to help after a storm, to an elderly widow who practices "Evil Eye gardening" to the prodigy who creates his first trophy at the age of six. When Sucher decides to build a pond, her frustrations</p> <p>Review Source. Product Description</p> <p>A glaring hole in the business bookshelf is finally filled. Until now, there wasn't a fingertip resource for handling everything that the business day throws at you. Enter Tom Gegax's By The Seat Of Your Pants, a soup-to-nuts management guide that stands in stark contrast to the rows of magic-bullet books that promise overnight prosperity.</p> <p>Visionaries like Best Buy founder and chairman Richard Schulze, One Minute Manager author Ken Blanchard and mind-body pioneer Deepak Chopra are lining up behind Gegax. They know that By The Seat Of Your Pants charts a new course, combining hard-nosed accountability and efficiency (profits first) with an enlightened approach (people first) in one practical package that honors both. After all, it's leaders who are tough-minded and warm-hearted that wind up leading happy people producing healthy profits. As thorough as a textbook, as lively as a newsmagazine, By The Seat Of Your Pants is an indispensable slingshot for the millions of</p> |
| The rivalries, sabotage, and backstabbing among women striving for success. |

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| Not available |
| Not available |
| Walt Disney inspired generations with his creative genius and shrewd business acumen. While delighting us with the magic of Mickey Mouse, he also introduced corporate America to some innovative and brilliant new ways of doing business. And as everyone knows, the Disney companies have grown beyond anything even Walt himself could have imagined. Now this practical, hands-on book takes an in-depth look at Disney's business philosophy and the principles behind it, demonstrating |
| In <i>The Five Dysfunctions of a Team</i> Patrick Lencioni once again offers a leadership fable that is as entertaining and instructive as his first two best-selling books, <i>The Five Temptations of a CEO</i> and <i>The Four Obsessions of an Extraordinary Executive</i> . This time, he turns his keen intellect and storytelling power to the fascinating, complex world of teams. Kathryn Petersen, Decision Tech's CEO, faces the ultimate leadership crisis: Uniting a team in such disarray that it threatens to bring down the entire company. Will she succeed? Will she be fired? Will the company fail? Lencioni's utterly gripping tale serves as a timeless reminder that leadership requires as much courage as it does insight. Throughout the story, Lencioni reveals the five dysfunctions which go to the very heart of why teams even the best ones often struggle. He outlines a powerful model and actionable steps that can be used to overcome |
| Not available |
| Not available |
| Demonstrating that empowered employees and an entrepreneurial environment are powerful catalysts for corporate greatness, the founder of a consistently profitable business offers examples of how his philosophies and practices can lead to success. This book contains encouraging ideas and inspiring stories from the next generation of CEOs. These student case studies demonstrate that entrepreneurial success depends on many ingredients, not the least of which is a keen sense of ethics. Reading this book will motivate you to succeed. |
| Not available |
| <i>The Hunted, The Art and Science of Employee Selection</i> contains procedures for analyzing individual strengths and weaknesses, and aligning them with job requirements in order to achieve the optimum "fit" between the organization and its human resources. Managers who understand the system and incorporate it into their businesses will gain a unique competitive advantage and acquire |
| An editor of Inc. magazine explains his management strategy, which involves opening a company's financial records to all its employees, and shows how its positive effects on such companies as Wal-Mart and Wabash National. |
| Not available |
| A career guide for professional women stresses cooperation and teamwork and encourages women to discover a sense of mission, focus on goals, and transform career aspirations into reality. Reprint. LJ. |
| Not available |
| Not available |
| There's an elephant in the room that everyone knows about but no one is acknowledging. The elephant is implicit and undiscussable and lurks in every organization. Everyone talks around the elephant and thinks that everyone else knows about the elephant. But, until the elephant's presence is made explicit, the level of dialogue and therefore the quality of decision-making is limited. Sound familiar? Using NASA's tragic accidents and Enron's bankruptcy as examples of the price of not having open, constructive dialogue, the book shows how great companies create an environment that encourages and listens to input from all |
| Only a few women so dramatically under-represented in formal leadership positions and what can be done to improve the situation. This unique collection takes up these questions in the crucial practical concepts of law, politics, and business—the arenas in which women's leadership has the most public influence. Bridging the worlds of theory and practice, the essays in this collection bring new insights to long-standing questions about the difference gender difference makes, both in access to leadership and in its exercise. The contributors to this collection represent some of the nation's most distinguished women leaders and most respected scholars on women and leadership, and reflect a distinctive array of perspectives and backgrounds. Among others, they include |
| from this compelling book, Dptitioners from diverse fields describe the progress they have made in developing a general theory of leadership. Led by James MacGregor Burns, Pulitzer Prize winning author of the classic "Leadership" (1978), they tell the story of this intellectual venture and the conclusions and questions that arose from it. The early chapters describe how, in order to discuss an integrative theory, the group first wrestled with the nature of theory as well as basic aspects of the human condition that make leadership necessary and possible. They, then, tackle topics such as: the many faces of power woven into the leadership fabric; crucial elements of group dynamics and the leader-follower relationship; ethical issues lying at the heart of leadership; constructivist perspectives on leadership, equality, and social change; and the historical and cultural contexts that influence and |

