

# AIM Library

## new additions.



### **Arbinger Institute**

#### **Anatomy of Peace: Resolving the heart of conflict [CD]**

North Kingstown, RI: BBC Audiobooks America, 2008

6 CDs (7hr 13 min.)

ITEM ID: A01573 Media Type: CD

Local Call Number: CD MIS C821

### **Argenti, Paul A.**

#### **Digital Strategies for Powerful Corporate Communications**

New York: McGraw-Hill, 2009

xi, 288 p: ill; 24 cm

ITEM ID: 011617 Media Type: Book

Local Call Number: 658. 45 ARG

### **Armstrong, Michael**

#### **Armstrong's Handbook of Management and Leadership: A guide to managing for results**

London: Kogan Page, 2009

276 p.

ITEM ID: 011642 Media Type: Book

Local Call Number: 658. 4 ARM

### **Arnold, Jackie**

#### **Coaching Skills for Leaders in the Workplace: How to develop, motivate and get the best from your staff**

Oxford: How To Books, 2009

224 p.

ITEM ID: 011644 Media Type: Book

Local Call Number: 658. 312 4 ARN

### **Barrett, Colleen**

#### **What Drives Phenomenal Success? [DVD]**

Mill Valley, CA: Kantola Productions, 2007

1 DVD (50 min.)

ITEM ID: V01076 Media Type: DVD

Local Call Number: D186

### **Bertwistle, Gary**

#### **What Made you Think of That? Thinking differently about business**

Crows Nest, N.S.W: Allen & Unwin, 2009

ix, 179 p: ill; 20 cm

ITEM ID: 011623 Media Type: Book

Local Call Number: 650. 1 BER

### **Bishop, Matthew**

#### **Economics: An A-Z guide**

London: Economist in association with Profile Books, 2009

339 p; 20 cm

ITEM ID: 011636 Media Type: Book

Local Call Number: 330 BIS

### **Bosworth, Michael T.**

#### **Customer Centric Selling**

1st ed.

New York: McGraw-Hill, c2004

xiv, 258 p: ill; 25 cm

ITEM ID: 011648 Media Type: Book

Local Call Number: TAS 658. 852 BOS

### **Capossela, Chris**

#### **Driving Innovation in a Tough Economy [DVD]**

Mill Valley, CA: Kantola Productions, 2009

1 DVD (58 min.)

ITEM ID: V01081 Media Type: DVD

Local Call Number: D185

### **Carroll, Michael**

#### **The Mindful Leader: Awakening your natural management skills through mindfulness meditation**

Boston: Trumpeter, 2008

x, 238 p; 21 cm

Local Call Number: 658.4/092 22

### **Carroll, Nannette Rundle**

#### **The Communication Problem Solver: Simple tools and techniques for busy managers**

New York: American Management Association, 2009

284 p.

ITEM ID: 011643 Media Type: Book

Local Call Number: 658. 45 CAR

### **Carter, Philip J.**

#### **Test Your EQ:**

#### **Assess your emotional intelligence with 22 personality questionnaires**

Philadelphia, PA: Kogan Page Ltd, 2009

178 p; 22 cm

ITEM ID: 011631 Media Type: Book

Local Call Number: 152. 4 CAR

### **Cooper, Adam B.**

#### **PowerPoint Presentations That Sell: Simple techniques to plan, design and deliver sales presentations that get results**

New York: McGraw-Hill, 2009

228 p.

ITEM ID: 011639 Media Type: Book

Local Call Number: 658. 452 COO

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### **Crawford, Curtis J.**

#### **Manager's Guide to Mentoring**

New York: McGraw-Hill, 2009

xxi, 1120 p: ill; 26 cm

xvii, 185 p. : ill. ; 23 cm

ITEM ID: 011616 Media Type: Book

Local Call Number: 658. 312 4 CRA

### **Deutschman, Alan**

#### **Walk the Walk: The #1 rule for real leaders [CD - MP3]**

Grand Haven, MI: BrillianceAudio 2009

1 MP3 CD

ITEM ID: A01583 Media Type: Book

Local Call Number: CD LEA C817

### **Dweck, Carol**

#### **Mindset, Motivation and Leadership [DVD]**

Mill Valley, CA: Kantola Productions, 2008

1 DVD (51 min.)

ITEM ID: V01061 Media Type: DVD

Local Call Number: D189

### **Erickson, Juliet**

#### **Nine Ways to Walk Around a Boulder: Using communication skills to change your life**

London: Kyle Cathie, 2008

208 p; 20 cm

ITEM ID: 011640 Media Type: Book

Local Call Number: 158. 2 ERI

### **Fadem, T. J.**

#### **The Art of Asking: Ask better questions, get better answers**

Upper Saddle River, N.J.: FT Press, 2009

xviii, 205 p; 21 cm

ITEM ID: 011626 Media Type: Book

Local Call Number: 658. 45 FAD

### **Flynn, Frank**

#### **Judging Talent [DVD]**

Mill Valley, CA: Kantola Productions, 2009

1 DVD (53 min.)

ITEM ID: V01056 Media Type: DVD

Local Call Number: D190

### **Gitomer, Jeffrey H.**

#### **Jeffrey Gitomer's Little Green Book of Getting Your Way: How to speak, write, present, persuade, influence, and sell your point of view to others [CD]**

