



Additions to the AIM Library April 2008

ANXIETY

From panic to power! [CD] : proven techniques to calm your anxieties, conquer your fears, and put you in control of your life / by Lucinda Bassett. - New York : HarperAudio, 2007.

CD WEL C665

BUSINESS CONSULTANTS

Why should the boss listen to you? : the seven disciplines of the trusted strategic advisor / by James E. Lukaszewski. / San Francisco : Jossey-Bass, 2008.

658. 409 LUK

BUSINESS LOGISTICS

Chain Reaction : How today's best companies manage their supply chains for superior performance / by Robert A. Malone. - New York : Kaplan, 2007.

658. 72 MAL

BUSINESS MEETINGS

How to conduct productive meetings : strategies, tips, and tools to ensure your next meeting is well planned and effective / by Donald L. Kirkpatrick, American Society for Training and Development. - Alexandria, VA : ASTD, 2006.

658. 456 KIR

BUSINESS--HUMOR

The business devil's dictionary / by David James - Milton, Qld. : Wrightbooks, 2004.

070. 444 JAM

CAREER CHANGES

Escape the mid-career doldrums : what to do next when you're bored, burned out, retired, or fired / by Marcia Worthing, Charles A., Buck - Hoboken, N.J. : Wiley, 2008.

650. 14 WOR

COMMUNICATION IN ORGANIZATIONS

Tales for change : using storytelling to develop people and organizations / by Margaret Parkin - London : Kogan Page, 2004.

658. 45 PAR

CONSUMER SATISFACTION

The best service is no service : how to liberate your customers from customer service, keep them happy, and control costs / by Bill Price, David Jaffe - San Francisco : Jossey-Bass, 2008.

658. 812 PRI

CORPORATE IMAGE--MANAGEMENT

New strategies for reputation management : gaining control of issues, crises & corporate social responsibility / by Andrew Griffin - London : Kogan Page, 2008.

659. 2 GRI

CUSTOMER RELATIONS

Build your customer strategy : a guide to creating profitable customer relationships / by James G. Barnes - Hoboken, NJ : John Wiley, 2006.

658. 812 BAR

DECISION MAKING

Decision making & problem solving strategies / by John Eric Adair-. - 2nd ed. - London : Kogan Page, 2007.

658. 403 ADA

Predictably irrational [CD] : the hidden forces that shape our decisions / by Dan Ariely. - New York : HarperAudio, 2008.

CD MIS C672

EMPLOYEES--RATING OF

Appraisal, feedback and development : making performance review work / by Clive Fletcher. - 4th ed. - London : Routledge, 2008.

658. 312 5 FLE

EMPLOYEES--TRAINING OF

Effective training : systems, strategies, and practices / by P. Nick Blanchard, James W. Thacker. - 3rd ed. - Upper Saddle River, NJ : Pearson/Prentice Hall, 2007.

658. 312 4 BLA

EMPLOYEES--TRAINING OF--METHODOLOGY

Inspirational training / by Ronald Cartey. - Brookfield, Vt. : Gower, 1996.

658. 312 4 CAR

ENTREPRENEURSHIP

Awakening the entrepreneur within [CD] : how ordinary people can create extraordinary companies / by Michael E. Gerber. - New York : HarperAudio, 2008.

CD SMA C673

EXECUTIVE ABILITY

Power of an hour [CD] : business and life mastery in one hour a week / by Dave Lakhani. - New York : Gildan Media, 2007.

CD PD-B CC669

HUMAN CAPITAL--MANAGEMENT

Investing in people : financial impact of human resource initiatives / by Wayne F. Cascio, John W. Boudreau. - Upper Saddle River, N.J. : FT Press, 2008.

658. 3 CAS

INDUSTRIAL MANAGEMENT--JAPAN

Kaizen (Ky'zen), the key to Japan's competitive success / by Masaaki Imai - New York : Random House, 1986.

685. 009 52 IMA

INDUSTRIAL PROCUREMENT--UNITED STATES--MANAGEMENT

Supplier management handbook / by James L. Bossert, American Society for Quality Control. Customer-Supplier Division.. - Milwaukee, Wis. : ASQC Quality Press, 1994.

658. 72 BOS

INTERNET--MORAL AND ETHICAL ASPECTS

The cult of the amateur : how today's internet is killing our culture and assaulting the economy / by Andrew Keen. - London : Nicholas Brealey Publishing, 2007.

