

# AIM Library

## new additions.



### Amos, Julie-Ann

#### **Handling Tough Job Interviews: Be prepared, perform well, get the job**

Rev. and updated 4th ed.

Oxford: How to, 2009

ITEM ID: 011722 Media Type: Book

Local Call Number: 650. 144 AMO

### Angel, Ben

#### **Sleeping Your Way to the Top in Business: The ultimate guide to attracting and seducing more customers**

Port Melbourne, Vic: B. Angel, 2009

viii, 292 p; 20 cm

ITEM ID: 011761 Media Type: Book

Local Call Number: 658. 812 ANG

### Ashkenas, Ronald N.

#### **Simply effective: How to cut through complexity in your organization and get things done**

Boston, Mass: Harvard Business Press, 2009

ITEM ID: 011769 Media Type: Book

Local Call Number: 658 ASH

### Beaumont, Dale

#### **Secrets of Marketing Experts Exposed!**

Crows Nest, N.S.W. : Dream Express International, 2007.

294 p: ill, ports; 24 cm

ITEM ID: 011717 Media Type: Book

Local Call Number: 658. 8 BEA

#### **Secrets of Young Achievers Exposed! Featuring written material by Bec Hewitt, Chelsea Georgeson, Jesse Martin, Torah Bright, Hugh Evans and many more**

Crows Nest, N.S.W.: Dream Express, 2006

194 p: ill, ports; 24 cm

ITEM ID: 011718 Media Type: Book

Local Call Number: 305. 235 BEA

### Beerel, Annabel

#### **Leadership and Change Management**

Thousand Oaks, CA: SAGE Publications, 2009

264 p.

ITEM ID: 011753 Media Type: Book

Local Call Number: 658. 409 2 BEE

### Bell, Julie N.

#### **Performance Intelligence at Work: Developing mental toughness and the mind of a champion**

New York: McGraw-Hill, 2009

ITEM ID: 011713 Media Type: Book

Local Call Number: 153. 8 BEL

### Benjamin, Susan

#### **Perfect Phrases for Professional Networking: Hundreds of ready-to-use phrases for meeting and keeping helpful contacts - everywhere you go**

New York: McGraw-Hill, 2009

ITEM ID: 011773 Media Type: Book

Local Call Number: 658. 45 BEN

### Black, Caroline

#### **The PR Practitioner's Desktop Guide**

Australian ed. / Edited by Graham Lauren

North Sydney, N.S.W.: Richmond Ventures, 2002

247 p; 23 cm

ITEM ID: 011749 Media Type: Book

Local Call Number: 659. 2 BLA

### Bolton, Robert

#### **People Styles at Work: Making bad relationships good and good relationships better**

New York: AMACOM 1996

xiii, 194 p: ill; 23 cm

ITEM ID: 009469 Media Type: Book

Local Call Number: TAS 158. 7 BOL

### Brynne, Faith Hickman

#### **Brain sense: The science of the senses and how we process the world around us**

New York: American Management Association, 2009

284 p.

ITEM ID: 011746 Media Type: Book

Local Call Number: 153. 42 BRY

### Buckley, Roger

#### **The Theory & Practice of Training**

6th ed.

London: Kogan Page, 2009

253 p: ill; 24 cm

ITEM ID: 011731 Media Type: Book

Local Call Number: 658. 312 4 BUC

### Butler, Timothy

#### **Getting Unstuck: A guide to discovering your next career path**

Boston, MA: Harvard Business School Press, 2009

ITEM ID: 011737 Media Type: Book

Local Call Number: 650. 14 BUT

### Capretta, Cara C.

#### **FYI, For Teams: Based on the team architect**

2nd ed.

