

The Third Circle: Interactions That Drive Results	A Guide to Team Roles: How to Increase Personal and Team Effectiveness	Work Well from Home: How to Run A Successful Home Office
Give Great Presentations: How To Speak	Get to Grips with Budgets: How to Take The	E-mail Etiquette: How to Get the Best Results
Confidently and Make Your Point	Stress Out of Working with Numbers	from Your E-mails
Negotiate Successfully: How to Get Your Way		Make It Happen: How to Get Ahead and be
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Leadership Development Basics	10 Steps to Successful Virtual Presentations	The Impact of Leadership Development Programs
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Test Development: Fundamentals for	Scenario-Based e-Learning	Leaving ADDIE for SAM: An Agile Model for
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The ASTD Management Development Handbook	Rapid Video Development for Trainers: How to Create Learning Videos Fast and Affordably	The Self-Aware Leader: A Proven Model for Reinventing Yourself
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Teach with Style: Creative Tactics for Adult Learning, Updated and Enhanced	Integrated Talent Management Scorecards: Insights From World-Class Organizations on Demonstrating Value	Career Moves: Be Strategic About Your Future, Revised and Enhanced Edition
Leading with Wisdom: Sage Advice From 100 Experts	Developing a Mobile Learning Strategy	Creating a Modern Mentoring Culture
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Which Word to Use? 258 Commonly Misused Words and Their Meanings in the English Language	Listening Until You Really Hear	Communicate with Confidence: How to Say It Right the First Time and Every Time, Revised and Updated Edition
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Turning Listeners Into Learners	Social Media Marketing & Branding: The Micro MBA	Inbound Marketing
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Customer Care Excellence: How to Create an Effective Customer Focus	Develop Your Assertiveness	Develop Your Presentation Skills
How to Organize Yourself	Improve Your Communication Skills	The Psychology of Fear in Organizations: How to Transform Anxiety into Well-Being, Productivity and Innovation
	Improve Your Global Business English: The Essential Toolkit for Writing and Communicating Across Borders	Strength-Based Leadership Coaching in Organizations: An Evidence-Based Guide to Positive Leadership Development
		Be Amazing or Go Home: Seven Customer Service Habits That Create Confidence with Everyone
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5 1 5	Dear Client: This Book Will Teach You How to Get What You Want from Creative People	Algorithms to Live By: The Computer Science of Human Decisions



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The Hidden Leader: Discover and Develop Greatness Within Your Company	A Higher Standard: Leadership Strategies from America's First Female Four-Star General	Got Your Attention? How to Create Intrigue and Connect with Anyone
Mindsharing: The Art of Crowdsourcing Everything	Persuasion Equation: The Subtle Science of Getting Your Way	Singletasking: Get More Done - One Thing at a Time
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Make It Matter: How Managers Can Motivate by Creating Meaning	The Stay Interview: A Manager's Guide to Keeping the Best and Brightest	The Confidence Myth: Why Women Undervalue Their Skills, and How to Get Over It
What More Can I Say? Why Communication Fails and What to Do About It	Success Under Stress: Powerful Tools for Staying Calm, Confident, and Productive When the Pressure's On	Evergreen: Cultivate the Enduring Customer Loyalty That Keeps Your Business Thriving



Strategic Connections: The New Face of Networking in a Collaborative World	Nothing but the Truth: Secrets from Top Intelligence Experts to Control Conversations and Get the Information You Need	Strategize to WIN: The New Way to Start out, Step up, or Start Over in Your Career
Winning the Long Game: How Strategic Leaders Shape the Future The End of Power: From Boardrooms to	The Self-Made Billionaire Effect: How Extreme Producers Create Massive Value The Business of Belief: How the World's Best	The Effortless Experience: Conquering the New Battleground for Customer Loyalty Game-Changer: Game Theory and the Art of
Battlefields and Churches to States, Why Being In Charge Isn't What It Used to Be	Marketers, Designers, Salespeople, Coaches, Fundraisers, Educators, Entrepreneurs and Other Leaders Get Us to Believe	Transforming Strategic Situations
Say This, Not That: A Foolproof Guide to Effective Interpersonal Communication	Fail Fast, Fail Often: How Losing Can Help You Win	Leaders Open Doors: A Radically Simple Leadership Approach to Lift People, Profits, and Performance
The Leader's Checklist Expanded Edition: 15 Mission-Critical Principles	Who Kidnapped Excellence? What Stops Us from Giving and Being Our Best	Joy, Inc.: How We Built a Workplace People Love
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The Culture Map: Breaking Through the Invisible Boundaries of Global Business	Trajectory: 7 Career Strategies to Take You from Where You Are to Where You Want to Be	Mistakes I Made at Work: 25 Influential Women Reflect on What They Got Out of Getting It Wrong
Find Out Anything from Anyone, Anytime: Secrets of Calculated Questioning from a Veteran Interrogator	Forget a Mentor, Find a Sponsor: The New Way to Fast-Track Your Career	Think Bigger: Developing a Successful Big Data Strategy for Your Business
Supercommunicator: Explaining the Complicated So Anyone Can Understand The Power of Paradox: Harness the Energy of Competing Ideas to Uncover Radically	Less Doing, More Living: Make Everything in Life Easier The Next Gen Leader: Cutting Edge Strategies to Make You the Leader You Were Born to Be	The Good Struggle: Responsible Leadership in an Unforgiving World Tilt: Shifting Your Strategy from Products to Customers