New York: Simon & Schuster Audio, 2009

3 CDs

ITEM ID: A01588 Media Type: CD

Local Call Number: CD LEA C819

### **Harris, Alex**

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

Sydney: Masterstroke Group, 2009

v, 152 p; 21 cm

ITEM ID: 011645 Media Type: Book

Local Call Number: 659. 2 HAR

### **Hassed, Craig**

#### **The Essence of Health: The seven pillars of wellbeing**

North Sydney, N.S.W.: Ebury Press, 2008

ix, 404 p; 24 cm

ITEM ID: 011632 Media Type: Book

Local Call Number: 613 HAS

### **Hitz, Dave**

#### **Boom and Bust: Thriving through major business cycles [DVD]**

Mill Valley, CA : Kantola Productions, 2009

1 DVD (54 min.)

ITEM ID: V01071 Media Type: DVD

Local Call Number: D187

### **Hubbard, Douglas W.**

#### **How to Measure Anything: Finding the value of 'intangibles' in business**

Hoboken, N.J.: John Wiley & Sons, 2007

xv, 287 p: ill; 24 cm

ITEM ID: 011621 Media Type: Book

Local Call Number: 657. 7 HUB

### **Hughes, Damian**

#### **Liquid Leadership**

Chichester, U.K.: Capstone, 2009

xvii, 181 p; 20 cm

ITEM ID: 011771 Media Type: Book

Local Call Number: 658. 409 2 HUG

### **Liquid Thinking**

Mankato, Minn.: Capstone, 2009

165 p; 20 cm

ITEM ID: 011627 Media Type: Book

Local Call Number: 158. 1 HUG

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### Jacka, J. Mike

#### **Business Process Mapping Workbook: Improving customer satisfaction**

Workbook for the second edition

Hoboken, NJ: Wiley, 2009

255 p.

ITEM ID: 011784 Media Type: Book

Local Call Number: 658. 812 JAC

105 p; 18 cm

Local Call Number: 155.9042 22

### John, Stephen

#### **Strategic Learning and Leading Change: How global organizations are reinventing HR**

1st ed.

Amsterdam: Butterworth-Heinemann, 2009

xxxii, 184 p: ill; 23 cm

ITEM ID: 011620 Media Type: Book

Local Call Number: 658. 301 JOH

### Levis, Kieran

#### **Winners & Losers: Creators and casualties of the age of the internet**

London: Atlantic Books, 2009

417 p; 24 cm

ITEM ID: 011785 Media Type: Book

Local Call Number: 338. 476 LEV

### Kamauff, John W.

#### **Manager's Guide to Operations Management**

New York, N.Y: McGraw-Hill, 2009

xiv, 256 p: ill; 23 cm

ITEM ID: 011622 Media Type: Book

Local Call Number: 658. 5 KAM

### Levitt, Steven D.

#### **Superfreakonomics: Global cooling, patriotic prostitutes, and why suicide bombers should buy life insurance**

1st ed.

New York: William Morrow, 2009

xv, 270 p; 23 cm

ITEM ID: 011650 Media Type: Book

Local Call Number: 330 LEV

### Kennedy, Gavin

#### **Negotiation: An A-Z guide**

London: Economist in association with Profile Books, 2009

vii, 261 p; 20 cm

ITEM ID: 011638 Media Type: Book

Local Call Number: 658. 405 2 KEN

### Matrix

#### **Customer Service Preview [DVD]**

Cremorne, NSW: MatrixPlus

1 DVD

ITEM ID: V01041 Media Type: DVD

Local Call Number: D193

#### **Selling Skills Preview [DVD]**

Cremorne, NSW: MatrixPlus

1 DVD

ITEM ID: V01046 Media Type: DVD

Local Call Number: D192

### Lawson, Karen

#### **The Trainer's Handbook**

3rd ed.

San Francisco: Jossey-Bass, 2009

xvii, 334 p: ill; 24 cm

ITEM ID: 011625 Media Type: Book

Local Call Number: 658. 312 4 LAW

### McGrath, Helen

#### **Difficult Personalities: A practical guide to managing the hurtful behavior of others (and maybe your own)**

New York, NY: Experiment, LLC, 2009

xiii, 240 p; 20 cm

ITEM ID: 011641 Media Type: Book

Local Call Number: 302. 54 MCG

### Lees, Meiron

#### **D-Stress: Building resilience in challenging times - 7 simple techniques**

1st ed.

Vaucluse, N.S.W: InnerCents, 2008

### Mui, Chunka

#### **Billion-dollar Lessons: What you can learn from business failures [DVD]**

Mill Valley, CA: Kantola Productions, 2009

1 DVD (48 min.)

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ITEM ID: V01066 Media Type: DVD

Local Call Number: D188

### **Reeves, Byron**

#### **Total Engagement:**

#### **How games and virtual worlds will change the way we work**

Boston, Mass: Harvard Business Press, 2009

274 p.