Minneapolis, MN: Lominger Ltd, 2009

34, 208 p: ill; 22 cm

# AIM Library

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ITEM ID: 011768 Media Type: Book  
Local Call Number: 658. 402 2 CAP

### **Coe, Sebastian**

#### **The Winning Mind: Developing inspirational leadership and delivering winning results**

London: Headline/Business Plus, 2009  
245 p; 23 cm

ITEM ID: 011775 Media Type: Book  
Local Call Number: 658. 409 2 COE

### **Cohen, Gary B.**

#### **Just Ask Leadership: Why great managers always ask the right questions**

New York: McGraw-Hill, 2009

ITEM ID: 011742 Media Type: Book  
Local Call Number: 658. 409 2 COH

### **De Bono, Edward**

#### **De Bono's Thinking Course**

London: BBC 2004  
159 p; 22 cm

ITEM ID: 009963 Media Type: Book  
Local Call Number: 153. 42 DEB

### **DeVany, Chris**

#### **90 Days to a High-performance Team: A complete problem-solving strategy to help your team thrive in any environment**

New York: McGraw-Hill, 2009

ITEM ID: 011778 Media Type: Book  
Local Call Number: 658. 402 2 DEV

### **Diamond, Linda Eve**

#### **Perfect Phrases for Sales Presentations: Hundreds of ready-to-use phrases for delivering powerful and persuasive presentations**

New York: McGraw-Hill, 2009

ITEM ID: 011736 Media Type: Book  
Local Call Number: 658. 810 6 DIA

### **Dixit, Avinash K.**

#### **The Art of Strategy: A game theorist's guide to success in business & life**

1st ed.

New York: W.W. Norton & Company, 2008

xviii, 483 p; ill; 25 cm

ITEM ID: 011750 Media Type: Book  
Local Call Number: 658. 401 2 DIX

### **Doctoroff, Tom**

#### **Billions: Selling to the new Chinese consumer**

1st ed.

New York: Palgrave Macmillan, 2005

xiii, 225 p; ill; 25 cm

ITEM ID: 011777 Media Type: Book  
Local Call Number: 658. 834 3 DOC

### **Dunphey, Kirsty**

#### **Retired at 27: If I can do it anyone can**

Launceston, Tas: Inconceivable Enterprises, 2007

111 p; 21 cm

ITEM ID: 011716 Media Type: Book  
Local Call Number: 650. 109 946 DUN

### **Flagg, Donna**

#### **Surviving Dreaded Conversations: How to talk through any difficult situation at work**

New York: McGraw-Hill, 2009

ITEM ID: 011783 Media Type: Book  
Local Call Number: 650. 13 FLA

### **Furtwengler, Dale**

#### **Pricing for Profit: How to command higher prices for your products and services**

New York: American Management Association, 2009

xii, 217 p; 24 cm

ITEM ID: 011741 Media Type: Book  
Local Call Number: 658. 816 FUR

### **Garnaut, Ross**

#### **The Garnaut Climate Change Review: Final report**

Port Melbourne, Vic: Cambridge University Press, 2008

634 p; 25 cm

ITEM ID: 011711 Media Type: Book  
Local Call Number: 363. 738 GAR

### **Greenberg, Paul**

#### **CRM at the Speed of Light: Capturing and keeping customers in Internet real time**

4th ed.

New York: McGraw-Hill, 2009

xxiii, 360 p; ill. ; 24 cm

ITEM ID: 011752 Media Type: Book  
Local Call Number: 658. 812 GRE

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### Griffin, Andrew

#### **New Strategies for Reputation Management: Gaining control of issues, crises & corporate social responsibility**

London: Kogan Page 2008

vi, 176 p; 25 cm

ITEM ID: 011743 Media Type: Book

Local Call Number: TAS 659. 2 GRI

### Harris, Alex

#### **Reputation at Risk. Volume 1, Reputation report**

Sydney: Masterstroke Group, 2009

v, 152 p; 21 cm

ITEM ID: 011760 Media Type: Book

Local Call Number: TAS 659. 2 HAR

### Harris, Russ

#### **The Happiness Trap: How to stop struggling and start living**

Boston: Trumpeter, 2008

ITEM ID: 011754 Media Type: Book

Local Call Number: 158. 1 HAR

### Hasik, James

#### **McGraw-Hill's GMAT: Graduate Management Admission Test**

2010 ed.