Innovative Solutions Exceptional Service, Exceptional Profit: The Secrets of Building a Five-Star Customer Service Organization	What's the Future of Business: Changing the Way Businesses Create Experiences	A Team of Leaders: Empowering Every Member to Take Ownership, Demonstrate Initiative, and Deliver Results
The Decoded Company: Know Your Talent Better than You Know Your Customers	Innovation Prowess: Leadership Strategies for Accelerating Growth	Creative Conspiracy: The New Rules of Breakthrough Collaboration
Smart Change: Five Tools to Create New and Sustainable Habits in Yourself and Others	The Innovative Sale: Unleash Your Creativity for Better Customer Solutions and Extraordinary Results	Being the Boss: The 3 Imperatives for Becoming a Great Leader
Into the Storm: Lessons in Teamwork from the Treacherous Sydney to Hobart Ocean Race	Transparency: How Leaders Create a Culture of Candor	The Winner's Brain: 8 Strategies Great Minds Use to Achieve Success
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The Art of War	Clutch: Why Some People Excel Under Pressure and Others Don't	Entrepreneurial Success
Hacking Work: Breaking Stupid Rules for Smart Results	Snap Selling: Speed Up Sales and Win More Business with Today's Frazzled Customers	Working for You Isn't Working for Me: The Ultimate Guide to Managing Your Boss
The Yes Factor: Get What You Want. Say What You Mean. The Secrets of Persuasive Communication	You Can't Fire Everyone: And Other Lessons from an Accidental Manager	Zilch: The Power of Zero in Business
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The Charisma Myth: How Anyone Can Master the Art and Science of Personal Magnetism	What the Most Successful People Do Before Breakfast: A Short Guide to Making Over Your Mornings - and Life	Time Management Made Simple
Instant Influence: How to Get Anyone to Do Anything - FAST	Shaping the Game: The New Leader's Guide to Effective Negotiating	The Culture Code: An Ingenious Way to Understand Why People Around the World Live and Buy as They Do



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	Becoming a Resonant Leader: Develop Your	The First 90 Days: Critical Success Strategies
Connected. Connect Your Business to Everyone	Emotional Intelligence, Renew Your	for New Leaders at All Levels
	Relationships, Sustain Your Effectiveness	
Green Recovery: Get Lean, Get Smart, and	Your Next Move: The Leader's Guide to	This Time is Different: Eight Centuries of
Emerge from the Downturn on Top	Navigating Major Career Transitions	Financial Folly Speak To Win: How to Present with Power in
The Power of Body Language: How to Succeed in Every Business and Social Encounter	Full Engagementl: Inspire, Motivate, and Bring Out the Best in Your People	Any Situation
Market Itself	Extreme Dreams Depend on Teams	Purple Cow: Transform Your Business by Being Remarkable
	World 3.0: Global Prosperity and How to Achieve	Killing Giants: 10 Strategies to Topple the
the Buyer/Seller Relationship Secrets of the Moneylab: How Behavioral	It Hit The Ground Running: A Manual for New	Goliath In Your Industry How to Hit a Curveball: Confront and Overcome
Economics Can Improve Your Business	Leaders	the Unexpected in Business
Never Make the First Offer (Except When You Should): Wisdom from a Master Dealmaker	The Mesh: Why the Future of Business is Sharing	You Already Know How To Be Great: A Simple Way to Remove Interference and Unlock Your Greatest Potential
The Upside of the Downturn: Ten Management Strategies to Prevail in the Recession and Thrive in the Aftermath	Focus: Use Different Ways of Seeing the World for Success and Influence	Your Survival Instinct Is Killing You: Retrain Your Brain to Conquer Fear, Make Better Decisions, and Thrive in the 21st Century
	Emotional Intelligence for Sales Success:	Leadership and the Art of Struggle: How Great
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The Customer Success Professional's Handbook: How to Thrive in One of the World's Fastest Growing Careers - While Driving Growth for Your Company	HBR's 10 Must Reads on Managing in a Downturn	HBRs 10 Must Reads 2020
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Tuned In: Uncover Extraordinary Opportunities That Lead to Business Breakthroughs	Well Said! Presentations and Conversations That Get Results	What Matters Now: How to Win in a World of Relentless Change, Ferocious Competition, and Unstoppable Innovation
Better by Mistake: The Unexpected Benefits of Being Wrong	Compelling People: The Hidden Qualities That Make Us Influential	Die Empty: Unleash Your Best Work Every Day
Public Speaking to Win: The Original Formula to Speaking with Power	The Secret of the Ages: The Legendary Success Formula	Acres of Diamonds: The Classic Work on Finding Your Fortune Where You Least Expect It
Your Faith Is Your Fortune: The Classic Guide to Harnessing Your Power Within	The Magic of Believing: The Immortal Program to Unlocking The Success Power of Your Mind	Think and Grow Rich: The Original 1937 Classic
The Game of Life And How to Play It: The Timeless Classic on Successful Living	The Secret Door to Success: Your Guide to Miraculous Living	Alcoholics Anonymous: The Landmark of Recovery and Vital Living
How to Attract Good Luck: The Unparalleled Classic on Lucky Living	30 Days to a More Powerful Vocabulary: The 500 Words You Need To Know To Transform Your Vocabularyand Your Life	A Brilliant Idea Every 60 Seconds
Supercharged Selling: Action Guide, The Power to Be the Best	Don't Count the Yes's, Count the No's	Stinkin' Thinkin': 37 Mental Mistakes, False Beliefs & Superstitions That Can Ruin Your Career & Your Life
Ten Qualities of The World's Greatest Communicators	Daily Discipline	Sales Manager's Edge
Sales Skills Course: Top Producers Take the Stairs	Top Producer's Edge	Presentation Skills Course: The Audience is NOT in Their Underwear!