303. 483 3 KEE

INTERPERSONAL COMMUNICATION

How to sell yourself [CD] : winning techniques for selling yourself...your ideas...your message / by Arch Lustberg. - Roseland, NJ : Listen & Live Audio, 2008.

CD COM C676

JOB STRESS

Pressure proofing : how to increase personal effectiveness on the job and anywhere else for that matter / by Samuel H. Klarreich. - New York : Routledge, 2008.

158. 72 KLA

LEADERSHIP

Leadership is an art [CD] / by Max Depree. - Beverly Hills, CA : Phoenix Audio, 2007.
Australian Institute of Management - Victoria

CD LEA C663

A very short, fairly interesting and reasonably cheap book about studying leadership / by Brad Jackson, Ken W. Parry. / Los Angeles : SAGE, 2008.

658. 409 2 JAC

Apples are square : thinking differently about leadership : the 6 critical values that are changing the way we lead and succeed / by Susan Smith Kuczmariski, Thomas D. Kuczmariski. ? New York : Kaplan, 2007.

658. 409 2 KUC

Leadership : the key concepts / by Antonio Marturano, Jonathan Gosling. - London : Routledge, 2008.

658. 409 2 MAR

Leadership : theory and practice / by Peter Guy Northouse. - 4th ed. - Thousand Oaks, CA : Sage, 2007.

658. 409 2 NOR

Leadership therapy [CD] : inside the mind of Microsoft : solutions to the top problems managers face / by Anna Rowley. - New York : Macmillan Audio, 2008.

CD LEA C678

Up the Organization : How to Stop the Corporation from Stifling People and Strangling Profits / by Robert Townsend. - Commemorative. - San Francisco : John Wiley, 2007.

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LEADERSHIP--PSYCHOLOGICAL ASPECTS

It's not about the coffee [CD] : leadership principles from a life at Starbucks / by Howard Behar, Janet Goldstein. - Ashland, Oregon : Blackstoneaudio, 2007.

CD LEA C668

MANAGEMENT

The essential management toolbox : tools, models and notes for managers and consultants / by Simon A. Burtonshaw-Gunn. - Chichester, England : John Wiley, 2008.

658 BUR

MANAGEMENT--RESEARCH

Management research / by Mark Easterby-Smith... [et al.]. - 3rd ed. - London : Sage, 2008.

650. 072 EAS

MARKETING--PLANNING

Malcolm McDonald on marketing planning : understanding marketing plans and strategy / by Malcolm McDonald. - London : Kogan Page, 2008.

658. 802 MCD

MATRIX ORGANIZATION

The matrix organization reloaded : adventures in team and project management / by Marvin R. Gottlieb. - Westport, CT : Praeger, 2007.

658. 402 2 GOT

MNEMONICS

Memory doctor [CD] : fun, simple techniques to improve memory and boost your brain power / by Douglas J. Mason, Spencer Xavier Smith. - New York : HarperAudio, 2007.

CD WEL C666

MONEY--PSYCHOLOGICAL ASPECTS

Secrets of the millionaire mind [CD] : mastering the inner game of wealth / by T. Harv Eker. - New York : HarperAudio, 2005.

CD FIN C667

NEGOTIATION IN BUSINESS

Negotiation genius [CD] : how to overcome obstacles and achieve brilliant results at the bargaining table and beyond / by Deepak Malhotra, Max Bazerman. - New York : Tantor Media, 2007.

CD NEG C680

ORGANIZATIONAL CHANGE--MANAGEMENT

Epic change : how to lead change in a global age / by Timothy R. Clark - San Francisco : Jossey-Bass, 2008.

658. 406 CLA

PERSUASION (PSYCHOLOGY)

Persuasion [CD] : the art of getting what you want / by Dave Lakhani. - New York : Gildan Media, 2008.

CD SEL C674

POLITICAL LEADERSHIP

Memo to the President elect [CD] : how we can restore American's reputation and leadership / by Madeleine Albright. - New York : HarperAudio, 2008.

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PROJECT MANAGEMENT

PRINCE2 : a practical handbook / by Colin Bentley. - 2nd ed. - Oxford : Elsevier/Butterworth-Heinemann, 2002.

658. 404 BEN

59 checklists for project and programme managers / by Rudy Kor, Gert Wijnen. - Aldershot : Gower, 2007.

658. 404 KOR

The essentials of project management / by Dennis Lock - 3rd ed. - Burlington, VT : Gower, 2007.

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PROJECT MANAGEMENT--HANDBOOKS, MANUALS, ETC

A handbook of project management : a complete guide for beginners to professionals / by Colin Dobie. - Crows Nest, N.S.W. : Allen & Unwin, 2007.