Priceless wisdom from an leadership development pioneer. For over twenty-five years, Peter Vaill has profoundly influenced what is studied and practiced in the field of leadership and organizational development. One of the early voices on spirituality in the workplace, Vaill has consistently broken new ground in such areas as adult learning, culture, and systems thinking. And now, for the first time, *Spirited Leading and Learning* brings together a wealth of classic writings and exclusive new offerings from this noted

Do you have a hobby you wish you could do all day? An obsession that keeps you up at night? Now is the perfect time to take those passions and make a living doing what you love. In *CRUSH IT! Why NOW Is The Time To Cash In On Your Passion*, Gary Vaynerchuk shows you how to use the power of the Internet to turn your real interests into real businesses. Gary spent years building his family business from a local wine shop into a national industry leader. Then one day he turned on a video camera, and by using the secrets revealed in this book, transformed his entire life and earning potential by building his personal brand. By the end of this book, any reader will have learned how to harness the power of the Internet to make their entrepreneurial dreams come true. Step by step, *CRUSH IT!* is the ultimate driver's manual for modern business. Gary Vaynerchuk has captured attention with his pioneering, multi-faceted approach to personal branding and business. After primarily utilizing traditional advertising techniques to build his family's

Why do so few women occupy positions of power and prestige? Virginia Vanan uses concepts and data from psychology, sociology, economics, and biology to explain the disparity in the professional advancement of men and women. According to Valian, men and women alike have implicit hypotheses about gender differences - gender schemas - that create small sex differences in characteristics, behaviours, perceptions, and evaluations of men and women. These small imbalances accumulate to advantage men and disadvantage women. The most important consequence of gender schemas for professional life is that men tend to be overrated and women underrated. Although most men and women in the professions sincerely hold egalitarian beliefs, those beliefs alone cannot guarantee impartial evaluation and treatment of others. Only by understanding how our perceptions are skewed by gender

Leading from Within is a wonderful collection of ninety-three poems from well-loved poets, each of which is accompanied by a brief personal commentary from a leader explaining the significance and meaning of the poem in his or her life and work. The contributors represent a wide range of professions including Vanguard Group founder John Bogle, MoveOn.org cofounder Joan Blades, several members of Congress, Christian activist Brian McLaren, business guru Peter Senge, and many other leaders from business, medicine, education, nonprofits, law, politics and government, and religion. In their reflections, these leaders explore how

An HR professor's pathbreaking book on *Unfolding Learning* organizes a host of forums that over-ride blind, immediate obstacles to learning and develop dynamic ways to pinpoint the threats that face them and to recognize new opportunities. Not only is the learning organization a new source of competitive advantage, it also offers a marvelously empowering approach to work, one

This mind-boggling study critiques the concept of leadership as understood in the last 75 years and looks to the twenty-first century for a reconstructed understanding of leadership in the postindustrial era. More similarities in past decades were found than had been thought; the thread throughout Rost's book is that leadership was conceived of as "good management." He develops a new definition and paradigm for leadership in this volume that distinguishes leadership from management in fundamental ways. The