Building Self-Confidence: Dr. Joseph Murphy LIVE!	Unconventional Leadership: What Henry Ford and Detroit Taught Me about Reinvention and Diversity	Mighty Midsized Companies: How Leaders Overcome 7 Silent Growth Killers
Marketing Above the Noise: Achieve Strategic Advantage with Marketing that Matters	Digital to the Core: Remastering Leadership for Your Industry, Your Enterprise, and Yourself	Truth from the Trenches: A Practical Guide to the Art of IT Management
5 Voices: How to Communicate Effectively with Everyone You Lead	Build Your Dream Network: Forging Powerful Relationships in a Hyper-Connected World	The Strategic Leader's Roadmap: 6 Steps for Integrating Leadership and Strategy
The Power of Your Subconscious Mind: The Original Classic	Public Speaking to Win!: The Original Formula to Speaking with Power	The Secret of the Ages: The Legendary Success Formula
Acres of Diamonds: The Classic Work on Finding Your Fortune Where You Least Expect It	Your Faith is Your Fortune	The Magic of Believing
Think and Grow Rich: The Original 1937 Classic	The Game of Life And How to Play It: The Timeless Classic on Successful Living	The Science of Getting Rich: The Legendary Mental Program to Wealth and Mastery
30 Days to a More Powerful Vocabulary: The 500 Words You Need To Know To Transform Your Vocabularyand Your Life	A Brilliant Idea Every 60 Seconds	Time Management Skills That Work
Supercharged Selling	Don't Count the Yes's, Count the No's	Innovating: A Doer's Manifesto for Starting from a Hunch, Prototyping Problems, Scaling Up, and Learning to Be Productively Wrong
a World Awash with Ideas	SEO for Growth: The Ultimate Guide for Marketers, Web Designers & Entrepreneurs	The First Two Rules of Leadership: Don't be Stupid, Don't be a Jerk
The Profit of Kindness: How to Influence Others, Establish Trust, and Build Lasting Business Relationships	Unfairly Labeled: How Your Workplace Can Benefit From Ditching Generational Stereotypes	Agile Project Management for Dummies
Hiring Greatness: How to Recruit Your Dream Team and Crush the Competition	Hacking Marketing: Agile Practices to Make Marketing Smarter, Faster, and More Innovative	The Art of Opportunity: How to Build Growth and Ventures Through Strategic Innovation and Visual Thinking
The Agile Marketer: Turning Customer Experience Into Your Competitive Advantage	Mastering the Challenges of Leading Change: Inspire the People and Succeed Where Others Fail	Leading with Noble Purpose: How to Create a Tribe of True Believers
Magnetic: The Art of Attracting Busines	The Leadership Contract: The Fine Print to Becoming an Accountable Leader, 2nd Edition	Leading Through Language: Choosing Words That Influence and Inspire
Achieve with Accountability: Ignite Engagement, Ownership, Perseverance, Alignment, and Change	Management Success Made Simple	The Mirror Test: Is Your Business Really Breathing?



Understanding Michael Porter: The Essential Guide to Competition and Strategy	Use Your Head to Get Your Foot in the Door: Job Secrets No One Else Will Tell You	Master Your Time, Master Your Life: The Breakthrough System to Get More Results, Faster, in Every Area of Your Life
The New Better Off: Reinventing the American Dream	Master Successful Personal Habits: Success Legacy Library	Positive Intelligence: Why Only 20% of Teams and Individuals Achieve Their True Potential and How You Can Achieve Yours
Mind Over Business: How To Unleash Your Business And Sales Success By Rewiring The Mind/Body Connection	Liespotting: Proven Techniques to Detect Deception	3-D Negotiation: Powerful Tools To Change The Game In Your Most Important Deals
Big Think Strategy: How To Leverage Bold Ideas And Leave Small Thinking Behind	Go-Givers Sell More	I Hate People!: Kick Loose From The Overbearing And Underhanded Jerks At Work And Get What You Want Out Of Your Job
Inside Drucker's Brain	Islands Of Profit In A Sea Of Red Ink: Why 40% Of Your Business Is Unprofitable, And How To Fix It	The Art of War For Women: Sun Tzu'S Ancient Strategies and Wisdom for Winning at Work
The Starfish And The Spider: The Unstoppable Power of Leaderless Organizations	Empowered: Unleash Your Employees, Energize Your Customers, and Transform Your Business	Getting Unstuck: How Dead Ends Become New Paths
Inside Larry's And Sergey's Brain	Resonant Leadership	The Corporate Lattice: Achieving High Performance In The Changing World Of Work
The Man Who Lied To His Laptop: What Machines Teach Us About Human Relationships	The Power Of Decision: A Step-By-Step Program To Overcome Indecision And Live Without Failure Forever	The Power Of Who: You Already Know Everyone You Need To Know
The Smart Swarm: How Understanding Flocks, Schools, And Colonies Can Make Us Better At Communicating, Decision Making, And Getting Things Done	Think Twice: Harnessing the Power of Counterintuition	Taking People With You: The Only Way To Make Big Things Happen
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Negotiating With Tough Customers: Never Take "No!" For A Final Answer And Other Tactics To Win At The Bargaining Table	Standard Deviations: Flawed Assumptions, Tortured Data, and Other Ways to Lie with Statistics	Matter: Move Beyond The Competition, Create More Value, And Become The Obvious Choice
Fluke: The Math And Myth Of Coincidence	75 Ways For Managers To Hire, Develop, And	Meetings That Get Results: The Brian Tracy
The 7 Power Principles For Success	Keep Great Employees Zero Resistance Selling: Achieve Extraordinary Sales Results Using the World-Renowned Techniques of Psycho-Cybernetics	Success Library The Third Screen: The Ultimate Guide to Mobile Marketing
Athena Rising: How and Why Men Should Mentor Women	Be Bad First: Get Good at Things Fast to Stay Ready for the Future	Breaking Through Bias: Communication Techniques for Women to Succeed at Work
Cloud Surfing: A New Way to Think About Risk, Innovation, Scale, and Success	Dare, Dream, Do: Remarkable Things Happen When You Dare to Dream	Entrepreneurship for the Rest of Us: How to Create Innovation and Opportunity Everywhere
Even the Odds: Sensible Risk-Taking in Business, Investing, and Life	Everydata: The Misinformation Hidden in the Little Data You Consume Every Day	Grace Meets Grit: How to Bring Out the Remarkable, Courageous Leader Within
Just Run It!: Running an Exceptional Business is Easier Than You Think	No-Drama Leadership: How Enlightened Leaders Transform Culture in the Workplace	Socialized! How the Most Successful Businesses Harness the Power of Social