New York: McGraw-Hill, 2010

xxx, 436 p: ill; 28 cm + 1 CD-ROM (4 3/4 in.)

ITEM ID: 011767 Media Type: Book

Local Call Number: 650. 076 HAS

### Hass, Kathleen B.

#### **Managing Complex Projects: A new model**

Vienna, VA: Management Concepts, 2009

xxiv, 298 p; 25 cm

ITEM ID: 011702 Media Type: Book

Local Call Number: 658. 404 HAS

### Hickman, Gill Robinson

#### **Leading Change in Multiple Contexts: Concepts and practices in organizational, community, political, social, and global change settings**

Los Angeles: SAGE, 2009

xvii, 315 p: ill; 26 cm

ITEM ID: 011747 Media Type: Book

Local Call Number: 658. 406 HIC

### Hinwood, John

#### **You Can ...Expect a Miracle! The book to change your life**

Mechanicsburg, PA: Executive Books, 2008

165 p; 22 cm

ITEM ID: 011762 Media Type: Book

Local Call Number: 158. 1 HIN

### Kelly, Kevin

#### **New Rules for the New Economy: 10 radical strategies for a connected world**

New York: Penguin 1998

179 p: ill; 21 cm

ITEM ID: 011766 Media Type: Book

Local Call Number: TAS 658 KEL

### Kerzner, Harold

#### **Value-driven Project Management**

Hoboken, N.J.: Wiley, 2009

ITEM ID: 011732 Media Type: Book

Local Call Number: 658. 404 KER

### Mui, Chunka

#### **Billion-dollar Lessons:**

#### **What you can learn from business failures [DVD]**

Mill Valley, CA: Kantola Productions, 2009

1 DVD (48 min.)

ITEM ID: V01066 Media Type: DVD

Local Call Number: D188

### Kroth, Michael S.

#### **Career Development Basics**

Alexandria, Va: ASTD Press, 2009

xi, 131 p: ill; 24 cm

ITEM ID: 011727 Media Type: Book

Local Call Number: 650. 14 KRO

### Langley, Gerald J.

#### **The Improvement Guide: A practical approach to enhancing organizational performance**

2nd edition

San Francisco: Jossey-Bass, 2009

xxi, 490p; 25 cm

ITEM ID: 011780 Media Type: Book

Local Call Number: 658. 406 3 LAN

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### Lauer, Chris

#### **The Management Gurus: Lessons from the best management books of all time**

London: Atlantic Books 2008  
278 p: ill; 24 cm  
ITEM ID: 011781 Media Type: Book  
Local Call Number: TAS 658 MAN

### Lawson, Karen

#### **Leadership Development Basics**

Alexandria, Va: ASTD Press, 2008  
viii, 120 p: ill; 25 cm  
ITEM ID: 011723 Media Type: Book  
Local Call Number: 658. 409 2 LAW

### Leibling, Mike

#### **Working With the Enemy: How to survive and thrive with really difficult people**

Philadelphia: Kogan Page Limited, 2009  
ITEM ID: 011726 Media Type: Book  
Local Call Number: 158. 2 LEI

### Magner, Ellis S.

#### **Joske's Law and Procedure at Meetings in Australia**

10th edition  
Pymont, NSW: LAWBOOK CO. 2007  
334 p; 22 cm  
ITEM ID: 011765 Media Type: Book  
Local Call Number: TAS 346. 940 66 MAG

### McDonald, Malcolm

#### **Marketing Accountability: How to measure marketing effectiveness**

London; Kogan Page, 2009  
ITEM ID: 011759 Media Type: Book  
Local Call Number: 658. 800 72 MCD

### Monarath, Harrison

#### **Executive Presence: The art of commanding respect like a CEO**

New York: McGraw-Hill, 2009  
ITEM ID: 011763 Media Type: Book  
Local Call Number: 658. 409 MON

### Newsom, Doug

#### **Public Relations Writing: Form & style**

8th ed.