How and Why Women are Transforming the Practice of Leadership in the 21st Century: *Highly acclaimed* is a first-of-its-kind book that answers this question--and forever changes the traditional notions involving women in leadership. The book features the accumulated wisdom of 40 influential men and women who represent the most compelling voices in the field, including: Dynamic business leaders such as Eileen Fisher (founder, Eileen Fisher, Inc.), Barbara Corcoran (founder and chairman, The Corcoran Group), and Pat Mitchell (president and CEO, PBS) Trailblazing women from other arenas such as politics (Ambassador Swanee

His comprehensive *Handbook* presents special commissioned original (USA) on the societal issues and contexts facing women in business and management, the specific career and work-life issues of women in these fields, organizational processes affecting women, and the role of women as leaders in business and management. The essays shed light on the extant structures and practices

In this thought-provoking book, Nielsen call for an end to rank based hierarchies organizations, because they foster secrecy and miscommunication, while stealing joy and dignity from our work. His new paradigm is the peer-based organization,

In business, it is no longer necessary to sacrifice integrity and peace of mind in favor of profits. *Success for the 500* executive James A. Autry effectively explodes the myth that "nice guys finish last" in what is perhaps the most practical, honest and humane management book ever written -- an indispensable handbook that explores every aspect of the fine art of creative and caring leadership. A unique primer for business in the '90s, *Love and Profit* offers clear, direct and compassionate guidance, dealing

A business parable about how companies can achieve remarkable results by helping their employees fulfill their dreams

Managing people is difficult. With disengagement and turnover on the rise, many managers are scratching their heads wondering what to do. It's not that we don't dream of being great managers, it's just that we haven't found a practical and efficient way to do it. Until now . . . The fictional company in this remarkable book is grappling with real problems of high turnover and low morale -- so the managers begin to investigate what really drives the employees. What they discover is that the key to motivation isn't

"HBR on Women in Business" examines the particular opportunities and challenges that women face in the workplace. It includes articles on shattering the glass ceiling, balancing work and life, and the different leadership styles used by successful women.

Internationally renowned financial expert and bestselling author David Bach has always urged readers to put their financial lives in line with their values. But what if your values are a cleaner and greener earth? Most people think that "going green" is an expensive choice they can't afford. Bach is here to say that you can have both: a life in line with your green values and a million dollars in the bank. *Go Green, Live Rich* outlines fifty ways to make your life, your home, your shopping, and your finances greener—and get rich trying. From driving the right car to making your home energy smart, Bach offers ways to improve the environment while you spend less, save more, earn more, and pay fewer taxes. Best of all, he shows you exactly how to take advantage of the "green wave"

women have made enormous strides into the professional workplace over the last two decades, yet few have assumed leadership roles in the higher ranks of predominately male occupations: business, politics, the professions, and sport. This pioneering collection by experts in a variety of disciplines combines theoretical discussions with historical and contemporary case studies to offer a fresh vista on how gender has influenced and redefined today's notions of leadership and power. The provocative essays in *The Third London of this bestselling text Reviews and analyzes the most influential leadership theories, giving special attention to how each theoretical approach can be applied in real-world organizations. For anyone seeking to explore how an understanding of leadership theory can inform and direct the way leadership is practiced, Leadership: Theory and Practice is an indispensable tool.*