The Agility Shift: Creating Agile and Effective Leaders, Teams, and Organizations	The CIO Paradox: Battling the Contradictions of IT Leadership	The Conscience Economy: How a Mass Movement for Good Is Great for Business
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The Power of Peers: How the Company You Keep Drives Leadership, Growth, and Success	The Thing About Work: Showing Up and Other Important Matters [A Worker's Manual]	Why Simple Wins: Escape the Complexity Trap and Get to Work That Matters
Stop, Look, and Listen: The Customer CEO Business Fable About How to Profit from the Power of Your Customers	Dale Carnegie & Associates: Listen! The Art of Effective Communication	Never Bet the Farm: How Entrepreneurs Take Risks, Make Decisions - and How You Can, Too
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The Leap of Your Life: How to Redefine Risk,	Make Yourself Clear: How to Use a Teaching	The 100X Leader: How to Become Someone
Quit Waiting for Someday, and Live Boldly	Mindset to Listen, Understand, Explain	Worth Following
duit Waiting for Comeday, and Live Doldry	Everything, and Be Understood	Worth Following
The Sentient Enterprise: The Evolution of	Lean Impact: How to Innovate for Radically	From Here to Financial Happiness: Enrich Your
Business Decision Making	Greater Social Good	Life in Just 77 Days
Increasing Your Influence at Work All-in-One For	The 60 Second Sale: The Ultimate System for	The 25 Minute Meeting: Half the Time, Double
Dummies	Building Lifelong Client Relationships in the Blink	
Dammioo	of an Eve	
The Cloud-Based Demand-Driven Supply Chain	Visual Consulting: Designing & Leading Change	How to Speak Human: A Practical Guide to
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		With
WE: Men, Women, and the Decisive Formula for	Scale or Fail: How to Build Your Dream Team,	Leadership Language: Using Authentic
Winning at Work	Explode Your Growth, and Let Your Business Fly	
The Fearless Organization: Creating	Leading with Emotional Courage: How to Have	Conscious: The Power of Awareness in
Psychological Safety in the Workplace for	Hard Conversations, Create Accountability, and	Business and Life
Learning, Innovation, and Growth	Inspire Action on Your Most Important Work	
	inspire Action on Four Most important Work	
Fix Your Team: The Tools You Need to Rebuild	The Handbook of Behavioral Operations	Happy Accidents: The Transformative Power of
Relationships, Address Conflict and Stop		"YES, AND" at Work and in Life
Destructive Behaviours		
Inspire! What Great Leaders Do	English Grammar for Dummies, 3rd Edition	Virtual Teams for Dummies
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Unlocking Creativity: How to Solve Any Problem	Rewire Your Brain: Think Your Way to a Better	Objectives and Key Results: Driving Focus,
and Make the Best Decisions by Shifting	Life	Alignment, and Engagement with OKRs
Creative Mindsets		
Facilitating with Ease! Core Skills for Facilitators,	Scrum for Dummies, 2nd Edition	Social Engineering: The Science of Human
Team Leaders and Members, Managers,		Hacking, Second Edition
Consultants and Trainers		
Inbound Organization: How to Build and	Inbound PR: The PR Agency's Manual to	Inbound Selling: How to Change the Way You
Strengthen Your Company's Future Using	Transforming Your Business with Inbound	Sell to Match How People Buy
Inbound Principles		
Objections: The Ultimate Guide for Mastering		Values-Based Leadership for Dummies
The Art and Science of Getting Past No	Help You Persuade Anyone, Anywhere, Anytime	
Inbound Content: A Step-By-Step Guide To	A Guide to Business Statistics	Smart Teams: How to Work Better Together
Doing Content Marketing the Inbound Way		
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The Bullseye Principle: Mastering Intention-	The Challenge for Business and Society: From	The Healthy Workplace Nudge: How Healthy
Based Communication to Collaborate, Execute,	Risk to Reward	People, Cultures, and Buildings Lead to High
and Succeed Attention Pays: How to Drive Profitability,		Performance
Attention Pays' How to Drive Protitability		
		Business Skills All-in-One for Dummies
Productivity, and Accountability	Powerful Work Relationships	
Productivity, and Accountability	Powerful Work Relationships Sales Leadership: The Essential Leadership	Business Skills All-in-One for Dummies Company Culture For Dummies
Productivity, and Accountability	Powerful Work Relationships Sales Leadership: The Essential Leadership Framework to Coach Sales Champions, Inspire	
Productivity, and Accountability	Powerful Work Relationships Sales Leadership: The Essential Leadership	
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Case Study: Real World Effects of Cyber-	Case Study: The Nuclear Effect of Computer	Case Study: Supply Chain Management and
Attacks Negotiation for Procurement Professionals, Second Edition	Malware Leading International Projects: Diverse Strategies for Project Success	Return on Total Net Assets How to Organize Yourself, Fifth Edition
Understanding Digital Marketing: Marketing Strategies for Engaging the Digital Generation, Fourth Edition	Introduction to Global Logistics: Delivering the Goods, Second Edition	Coaching and Mentoring: Practical Techniques for Developing Learning and Performance, Third Edition
Supply Chain Ethics: Using CSR and Sustainability to Create Competitive Advantage	Learning for Organizational Development: How to Design, Deliver and Evaluate Effective L&D	Strategic Tendering for Professional Services: Win More, Lose Less
Audio Branding: Using Sound to Build Your Brand	A Practitioner's Guide to Account-Based Marketing: Accelerating Growth in Strategic Accounts	Demand-Driven Supply Chain Management: Transformational Performance Improvement
Building the Agile Business Through Digital Transformation	Data Strategy: How to Profit from a World of Big Data, Analytics and the Internet of Things	Myths of PR: All Publicity is Good Publicity and Other Popular Misconceptions
Artificial Intelligence Marketing and Predicting Consumer Choice: An Overview of Tools and Techniques	Sustainable Logistics and Supply Chain Management: Principles and Practices for Sustainable Operations and Management, Second edition	The Operations Advantage: A Practical Guide to Making Operations Work