ITEM ID: 011634 Media Type: Book

Local Call Number: 658. 314 REE

### **Rodenburg, Patsy**

#### **Presence: How to use positive energy for success in every situation**

London: Penguin, 2009

276 p.

ITEM ID: 011618 Media Type: Book

Local Call Number: 158. 2 ROD

### **Ruiz, Miguel**

#### **The Four Agreements: A practical guide to personal freedom**

San Rafael, California: Amber-Allen Pub, 1997

xix, 138 p; 19 cm

ITEM ID: 011649 Media Type: Book

Local Call Number: 299 RUI

### **Russell, Lou**

#### **10 Steps to Successful Project Management**

Alexandria, Va: ASTD Press, 2007

viii, 248 p; ill; 25 cm + 1 CD-ROM (4 3/4 in.)

ITEM ID: 011656 Media Type: Book

Local Call Number: 658. 404 RUS

### **Salemi, Ray**

#### **Leading After a Layoff: Reignite your team's productivity quickly**

New York: McGraw-Hill, 2009

242 p.

ITEM ID: 011630 Media Type: Book

Local Call Number: 658. 409 2 SAL

### **Schiemann, William**

#### **Reinventing Talent Management:**

#### **How to maximize performance in the new marketplace**

Hoboken, N.J: Wiley, 2009

xvi, 272 p; ill; 24 cm

ITEM ID: 011633 Media Type: Book

Local Call Number: 658. 314 SCH

### **Schildberger, Michael**

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

Hawthorn East, Vic: Business Essentials, 2009

1 CD

ITEM ID: A01585 Media Type: CD

Local Call Number: CD BE018

### **Silberman, Melvin L.**

#### **101 Ways to Make Training Active**

2nd ed.

San Francisco, CA: Pfeiffer, 2005

xv, 303 p; ill; 28 cm + 1 CD-ROM (4 3/4 in.)

ITEM ID: 011629 Media Type: Book

Local Call Number: 371. 307 8 SIL

### **Stamoulis, Dean**

#### **Senior Executive Assessment:**

#### **A key to responsible corporate governance**

Malden, MA: Wiley-Blackwell, 2009

ITEM ID: 011619 Media Type: Book

Local Call Number: 658. 407 125 STA

### **Perry, Roland**

#### **Monash: The outsider who won a war -**

#### **A biography of Australia's greatest military commander**

Milsons Point, NSW; Random House Australia, 2004

xix, 586 p; ill, maps; 25 cm

ITEM ID: 011559 Media Type: Book

Local Call Number: 920 PER

### **Tracy, Brian**

#### **Reinvention:**

#### **How to make the rest of your life the best of your life [CD]**

New York: Gildan Media, 2009

5 CDs

ITEM ID: A01584 Media Type: CD

Local Call Number: CD PD-S C820

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## **Tricker, Bob**

### **Directors: An A-Z guide**

London: The Economist in association with Profile Books, 2009  
ix, 310 p: ill; 20 cm  
ITEM ID: 011637 Media Type: Book  
Local Call Number: 658. 422 TRI

## **Watkins, Michael**

### **The First 90 Days: Critical success strategies for new leaders at all levels [CD]**

Boston: Harvard Business School Press, 2003  
5 CDs  
ITEM ID: A01578 Media Type: CD  
Local Call Number: TAS CD LEA C359

## **Watson, Don**

### **Bendable Learnings: The wisdom of modern management**

North Sydney, N.S.W: Knopf, 2009  
320 p: ill; 22 cm  
Local Call Number: 306.44 22

## **Worrall, Di**

### **Climate for Change: How to ride the wave of change into the 21st century**

Scottsdale, Ariz: Lifesuccess Publishing, 2009  
278 p: ill; 22 cm  
ITEM ID: 011647 Media Type: Book  
Local Call Number: 658. 406 WOR

## **Yost, Paul R.**

### **Real Time Leadership Development**

Chichester, UK; Wiley-Blackwell, 2009  
xviii, 232 p: ill; 23 cm  
ITEM ID: 011624 Media Type: Book  
Local Call Number: 658. 409 2 YOS

## **Zachary, Lois J.**

### **The Mentee's Guide: Making mentoring work for you**

San Francisco: Jossey-Bass, 2009  
ITEM ID: 011628 Media Type: Book  
Local Call Number: 650. 1 ZAC

## **Zaffron, Steve**

### **The Three Laws of Performance: Rewriting the future of your organization and your life**

1st ed.  
San Francisco, CA: Jossey-Bass, 2009  
xxxv, 220 p; 24 cm  
ITEM ID: 011635 Media Type: Book  
Local Call Number: 650. 1 ZAF

## **Zenger, Jack**

### **Inspiring Leader [DVD]**

Mill Valley, CA: Kantola Productions, 2009  
1 DVD (51 min.)  
ITEM ID: V01051 Media Type: DVD  
Local Call Number: D191