*Adriano Paoli chronicles the story of the author's two dads, his own father, who was the superintendent of education in Hawaii and who ended up dying penniless and his best friend's father who dropped out of school at age 13 and went on to become one of the wealthiest men in Hawaii. Kiyosaki uses the story of these two men and their varying financial strategies to illustrate the need in the Great Recession, David Korten argues that "Empire," the organization of society through military and violence has always resulted in misery for the many and fortune for the few, but now it threatens the very future of humanity as Empire has become unsustainable and destructive. Korten traces the roots of Empire and charts the evolution of its instruments of control, from absolute monarchies to the multinational institutions of the global economy. He describes efforts to develop democratic alternatives to Empire, such as the founding of the United States and shows how elitists with an imperial agenda have undermined the "American experiment." Empire is an inevitable and necessary force. Korten draws on evidence from evolutionary biology, anthropology, and history to show how Empire has shaped human history. The numbers are staggering. Between 1997 and 2004, privately held, women-owned businesses grew at three times the rate of all American privately held firms; women's companies are creating jobs at twice the rate of all firms; women's companies are growing profits faster than all firms. Five-time CEO and contributor to Real Business and Fast Company Margaret Heffernan asks, Why are these women so successful? In *How She Does It*, Heffernan finds a striking congruence between the things that women excel at and in *Beyond the Double Bind*, Raameen Han Jamieson takes her cue from Kennedy's comeback to argue that the catch-22 that often blocks women from success can be overcome. Sparking her narrative with potent accounts of the many ways women have beaten the double bind that would seem to damn them no matter what they choose to do, Jamieson provides a rousing and emphatic denouncement of victim feminism and the acceptance of inevitable failure. As she explores society's interlaced traps and restrictions, she draws on hundreds of interviews with women from all walks of life to show the ways they cut through them. Kennedy, for example, faced the bind that insists that women cannot be both feminine and competent--and then demands that they be feminine first; she undermined that trap with wry wit. Ruth Bader Ginsberg attacked the same quandary head-on: when she heard that her law-school nickname was "bitch," she replied, "Better bitch than mouse." Jamieson explores the full range of such which by the business world's new gurus, the "Ocean Strategy" continues to challenge everything you thought you knew about competing in today's crowded market place. Based on a study of 150 strategic moves spanning more than a hundred years and thirty industries, authors W. Chan Kim and Renee Mauborgne argue that lasting success comes from creating 'blue oceans': untapped new market spaces ripe from growth. And the business world has caught on - companies around the world are skipping the blood-and-guts, first-come, first-served, cut-throat competition of red oceans and creating blue oceans.*

review source: Product Description

Praise for *Selling Sucks*

"Whew! A terrific new book that blows the lid off the old-school methods of selling-which don't work anymore-and shows you how to make sales almost like magic! I love this book!"

-Joe Vitale, author of *The Attractor Factor* and many other books

"I love to buy, so I'm going to give every salesperson I know a copy of this book. Maybe they'll finally stop the old-school, hard-sell shtick that compels me (and everyone else) not to buy."

-Michael Port, bestselling author of *Book Yourself Solid*

"Selling sucks, but making sales doesn't. Read Frank's book to learn the crucial difference that will almost certainly mean success or failure for your business in the new era of commerce."

-Mark Joyner, bestselling author of *Simpleology* www.simpleology.com

"Ready to join the ranks of the top sales pros? Buy *Selling Sucks*. Apply its lessons. Then watch your results go through the roof."

-Randy Pennington, author of *Results Rule!*

"Rumbauskas has the ability to overcome the obvious and allow his readers to look at sales in a new dimension. While many people focus on sales tricks, Rumbauskas shows, in great detail, how to get your prospects to buy because they come to you informed and trustful of you before you even say 'hello.' He's one of those guys I listen to every time he speaks. He speaks out of tested methods and not opinion. Prior to marketing online, I spent fourteen years running some of the largest automobile dealerships in the USA. This is one book I would make recommended reading for every person who wants to become an elite sales professional. *Selling Sucks* is a money-making winner."

-Mike Filsaime, MikeFLive.com

"*Selling Sucks* is a must read for any entrepreneur who wants to run a high profit, high integrity business. Rumbauskas's advice is and their own expectations. And his advice starts with one simple concept: focus! Instead of trying to master four thousand strategies to improve your business, zero in on the few essential skill areas that make the big difference.

Too many managers jump at every new trend, but don't stick with any of them. Instead, says Holmes, focus on twelve critical areas of improvement—one at a time—and practice them over and over with pigheaded discipline. *The Ultimate Sales Machine* shows you how to tune up and soup up virtually every part of your business by spending just an hour per week on each impact area you want to improve. Like a tennis player who hits nothing but backhands for a few hours a week to perfect his game, you can systematically improve each key area.