Consultancy, Organizational Development and Change: A Practical Guide to Delivering Value	Practical Consultancy Ethics: Professional Excellence for IT and Management Consultants	Industry X.0: Realizing Digital Value in Industrial Sectors
Exceptional Talent: How to Attract, Acquire and Retain the Very Best Employees	Disruptive Technologies: Understand, Evaluate, Respond	Learning Technologies in the Workplace: How to Successfully Implement Learning Technologies in Organizations
The Employer's Handbook 2017–18: An Essential Guide to Employment Law, Personnel Policies and Procedures, Thirteenth Edition	Selling Your Value Proposition: How to Transform Your Business into a Selling Organization	Doing the Right Things Right: How the Effective Executive Spends Time
	CBT Campus LLC	I



Achieving Your Highest Vision of Yourself:	What To Do When There's Too Much To Do:	Making Teams Work
Designing Your Ideal Life	Reduce Tasks, Increase Results, and Save 90	
	Minutes a Day	
Managing Employee Performance: Motivation,	Mastering Personal Productivity: Moving at the	Organizing Your Office and Your Life: Clear the
Ability, and Obstacles	Speed of Life	Clutter and Your Mind
The 6-D System: Processing Paperwork, Email,	Creating a Time Management System that	Important Components of a Time Management
and Voicemail	Works for YOU: Paper, Electronic, or Hybrid?	System
Tackling Timewasters: Pleasing, Perfectionism,	Time Management: How to Control Your Day in	Time and Schedule Management: Managing
and Procrastination	an Uncontrollable Workplace	Multiple Priorities
111 Ways to Improve Your Personal	Apply 3-V Impact: Strengthen Your Visual,	Coaching and Mentoring Employees: Helping
Productivity: Tips And Tricks From The	Verbal, and Vocal Image	Others Achieve Their Very Best
Productivity Pro		
Communicating Effectively with Email:		Emptying Your Inbox: The 12 Best Practices for
Courtesies, Protocols, and Time Savers	Maximize Your Personal Productivity	Handling Email
Focusing on Your Work: Maintain Your	For Road Warriors: How to be Productive While	Execution IS the Strategy: How Leaders Achieve
Concentration in an Environment of Distraction	Working out of a Suitcase	Maximum Results in Minimum Time
Faster Together: Accelerating Your Team's	Burn Your Business Plan!: What Investors	Quantitative Techniques in Management, Third
Productivity	Really Want From Entrepreneurs	Edition
A Textbook of International Financial	Masters of Innovation: Building the Perpetually	My Steam Engine is Broken
Management	Innovative Company	
Rethinking Luxury: How to Market Exclusive	The Impact Code: 50 Ways to Enhance Your	The Productivity Habits: A Simple Approach to
Products and Services in an Ever-Changing	Presence and Impact at Work	Become More Productive
Environment		
Australia 2034: Luckier By Design	Champagne And Wax Crayons: Riding the	Effective Modern Coaching: The Principles and
, ,	Madness of the Creative Industries	Art of Successful Business Coaching
Flawed but Willing: Leading Large Organizations		The Conscious Leader: 9 Principles and
in the Age of Connection	Organizations in Turbulent Times	Practices to Create a Wide-Awake and
		Productive Workplace
The Prisoner and the Penguin: And 75 other	The YOU of Leadership: An Intuitive Approach to	Adaptive Capacity
Modern Marketing Stories	Effective Business Leadership	
Implosion: What the Internet has Really Done to	The 31 Practices: Release the Power of Your	The Ideas Book: 50 Ways to Generate Ideas
Culture and Communications	Organization's Values Every Day	More Effectively
In the Shower with Picasso: Sparking Your	Re-Thinking Retail in the Digital Era	Winner Takes All: Seven-and–a-half Principles
Creativity and Imagination		for Winning More Bids, Tenders and Proposals
Generation Y for Rookies	Emotional Intelligence for Rookies	Time & Stress Management for Rookies
Social Networking for Rookies	Dealing with Difficult People for Rookies	Not Knowing: The Art of Turning Uncertainty into
3	ů i	Opportunity
The Old Rush: Marketing for Gold in the Age of	Made With: The Emerging Alternatives to	Only Connect: The Art of Corporate Storytelling
Aging	Western Brands: From Istanbul to Indonesia	
The Performance Triangle: Diagnostic Mentoring	It's Never OK to Kiss the Interviewer and	The Diagrams Books: 50 Ways to Solve any
to Manage Organizations and People for	other Secrets to Surviving, Thriving and High	Problem Visually
Superior Performance in Turbulent Times	Fiving at Work	
Corporate Reputation	Brands and Rousers: The Holistic System to	Beans of Wisdom: 7 Gifts for Great Leadership
	,	in Business and Life
	Careers	
Business is Beautiful: The Hard Art of Standing		The Commando Way: Extraordinary Business
Apart	Advertising	Execution
	China's New Leaders	Coaching Excellence: Best Practices in Business
The Art of Shopping		Codorning Excellence: Door i ractices in Daeineed
	China's New Leaders	Coaching
Copy Righter	The Challenger Spirit	-
		Coaching
		Coaching The Wisdom of Oz: The Road to Motivation,
Copy Righter	The Challenger Spirit	Coaching The Wisdom of Oz: The Road to Motivation, Courage and Talent
Copy Righter Doing Business Safely in China	The Challenger Spirit It's the People: What Really Drives Great Management and Leadership, Second Edition	Coaching The Wisdom of Oz: The Road to Motivation, Courage and Talent Coaching and Mentoring: Learning to Improve
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Advanced Negotiating Skills: Building Relationships and Lasting Deals	Benefiting from Diversity and Working Across Cultures: Successfully Combining Different People and Ideas	Building a High-Performing Team: Achieving the Benefits of Teamworking
Developing Audacity and Avoiding Mistakes: Instilling Confidence and a Bold, Adventurous Attitude	Developing Collaboration and Operating in a Matrix Management Structure: Ensuring Collective, Cooperative Management	Developing Motivation and Employee Engagement: Enabling People to Succeed
Developing Your Career and Succeeding at Interviews	Effective Negotiating: Achieving the Best Possible Outcomes	Ensuring Adaptability and Delivering Results: Focusing on Drive, Delivery and Performance
Influencing People, Handling Conflict and Being Assertive: Communicating Successfully	Leading Change: Moving Your Team in the Right Direction	Managing Talent and Succession Plans: Finding, Developing and Keeping Top Talent
Managing Time and Stress: Handling Pressure and Ensuring Adaptability	Entrepreneurial Decision-making: Getting the Right Things Right	Managing Business Risk: Avoiding Problems and Maximising Profitability
