

Library List

Audiocassette Tape

Title Self-Esteem in the Workplace
Author Anne Inman
Notes

Title Take Charge! Series: "Life Is Difficult!"
Author Anne E. Inman
Notes

Title Self-Esteem for Women: How to Increase your Self-Worth, Self-Respect, & Life Satisfaction
Author Julie White, Ph.D
Notes

Title The Path to High Achievement
Author B. Eugene Griessman, Ph.D
Notes

Title You Can Negotiate Anything
Author Herb Cohen
Notes "From mergers to marriages, from loans to lovemaking, the world's best negotiator tells you how to get what you want."
Based on the "New York Times" bestseller.

Hardback

Title Everything's Negotiable ... When You Know How to Play the Game
Author Eric Wm. Skopec Laree S. Kiely
Notes This book provides step-by-step instruction on how to master the skills, strategies, and rules that are necessary to play - and win. It supplies both a game plan and a method for figuring out what you want, whether in a business situation or at home. You'll learn how to identify negotiating weaknesses and overcome them; structure a negotiation using a four-step process; handle difficult people; prepare for and conduct the negotiation; break a "deadlocked" negotiation; control anxiety; and know when to use mediation, and when to walk away.

Title How Winners Do It High Impact Skills for Your Career Success
Author Michael W. Mercer, Ph.D
Notes "A one-step guide that identifies -- and tells how to use -- all the crucial interpersonal and communication skills you need to reach the pinnacle of success."

Title The OZ Principle: Getting Result Through Individual and Organizational Accountability
Author Roger Connors Tom Smith, Craig Hickman
Notes A step-by-step plan to overcome corporate America's obsession with the "blame game" and achieve new levels of performance and competitiveness.

Title The McGraw-Hill 36-hour course: Business Presentation

Author Lani Arredondo
Notes Learn key business skills in 36 hours or less, master the art of business presentations, determine the right approach for your audience, use language effectively and persuasively, create dynamic audiovisuals, and overcome anxiety.

Title Effective Meetings: the Complete Guide

Author Clyde W. Burleson

Notes Discusses issues such as determining the need for a meeting, setting goals, using audiovisual equipment, mastering the video conference, and inspiring creative thinking.

Title Business Writing Quick & Easy

Author Laura Brill

Notes This book is for everyone who has to write but hates to write -- it's a friendly, practical guide to better business writing.

Title Full Speed Ahead - Become Driven by Change

Author Joyce Weiss, M.A., CSP

Notes

Title The Personal Efficiency Program: How to get Organized to do More Work in Less Time

Author Kerry Gleeson

Notes This program is for anyone who wants to better manage people, projects, time, and most importantly, themselves. It will show you how to:

- Get control of your workload and your career.
- Save a month of work a year by following Kerry Gleeson's number 1 rule "DO IT NOW!"
- Set up and organize your filing system.
- Keep up with the endless demands placed on you at work.
- Organize your computer.
- Develop proven effective work habits.

Title Career Power: 12 Winning Habits to Get You from Where You are to Where You Want to Be

Author Richard Koonce

Notes "Appealing, readable, and practical - a must-read for anyone who has plateaued in their career or become pigeon-holed in their job."

Title Life and Death in the Executive Fast Lane: Essays on Irrational Organizations and their Leaders

Author Manfred F. R. Kets De Vries

Notes World-renowned management guru and corporate pathology expert Manfred F. R. Kets de Vries puts organizations on the couch in this collection of sad, mad, funny, and outrageous essays. By combining the "dismal science" of economics and the "impossible profession" of psychoanalysis, Kets de Vries presents electric commentaries on how things really work in organizations. Capturing the essence of the irrationalities that pervade our organizations and compromise our leaders, he offers surprising and useful ideas about what makes organizations tick and why they and the people in them ultimately succeed or fail. The author covers everything from leadership and entrepreneurship to families in business, change and downsizing, women as leaders, balancing work and pleasure, and managing acquisitions, using contemporary examples like Robert Maxwell, Jack Welch, Tom Peters, Robert Coles, and John Gardner.

Title Getting Things Done When You Are Not in Charge: How to succeed from a support position

Author Geoffrey M. Bellman

Notes This book:

- Presents powerful insights on leadership, teamwork, empowerment, organizational politics, and organization change.
- Provides refreshing ways to think of your internal "customers."
- Shows how to be more effective in enlisting key players in change, consulting internally, earning the respect of management, and doing more with less.
- Offers a wealth of practical approaches to use in your daily work.
- Encourages you to take the initiative for positive change and discover personal meaning in your work.

Magazine

Title Vol 20, Number 3 The Bureaucrat: The Journal for Public Managers

Author Thomas W. Movotny, Editor

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Paper Back

Title Organized to be the Best!

Author Susan Silver

Notes Gives new timesaving ways to simplify and improve how you work.

Title There are Mountains to Climb An Inspriational Journey

Author Jean Deeds

Notes This inspirational journey is about a lady, who at the age of 51 years old successfully walked the 2,155-mile long Appalachian Trail.

Title A Handbook for Agency Visits

Author Federally Employed Women

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Title Parliamentary Procedure at a Glance

Author O. Garfield Jones

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Title Managing Your Mouth An Owner's Manual for Your Most Important Business Asset

Author Rober L. Genua

Notes "An Owner's Manual for your most important asset." Your mouth can be your greatest asset or liability -- depending upon how you manage it. This easy reading guide provides a prescription for mastering the many aspects of one-on-one communication in order to become more effective on and off the job. You'll start with an in-depth personal assessment that will help you uncover your own communication weaknesses. Then you'll learn how to use your verbal skills to polish up your professional image; say the right thing at the right time; judge the influence of behavior and personality on communication; and evaluate the non-verbal cues of those around you. This wise advice will help you deal effectively with controversy, bad news, gossip, company grapevines, proprietary information, meetings, and job interviews -- all situations where how you respond really counts.

Title Guide to More Healthful Living

Author Duane R. Carlson, Vice-President, Communications, Blue Cross Blue Shield Sam Thiewes, Jan Roy
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Title Leading Out Loud: The Authentic Speaker, the Credible Leader

Author Terry Pearce

Notes This book offers advice on how to remain authentic as you:

- Prepare each component of a speech, from the introduction through the question-and-answer session;
- Overcome audience resistance, justify change, and issue a call to action;
- Master the risky but high-impact "town hall" meeting; and
- Incorporate personal anecdotes, analogies, and meaningful sound bites.

Mr. Pearce's approach - applicable to any form of leadership speaking, one-on-one or one-to-many - shows leaders how to draw on both their hearts and their minds to craft and deliver speeches that inspire others to make things happen.

Title Taking Care of Your Child: A Parent's Guide to Medical Care

Author Robert H. Pantell, M.D. James F. Fries, M.D., and Donald M. Vickery, M.D.

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Report

Title Sexual Harassment in the Federal Workplace: Trends, Progress, Continuing Challenges

Author U.S. Merit Systems Protection Board, Ben L. Erdreich, Chairman Beth S. Slavet, Vice Chairman; Antonio C. .

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Title Crane Division Women: A Program to Capture Their Potential

Author David M. Reece, Executive Director, Crane Division, NSWC

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Video Tape Cassette

Title F.E.W. A Force for Change

Author

Notes FEW invites you to review its accomplishments and see how FEW has worked "A Force for Change" within the federal government to end sex discrimination, provide training programs, remove barriers to career advancement, and to improve the merit system.

Title The Feminine Mistake

Author

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Title Crane Division Women: F.E.W. Meeting

Author

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