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| <p>Solution Selling is the most comprehensive sales and sales management process available today. Mike Bosworth has the best understanding of sales process in corporate America." Jeffrey M. Fisher, Vice President, Symix Computer Systems.</p> |
| <p>If you're bogged down by unending e-mail messages, conflicting commitments, and endless interruptions, it's not too late to reclaim control of your workday and take back your life! By applying the same time management and productivity techniques used by leading companies, you can better manage all of your communications, action items, and interactions. In this book, productivity expert Sally McGhee shows you how to take control and reclaim something you thought you had lost forever: your work-life balance. Now you can benefit from Sally's popular and highly regarded corporate education programs, learning simple but powerful techniques for rebalancing your personal and professional commitments by using the latest productivity features in Microsoft Office Outlook 2007. Learn the proven methods that empower you to clear away distractions and loose ends and focus on what's really important to you and your business. You will discover what defines, and what limits, your personal productivity and learn how to create your own management system. Examine how you collect and store information, process and organize your e-mail messages for efficiency, how to make Windows XP Professional run better, and in closer accordance with your work style. Tips cover interface customization, power management, obscure shortcut tricks, multimedia, and automating the operation of system-optimization</p> |
| <p>Microsoft Windows XP for people completely unfamiliar with the operating system and other recent versions of Windows. Coverage includes how to run programs, move and delete files, connect to the Internet, and use applications like electronic mail programs, what better way to kick off a new year than with a major update of the world's most popular productivity suite, Microsoft Office. With Microsoft Office 97 For Windows For Dummies, you can start using all of this product's new features that enable your whole organization to work together as seamlessly as do Word, Excel, Access, and the other applications that comprise Microsoft Office 97.</p> |
| <p>1. With Outlook 2003 For Dummies, regarded as the #1 bestselling book on the subject, you will be able to get the most out of Outlook and finally organize your busy life. Whether you're in your home or office, Outlook can make your day go smoothly and more efficiently. This comprehensive guide explores: How to manage, organize, and get on top of your e-mails; How to create your own virtual little black book; Calendar features and how to manage and assign tasks; Recording your activities with Outlook Notes</p> |
| <p>Excel 2003 For Windows For Dummies Quick Reference is the no-nonsense reference tool for anyone who wants to become more efficient with Excel. Whether you're new to Excel or a veteran user, you'll find interesting, time-saving tips and techniques to help you with your project. For example, you can: Move a chart element in two easy steps; Save your workbook at a pre-specified interval with the AutoSave feature; View multiple parts of the same worksheet by splitting panes; Use the AutoFormat feature to automatically format tables. Enter data in lists automatically. Identify formula errors. Fill in rows or columns in a flash with</p> |
| <p>The NxLevel Entrepreneur Course is a 12-session, 36-hour course designed for entrepreneurs who want the skills to expand an existing business.</p> |
| <p>In this first new and totally revised edition of the 150,000-copy underground bestseller, The E-Myth, Michael Gerber dispels the myths surrounding starting your own business and shows how commonplace assumptions can get in the way of running a business. He walks you through the steps in the life of a business from entrepreneurial infancy, through adolescent growing pains, to the mature entrepreneurial perspective, the guiding light of all businesses that succeed. He then shows how to apply the lessons of franchising to any business whether or not it is a franchise. Finally, Gerber draws the vital, often overlooked distinction between working on your business and working in your business. After you have read The E-Myth Revisited, you will truly be able to grow your business in a predictable and productive way.</p> |
| <p>Not available</p> |
| <p>Not available</p> |
| <p>In Mind Capture, you will discover: How to generate more referral business; secrets to capturing the attention of the 21st Century customer; 27 ways to keep your customers coming back again and again; how to get free publicity; proven ways to stand out in the marketplace and drive your competition away; successful ways to increase the effectiveness of your direct marketing efforts</p> |
| <p>Not available</p> |
| <p>Not available</p> |
| <p>Financial Accounting: Information for Decisions, 4e addresses the topics and issues typically covered in Financial Accounting while at the same time motivating student interest in accounting through its extensive use of entrepreneurial examples, application of analysis skills, integration of interactive tutorial software, and a highly engaging pedagogical design. This book thoroughly</p> |
| <p>at last, here's a book to help anyone sort out and get the most from the dozens of financial documents that arrive each month, from bills to online "paperless" statements. Financial expert Ken Little has included over 60 of the most common financial documents and created a clear, concise, and practical "road map" to understanding not only how the information in each form is presented, but also what the most important features and what they mean. This book is an essential guide for anyone who is responsible for managing</p> |