Problem Solving: Finding Creative Solutions	Scenario Planning: Understanding the Present, Preparing for the Future	Using Ratio Analysis: Understanding and Managing Performance Indicators
Acquisition Strategy: Making a Success of	Globalising Your Strategy: Developing Profitable	The Forces Changing Business: Social,
Business Acquisitions	International Operations	Economic and Commercial Factors at Work
Using Management Audits and SWOT Analysis: Focusing on Priorities	Benefiting From Information and Technology: Maximising Your IT Investments	Developing Your Business On-line: Making Technology Work
Managing Knowledge and Information: Building Your Intellectual Capital	Mastering Creativity and Innovation: Achieving the Innovator's Advantage	Building Customer Loyalty: Making Customer- focused Decisions
Brand Building: Developing a Distinctive, World- class Business Brand	Competing for Business: Surviving and thriving in competitive markets	Developing a Market Entry Strategy and Product Launch: Ensuring a Profitable Launch and Successful Future
Leading a Customer-Focused Organisation: Finding, Attracting and Retaining Business	Marketing and Market Planning: Increasing Revenues with Market Planning	Pricing: Managing an Essential Pillar of Profitability
Selling and Sales Techniques: Winning Profitable New Business	Relationship Management and Client Engagement: Delivering Sustained Sales Success	Boosting Profitability: Succeeding as a Profit- Driven Manager
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Surviving a Downturn: Leading in Adversity	Your Life: Your Key Business	Four-Leaf Clovers: How to Sow and Grow Values in Our Organizations
The Making of Dirt is Good: A Personal Journey of Brand Transformation	The Creative Society: How the Future Can Be Won	The Content Revolution: Communicate What You Stand for by Telling a Better Story
The Art & Craft of PR	Defying Doom: Leading Urgent Large-Scale Transformations	Outstanding Business English
Designpedia: 80 Tools for Realizing Your Ideas	Talent 3.0	The Passion Factor
Effective Presentation Skills: A Practical Guide to Better Speaking, Third Edition	The Character Triangle: Build Character, Have An Impact, And Inspire Others	The Character Triangle Companion: A 30-Day Kickstart to an Even Better YOU!
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Understanding and Managing Diversity: Manager and Employee Toolkit for an Inclusive Workplace	Lead: Like a Boss	The 9 Secrets to Time Mastery: How to Save at Least 1 Hour Every Day
Creative Business Thinking: Developing the Skills for Thinking Outside the Box	a Leader	Why Risk Management? Systems for Making Informed Financial Decisions
The Nonverbal Communicator: Command Authority without Saying a Word	The Goals Program: How to Stay Motivated, Volume III	The Gentle Art of Persuasion
3 Key Mindsets Essential to Being a Great Manager	LEAD Like A Boss	Speak on Your Feet
Finding Your Moxie: Myths and Lies Successful Women Kick to the Curb	Managing Time and Thriving Under Stress: Time Management Tools to Manage Stress on the Job	<b>3 3</b>
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Developing the Qualities of Success: How to Stay Motivated, Volume I	Managing Organizational Change: Tools to Help Your Team Through Change	Negotiating for Success: The Process and Tools for Win/Win
Extraordinary Leaders: The Secrets to Moving Beyond the Ordinary	Assertiveness Training: How to Get What You Want	Developing the Qualities of Success: How to Stay Motivated, Volume 1
Advanced Sales Survival Training	#HEALTHY: Rewiring the Brain for Healthy Weight Loss	Be Different: How to Be the Change in a Toxic Workplace



Put Anxiety to Rest: How to Relieve Anxiety and Rest Well	Ditch The Pitch: The Art of Improvised Persuasion	Fill Your Funnel: Selling with Social Media
Secrets to Life and Happiness	The Master Coach: Leading with Character, Building Connections, and Engaging in Extraordinary Conversations	The Real Mad Men of Sales: The Foundation of Modern Selling
Tom Hopkins on Selling	A Pawns Journey: Transforming Lives One Move at a Time	Driven to Succeed: From Poverty to Podium
Intentional Success: The Power of Entrepreneurship	The Power to Transform: Your New Future Awaits	A Pawns Journey: Transforming Lives One Move at a Time
Cinchology: Achieving BIG Breakthroughs, One Inch at a Time	Driven to Succeed: From Poverty to Podium	Intentional Success: The Power of Entrepreneurship
The Power to Transform: Your New Future Awaits	The Profit Pattern: The Top 10 Tools To Transform Your Business, Drive Performance, Empower Your People, Accelerate Productivity and Profitability	Relentless Success: 9-Point System for Major League Achievement
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Finding Your Moxie: Myths and Lies Successful Women Kick to the Curb	So, You're New to Sales	The Science of Change Management: The 7 Phases of Change & Breaking Through Resistance to Change
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How to Overcome Stress & Pressure: For a Happier and Healthier Life	How to Talk to Anybody, Anytime, Anywhere: 3 Steps to Make Instant Connections	Instant Rapport Building: The Psychology of Exceptional Customer Connections
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The 360 Degree Feedback Pocketbook	The Icebreakers Pocketbook	The Tackling Difficult Conversations Pocketbook
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The Presentations Pocketbook	The Empowerment Pocketbook	The Influencing Pocketbook
The Leadership Pocketbook	The Training Needs Analysis Pocketbook	The Career Transition Pocketbook



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The Working Relationships Pocketbook	Get Noticed Get Promoted	GUTS: Find Your Greatness, Beat the Odds, Live From Passion
The 7 Habits of Highly Effective People, Snapshot Edition	The Stephen R. Covey Interactive Reader: The 7 Habits of Highly Effective People, First Things First, and the Best of the Most Renowned Leadership Teacher of our Time	An Effective Life: Inspirational Philosophy from Dr. Covey's Life
A Time Conscious Life: Inspirational Philosophy from Dr. Covey's Life	Great Work Great Career: How to Create Your Ultimate Job and Make an Extraordinary Contribution	The 7 Habits of Highly Effective People, Snapshots Edition