658. 404 DOB

PUBLIC SPEAKING

Speak to win : how to present with power in any situation / by Brian Tracy. - New York : AMACOM, 2008.

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SALES MANAGEMENT

What the customer wants you to know [CD] : how everybody needs to think differently about sales / by Ram Charan. - New York : Tantor Media, 2007.

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Sales management : principles, process, and practice / by Bill Donaldson. - 3rd ed. - New York : Palgrave Macmillan, 2007.

658. 81 DON

Make winning a habit [CD] : 20 best practices of the world's greatest sales forces / by Rick Page. - Burlington, NC : McGraw-Hill Audio, 2007.

CD SEL C670

SELLING

Selling / by Tom Hopkins... [et al.]. - Hoboken, N.J. : Wiley, 2008.

658. 85 HOP

Escaping the price-driven sale : how world-class sellers create extraordinary profit / by Tom Snyder, Kevin Kearns. - New York : McGraw-Hill, 2008.

658 . 85 SNY

SENIOR LEADERSHIP TEAMS

Senior leadership teams : what it takes to make them great / by Ruth Wageman... [et al.]. - Boston, Massachusetts : Harvard Business School Publishing, 2008.

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SERVICE INDUSTRIES--MANAGEMENT

Quality management in the service industry / by Lionel Stebbing. - New York : Ellis Horwood, 1990.

658. 562 STE

SERVICE INDUSTRIES--MARKETING

Selling the invisible [CD] : a field guide to modern marketing / by Harry Beckwith. - New York : Hachette Audio, 2008.

CD MAR C664

SOCIAL INTERACTION--TECHNOLOGICAL INNOVATIONS

Here comes everybody : the power of organisation without organisations / by Clay Shirky. - London : Allen Lane, 2008.

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SPIRITUAL LIFE

A new earth [CD] : awakening to your life's purpose / by Eckhart Tolle. - New York : Penguin Audio, 2005.

CD PB-S C679

STRATEGIC PLANNING

60 minute strategic plan : 2 stages, 12 steps, 300 words planning and problem solving for the real world / by John E. Johnson, Anne Marie Smith. - Gold River, CA : 60 Minute Strategic Plan, 2006.

658. 401 2 JOH

Executing your strategy : how to break it down and get it done / by Mark Morgan... [et al.]. - Boston : Harvard Business School Press, 2007.

658. 401 2 MOR

Big think strategy : how to leverage bold ideas and leave small thinking behind / by Bernd Schmitt. - Boston : Harvard Business School Press, 2007.

658. 401 2 SCH

SUCCESS

Rules of victory [CD] : how to transform chaos and conflict / by James Gimian, Barry Boyce. - Boston, MA : Shambhala Audio, 2008.

CD NEG C675

Flight plan : the real secret of success / by Brian Tracy. - Warriewood, N.S.W. : Woodslane, 2008.

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SUCCESS IN BUSINESS

Enduring success : what top companies do differently / by Franz Bailom... [et al.]. - New York : Palgrave Macmillan, 2007.

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THOUGHT AND THINKING

Make your mind work for you [CD] : new mind-power techniques to improve memory, beat procrastination and more! / by Joan Minninger. - New York : Gildan Media, 2007.

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TOTAL QUALITY MANAGEMENT

Breakthrough thinking in total quality management / by Glen D. Hoffherr... [et al.]. - Englewood Cliffs, NJ : PTR Prentice Hall, 1994

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TQM field manual / by James H. Saylor. - New York : McGraw-Hill, 1992.

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TOYOTA JIDOSHA KOGYO KABUSHIKI KAISHA--MANAGEMENT

How Toyota became #1 : leadership lessons from the world's greatest car company / by David Magee - New York : Portfolio, 2007.

658. 56 MAG

WOMEN EXECUTIVES--AUSTRALIA

The leadership challenge : women in management / by Hannah Piterman. - [Melbourne], 2008.

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WOMEN--SOCIAL NETWORKS

More than 85 broads [CD] : women making career choices, taking risks, and defining success on their own terms / by Janet Hanson. - Burlington, NC : McGraw-Hill Audio, 2008.

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WOMEN-OWNED BUSINESS ENTERPRISES--MANAGEMENT

Raising a business : a woman's no-nonsense guide to successfully growing a small business / by Sonia Williams. - Milton, Queensland : Wrightbooks, 2007.

658. 11 WIL