High Five! combines the spellbinding charm of a timeless parable with cutting-edge information about why teams are important and what individuals and organizations can do to build successful ones. Through the story of Alan Foster, a workplace one-man band, High Five! identifies the four key ingredients of winning teams. Although Alan is an effective producer, he is unwilling to share the spotlight by partnering on projects and is fired because, as his boss puts it, "Alan, we need good producers who are good team players, too." It is a bitter pill for him to swallow. While mulling over his disappointment, he takes his son to his grade-five hockey practice, where it is clear that his son's team, the Riverbend Warriors, knows nothing about teamwork, either. When the team's two overworked coaches learn of Alan's plight, they persuade him to join their ranks, and he finds himself charged with teaching himself and the players the meaning of teamwork. With the help of a woman friend-a former girls' basketball coach who has "won more

Discover how to:

Tune into your inner world and your unique talents

Evaluate and build your self-esteem--the three key questions to ask yourself

Banish your outmoded network of "shoulds "

Deal with the Big R--resistance

Liberate yourself from an unfulfilling job...and much more! Discover how to tune in to your inner world and your unique talents;

Not available

Every business winner has one thing in common: a YES! Attitude that's powerful enough to help them achieve the impossible: when you've got a YES! Attitude, you assume everything will start with "YES!" ...and you'll find a way to "YES!" even when the first, second, and third answer you hear is "NO!" You say you weren't born with a YES! Attitude? No problem! Jeffrey Gitomer will give you all the tools you need to build one. As the world's #1 expert in selling (and the author of the best-sellers Little Red Book of Selling and Little Red Book of Sales Answers.) Gitomer knows more about attitude than anyone. Now he's brought those lessons together in a book you can read in one sitting... a book that'll change your life! What makes this book unique? It's not just "inspiration": it's a complete, step-by-step, fully-integrated game plan for understanding and mastering your attitude. You'll learn 7.5 specific things

A groundbreaking, inspiring book for businesses, managers, and individuals on how to achieve the absolute best by focusing on strengths and steering away from weaknesses, this revolutionary, humanistic approach to business will transform companies, build careers, and change lives.

In this bestseller, John Maxwell examines the differences between leadership styles, outlines principles for inspiring, motivating, and influencing others. These principles can be used in any organization to foster integrity and self discipline and bring a positive change. Developing the Leader Within You also allows readers to examine how to be effective in the highest calling of leadership by understanding the five characteristics that set "leader managers" apart from "run-of-the-mill managers".

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For four decades, The Gallup Organization has been gathering information and offering data-driven advice--conducting millions of interviews, compiling thousands of statistics, and building a wealth of facts about what really makes people successful (and happy) in their fields. Now Gallup uses its expertise to offer a unique, interactive StrengthsFinder.com Profile that will identify your top five talents-and help you start getting the most from them in your sales career. Each copy of this book has a special, individualized code that lets you access the StrengthsFinder Profile on the Internet. The product of a twenty-five-year, multimillion-dollar effort, the

StrengthsFinder program interviews you and offers an in-depth, individualized analysis of your predominant strengths and personality traits. Using this book, you can then find out how to put your strengths to work in the real world, how others with similar talents have succeeded or failed, and why you may need to make essential changes in your career. Debunking the most-repeated myths about sales-from the myth that anyone can sell to the myth that a good salesperson can sell anything-Discover Your Sales Strengths shows you *How to understand your top talents in sales and focus on the ones that will help you most effectively

Find the right candidate for the job every time Adler's insightful new POWER hiring methods enable managers to attract, assess, and recruit the best candidates through the integration of online tools and offline behavior modifications. New information on hiring and the Internet, diversity, and legal compliance issues is included.

Not available

The balance sheet is the most basic tool of financial management, yet to most of today's nonfinancial managers it is a complete mystery. In Balance Sheet Basics, Ronald Spurga takes you step by step through the balance sheet to explain not only the line items and what they mean, but also how to interpret ratios derived from the balance sheet, providing an indispensable road map to good financial management. More important, you'll find page after page of information that will show you how to improve your ROI (a

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FORTUNE magazine calls Harvey Mackay "Mr. Make Things Happen." No matter where you are in your career, he can help you ride the expressway to success. This collection of on-target how-to's, insights, and self-tests translates into immediate take-to-the-office results on EVERY page. Discover the secrets on servicing sales that are worth millions, add the missing ingredient--courage--to your career, learn how to love your job, take a manager's quiz that will revolutionize your style, and much, much more!