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How to be Heard: Secrets for Powerful Speaking and Listening	Innovating Innovation: Leadership Tools to Make Revolutionary Change Happen for you and your Business	Closing the Sale: 5 Sales Skills for Achieving a Win-Win
On Leadership: Starting with Trust, An Interview: Interview with Stephen M. R. Covey on Starting with Trust	On Leadership: The Challenge of Execution, An Interview with Chris McChesney on The 4 Disciplines of Execution	The 7 Habits of Highly Effective People: 30th Anniversary Card Deck
Force of Habit: Unleash Your Power by Developing Great Habits	Management Mess to Leadership Success: 30 Challenges to Become the Leader You Would Follow	Purposeful Retirement: How to Bring Happiness and Meaning to Your Retirement
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E-Government in Asia: Enabling Public Service Innovation in the 21st Century	Keep'em Motivated: A Practical Guide to Motivating Employees	Hello, I Must Be Going: The Wallflower's Guide to Networking
I Need More Time!: Finding Time When You Think You've Got None	Surviving Office Politics: Succeeding in the Competitive Jungle	Win-Win Negotiations: Developing the Mindset, Skills and Behaviours of Win-Win Negotiators
E-mail Etiquette: A Fresh Look at Dealing Effectively with E-Mail, Developing Great Style, and Writing Clear, Concise Messages	Communication: Your Key to Success: Unlock the Secrets that will Increase Productivity and Propel You to a Brighter, More Fulfilling Future	Getting The Balance Right: Leading and Managing Well
100 Great Personal Impact Ideas	Effective Networking: How To Win In The Business Dating Game	100 Great Business Leaders
More Great Ideas a Day: 365 More Business Ideas for Each Day of the Year	100 More Great Leadership Ideas: From Successful Leaders And Managers Around The World	Presentation Magic! Achieving Outstanding Business Presentations Using The Rules of Magic
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You're Next! How One Company Changed the Way We Shop	Think Smart, Work Smarter: A Practical Guide to Solving Problems Faster, Making Better Decisions, and Improving Your Effectiveness Through Thinking Smarter	Your Quest To Reach The Top
The Starbucks Story: How the Brand Changed the World	The New Rules of Networking: The Essential Rules And Secrets To Modern Networking	New Job Survival Kit: 10 Steps to Surviving and Thriving in the First 100 Days of Your New Job
Risk Happens!: Managing Risk and Avoiding Failure In Business Projects	Play Your Brain: Adopt a Musical Mindset and Change Your Life and Career	The 100: Insights and Lessons from 100 of the Greatest Speakers and Speeches Ever Delivered, New Edition with 10 Extra Speeches
Career Crossroads: A Headhunter's Guide to Career Strategy	FUSE - Foresight-Driven Understanding, Strategy and Execution: Move the Future	100 Great Team Effectiveness Ideas
Turning Good Ideas Into Great Businesses	Leadership Conversations: 16 Leading Professionals Share the Secrets of Their Success	Career Conversations: 20 Leading Professionals Share the Secrets of Their Success
Digital Bank: Strategies to Launch or Become a Digital Bank	100 Great Coaching Ideas: From Leading Organisations around the World	Selling Skills for Complete Amateurs
100 Great Mindset Changing Ideas	100 Great Handling Rapid Change Ideas	The Power to Become: How I Changed My Own Destiny
Mindfulness Based Leadership: The Art of Being A Leader – Not Becoming One	The Executive Warrior: 40 Powerful Questions to Develop Mental Toughness for Career Success	Cold Calling for Chickens
Negotiating Skills for Virgins	Presentation Skills for Quivering Wrecks CBT Campus LLC	Sharkonomics 2: How to Attack and Defend Your Business in Today's Disruptive Digital Waters



Preparing for a Property Upturn: Trends and	Marbles, Mayhem and My Typewriter: The	Resolving Disputes: A Guide to the Options for
Pitfalls in Real Estate Investments	Unfadable Life of an Ordinary Man	Appropriate Dispute Resolution (ADR)
100 Great Leading Through Frustration Ideas	Emails Essentials: How to Write Effective Emails and Build Great Relationships One Message at a Time	5
The Trust Economy: Building Strong Networks and Realising Exponential Value in the Digital Age	The New Matrix Management	Project Management Essentials: A Quick and Easy Guide to the Most Important Concepts and Best Practices for Managing Your Projects Right, Third Edition
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Hard Goals: The Secret to Getting from Where You Are to Where You Want to Be		Likeable Business: Why Today's Consumers Demand More and How Leaders Can Deliver
Pitch Anything: An Innovative Method for Presenting, Persuading, and Winning the Deal	Reputation Rules: Strategies for Building Your Company's Most Valuable Asset	The Customer Experience Edge: Technology and Techniques for Delivering an Enduring, Profitable and Positive Experience to Your Customers
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Winning the Customer: Turn Consumers into Fans and Get Them to Spend More	Discover Your CEO Brand: Secrets to Embracing and Maximizing Your Unique Value as a Leader	Crucial Conversations: Tools for Talking When Stakes Are High, Second Edition
What Got You Here Won't Get You There in Sales: How Successful Salespeople Take it to the Next Level	20 Minutes to a Top Performer: Three Fast and Effective Conversations to Motivate Develop and Engage Your Employees	Coach Yourself to Win: Seven Steps to Breakthrough Performance on the Job and in Your Life
Everything I Know about Marketing I Learned From Google	Fearless Leadership: How to Overcome Behavioral Blind Spots and Transform Your Organization	Grown Up Digital: How the Net Generation is Changing Your World
Likeable Social Media: How to Delight Your Customers, Create an Irresistible Brand, and Be Generally Amazing on Facebook (And Other Social Networks)	Prescription for Excellence: Leadership Lessons for Creating a World-Class Customer Experience from UCLA Health System	Self-Promotion for Introverts: The Quiet Guide to Getting Ahead
The Drucker Lectures: Essential Lessons on Management Society and Economy	The Inspiring Leader: Unlocking the Secrets of How Extraordinary Leaders Motivate	The McKinsey Engagement: A Powerful Toolkit for More Efficient & Effective Team Problem Solving