Belmont, CA: Thomson Wadsworth, 2008

xxii, 458 p: ill; 24 cm  
ITEM ID: 011755 Media Type: Book  
Local Call Number: 659. 2 NEW

### Perigo, Julie

#### **Winners in the Second Half: A guide for executives at the top of their game**

Chichester, England; Jossey-Bass, 2008  
xvi, 208 p: ill; 24 cm  
ITEM ID: 011776 Media Type: Book  
Local Call Number: 658. 409 PER

### Prather, Charles Wayne

#### **Manager's Guide to Fostering Innovation and Creativity in Teams**

New York: McGraw-Hill, 2009  
xv, 206 p: ill; 23 cm  
ITEM ID: 011729 Media Type: Book  
Local Call Number: 658. 314 PRA

### Rothwell, William J.

#### **The Manager's Guide to Maximizing Employee Potential: Quick and easy strategies to develop talent every day**

New York: American Management Association, 2009  
xiii, 254 p: ill; 23 cm  
ITEM ID: 011733 Media Type: Book  
Local Call Number: 658. 312 4 ROT

### Ryback, David

#### **Connectability: 8 keys to building strong partnerships with your colleagues and your customers**

New York: McGraw-Hill, 2009  
ITEM ID: 011748 Media Type: Book  
Local Call Number: 650. 13 RYB

### Schildberger, Michael

#### **Business Essentials [CD]**

Hawthorn East, Vic: Business Essentials, 2009  
1 CD  
ITEM ID: A01568 Media Type: CD  
Local Call Number: CD BE019

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### Scott, Susan

#### **Fierce Leadership: A bold alternative to the worst 'best' business practices of today**

New York: Broadway, 2009  
 ITEM ID: 011770 Media Type: Book  
 Local Call Number: 658. 409 2 SCO

### Showkeir, Jamie

#### **Authentic Conversations: Moving from manipulation to truth and commitment**

San Francisco, California: Berrett-Koehler Publishers, 2008  
 xx, 209 p; 22 cm  
 ITEM ID: 011721 Media Type: Book  
 Local Call Number: 658. 45 SHO

### Soman, Dilip

#### **Managing Customer Value: One stage at a time**

Singapore; World Scientific Pub. 2009  
 ITEM ID: 011707 Media Type: Book  
 Local Call Number: 658. 812 SOM

### Speculand, Robin

#### **Beyond Strategy: The leader's role in successful implementation**

San Francisco: Jossey-Bass, 2009  
 130 p.  
 ITEM ID: 011758 Media Type: Book  
 Local Call Number: 658. 401 2 SPE

### Stein, Marky

#### **Fearless Resumes**

New York: McGraw-Hill, 2009  
 143 p; 23 cm  
 ITEM ID: 011712 Media Type: Book  
 Local Call Number: 650. 142 STE

### Sullivan, Leanne

#### **Who's Who in Australia 2010: An Australian biographical dictionary and register of prominent people, with which is incorporated John's Notable Australians**

(First issued in 1906)  
 North Melbourne, Vic: Crown Content, 2009  
 2314 p; 24 cm  
 ITEM ID: 011751 Media Type: Book  
 Local Call Number: R920.094 WHO

### Thompson, Peter Alexander

#### **Big Fella: The rise and rise of BHP Billiton**

North Sydney, N.S.W: Random House, 2009  
 518 p; ill, [16 leaves of plates]; 24 cm  
 ITEM ID: 011774 Media Type: Book  
 Local Call Number: 920 THO

### Tiffen, Rodney

#### **How Australia Compares**

2nd edition  
 Port Melbourne, Vic: Cambridge University Press, 2009  
 ITEM ID: 011757 Media Type: Book  
 Local Call Number: 994 TIF

### Trout, Jack

#### **Repositioning: Marketing in an era of competition, change and crisis**

New York: McGraw-Hill, 2009  
 iv, 217 p; 22 cm  
 ITEM ID: 011782 Media Type: Book  
 Local Call Number: 658. 8 TRO