This third edition of a time-tested classic features 50 percent new material, including the latest personal computing information. With a resource guide for each chapter, Silver explains effective ways to manage time and achieve goals, master paperwork, cope with stress, and more. You're no idiot, of course. You've heard that important events happen in 5s, 7 is a lucky number, and even the least superstitious among us would think twice about living on the 13th floor of a building. But when it comes to knowing what numbers can tell you about your future, well...you just don't get how it all adds up. Your number's not up yet! The Complete Idiot's Guide to Numerology shows you how to use numbers to align with the future. In this Complete Idiot's Guide, you will learn:

This book not only to make up for this glaring error of omission, but also probes deeply into all the major roots of organizational spirit.

Aimed at managers and small-business owners, this book contains information on how to provide good customer service. It includes tips on telephone techniques and how to deal with difficult people.

Part of the "For Dummies" series, this book covers all aspects of the game of golf.

This book identifies two factors that contribute to problem behaviors exhibited in adulthood: a failure to complete vital developmental tasks of childhood, and a dearth of learned nurturing skills. Exercises assist the reader in evaluating 24 "buckets" that represent your relationships with various people. Did that person -- your spouse, best friend, coworker, or even a stranger -- "fill your bucket" by making you feel more positive? Or did that person "dip from your bucket," leaving you more negative than before? The #1 New York Times and #1 BusinessWeek bestseller, How Full Is Your Bucket? reveals how even the briefest interactions affect your relationships, productivity, health, and longevity. Organized around a simple metaphor of a dipper and a bucket, and grounded in 50 years of research, this book will show you how to greatly increase the positive moments in your work and your life -- while reducing the negative.

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Unfortunately, most of us have little sense of our talents and strengths, much less the ability to build our lives around them. Instead, guided by our parents, by our teachers, by our managers, and by psychology's fascination with pathology, we become experts in our weaknesses and spend our lives trying to repair these flaws, while our strengths lie dormant and neglected. Marcus Buckingham, coauthor of the national bestseller First, Break All the Rules, and Donald O. Clifton, Chair of the Gallup International Research & Education Center, have created a revolutionary program to help readers identify their talents, build them into strengths, and enjoy consistent, near-perfect performance. At the heart of the book is the Internet-based StrengthsFinder® Profile, the product of a 25-year, multimillion-dollar effort to identify the most prevalent human strengths. The program introduces 34 dominant "themes" with thousands of possible combinations, and reveals how they can best be translated into personal and career success. In developing this program, Gallup has conducted psychological profiles with more than two million individuals to help readers learn how to focus on and perfect these themes.

So how does it work? This book contains a unique identification number that allows you access to the StrengthsFinder Profile on the Internet. This Web-based interview analyzes your instinctive reactions and immediately presents you with your five most powerful signature themes. Once you know which of the 24 themes -- such as Achiever, Activator, Empathy, Futuristic, or Strategic -- you lead

Why are some organizations more creative than others? What sets innovative, high-performing organizations apart? Can creativity and innovation be learned and enhanced? The answer to the last question, say creativity experts Nancy Napier and Mikael Nilsson, is a resounding yes. And with general consensus that creativity and innovation drive business growth, fostering creativity couldn't be more important. In The Creative Discipline, Napier and Nilsson illustrate six key factors that power creative, high-achieving organizations, and they provide managers with guidelines for incorporating those factors into their own companies. Business people will learn how innovative organizations get superior results from employees not just through disciplined methods of thinking, but also through free-flowing work spaces and work practices that help supercharge the imagination. Combining research on creative organizations in several sectors, this book argues that innovative organizations known for doing things differently (and profitably) approach creativity and innovation in similar, disciplined ways, regardless of industry or field. That discipline fosters new ideas, solutions, and approaches, and it ensures that the flow of creativity is constant. The Creative Discipline demonstrates that: -Innovative, high-performing organizations have three disciplines in common: (1) within discipline mastery, (2) out of discipline thinking, and (3) a disciplined process that leads to innovation. -Innovative organizations also have three factors that strengthen the creative disciplines: faces (creative entrepreneurs, leaders, and teams); places (the physical and organizational

Based on a survey of six thousand senior citizens by Modern Maturity magazine, this guide describes the rewards of embarking on a new career after age fifty, and provides detailed discussions of job-hunting strategies for a wide variety of occupations.

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