The McKinsey Mind: Understanding and Implementing the Problem-Solving Tools and Management Techniques of the World's Top Strategic Consulting Firm	Think Better: An Innovator's Guide to Productive Thinking	Trust-Based Selling: Using Customer Focus and Collaboration to Build Long-Term Relationships
You Have Three Minutes!: Learn the Secret of the Pitch from Trump's Original Apprentice	Positioning: The Battle for Your Mind	The Articulate Executive: Learn to Look, Act, and Sound Like a Leader
What It Takes To Be Number #1: Vince Lombardi on Leadership	More Than a Pink Cadillac: Mary Kay Inc's 9 Leadership Keys to Success	Executive Charisma: Six Steps to Mastering the Art of Leadership
Winning Under Fire: Turn Stress into Success the U.S. Army Way	Speak Like a CEO: Secrets for Commanding Attention and Getting Results	The Starbucks Experience: 5 Principles for Turning Ordinary Into Extraordinary
The Disease to Please: Curing the People- Pleasing Syndrome	The Rumsfeld Way: Leadership Wisdom of a Battle-Hardened Maverick	The Winner's Way: A Proven Method for Achieving Your Personal Best in Any Situation
Sun Tzu Strategies for Selling: How to Use The Art of War to Build Lifelong Customer Relationships	Creative Memories: The 10 Timeless Principles Behind the Company that Pioneered the Scrapbooking Industry	The High Impact Leader: Authentic, Resilient Leadership that Gets Results
Succeed On Your Own Terms: Lessons from Top Achievers Around the World on Developing Your Unique Potential	The Power to Predict: How Real Time Businesses Anticipate Customer Needs, Create Opportunities, and Beat the Competition	Making Millions in Direct Sales: The 8 Essential Activities Direct Sales Managers Must Do Every Day to Build a Successful Team and Earn More Money
The Art of Talking to Anyone: Essential People Skills for Success in Any Situation	China Now: Doing Business in the World's Most Dynamic Market	The Six Sigma Way: How GE, Motorola, and Other Top Companies are Honing Their Performance
Brand Warfare: 10 Rules for Building the Killer Brand	What the Best CEOs Know: 7 Exceptional Leaders and Their Lessons for Transforming Any Business	The Extraordinary Leader: Turning Good Managers into Great Leaders



The Leadership Secrets of Colin Powell	The Toyota Way: 14 Management Principles	The Southwest Airlines Way: Using the Power of
	from the World's Greatest Manufacturer	Relationships to Achieve High Performance
	The Leadership Lessons of the U.S. Navy SEALs: Battle-Tested Strategies for Creating Successful Organizations and Inspiring Extraordinary Results	The Art and Discipline of Strategic Leadership
Career Warfare: 10 Rules for Building a Successful Personal Brand and Fighting to Keep It	The Marine Corps Way: Using Maneuver	CustomerCentric Selling
A Thousand Barrels a Second: The Coming Oil Break Point and the Challenges Facing an Energy Dependent World	Jack Welch & The G.E. Way: Management Insights and Leadership Secrets of the Legendary CEO	Make Winning a Habit: 20 Best Practices of the World's Greatest Sales Forces
Think Like Your Customer: A Winning Strategy to Maximize Sales by Understanding and Influencing How and Why Your Customers Buy	Tough Management: The 7 Winning Ways to Make Tough Decisions Easier, Deliver the Numbers, and Grow Business in Good Times and Bad	Crucial Confrontations: Tools for Resolving Broken Promises, Violated Expectations, and Bad Behavior
	The Apple Way: 12 Management Lessons from the World's Most Innovative Company	The McKinsey Edge: Success Principles from the World's Most Powerful Consulting Firm
Tough Things First: Leadership Lessons from Silicon Valley's Longest Serving CEO	Contagious Culture: Show Up, Set the Tone, and Intentionally Create an Organization that Thrives	Communication the Cleveland Clinic Way: How to Drive a Relationship-Centered Strategy for Exceptional Patient Experience
All the Leader You Can Be: The Science of Achieving Extraordinary Executive Presence	Innovation the Cleveland Clinic Way: Powering Transformation by Putting Ideas to Work	What Millennials Want from Work: How to Maximize Engagement in Today's Workforce
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	Communicate to Influence: How to Inspire Your Audience to Action	Does It Work? 10 Principles for Delivering True Business Value in Digital Marketing
The Oracle Way to Consulting: What it Takes to Become a World-Class Advisor	Think to Win: Unleashing the Power of Strategic Thinking	Unstoppable Confidence: How to Use the Power of NLP to Be More Dynamic and Successful
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Power Negotiating for Salespeople: Inside Secrets from a Master Negotiator	The Essential HR Handbook, Tenth Anniversary Edition	Never Go with Your Gut: How Pioneering Leaders Make the Best Decisions and Avoid Business Disasters
Lean Brands: Catch Customers, Drive Growth & Stand Out in All Markets	Evergreen Talent: A Guide to Hiring and Cultivating a Sustainable Workplace	Face Reading Plain & Simple: The Only Book You'll Ever Need
The Art of Breathing: The Secret to Living Mindfully	Inhale, Exhale, Repeat: A Mindfulness Handbook for Every Part of Your Day	Body Reading, Plain & Simple
Make the Most of Your Workday: Be More Productive, Engaged, and Satisfied as You Conquer the Chaos at Work	Negotiating With a Bully: Take Charge and Turn the Tables On People Trying to Push You Around	The Manager's Answer Book: Powerful Tools to Build Trust and Teams, Maximize Your Impact and Influence, and Respond to Challenges
1,001 Ways to Engage Employees: Help People do Better what they do Best	Fearless Growth: The New Rules to Stay Competitive, Foster Innovation, and Dominate Your Markets	The Conflict Resolution Phrase Book: 2,000+ Phrases for Any HR Professional, Manag er, Business Owner, or Anyone Who Has to Deal With Difficult Workplace Situations
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Problem Solved: A Powerful System for Making Complex Decisions with Confidence and Conviction	Reinventing Yourself: How to Become the Person You've Always Wanted to Be, 20th Anniversary Edition	The Big Book of HR, Revised and Updated Edition
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90% of Your HR Problems and Dramatically	The Workplace Engagement Solution: Find a Common Mission, Vision, and Purpose With All of Today's Employees	Secrets of Power Negotiating: Inside Secrets From a Master Negotiator, 15th Anniversary Edition
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