

Dering_Library

ID	Title	Author	Category
	Creating Your Future: A Guide to Personal Goal	Ford, George A./Lippitt, Gordon L.	
1	Setting Pathfinder, The: A Guide to Career Decision Making	Ellis, Lee	Career Development
2	Plateau-ing Trap, The: How to Avoid it in Your Career and in Your Life	Bardwick, Judith M. Kise, Jane A.	Career Development
3	LifeKeys: Discovering Who You Are, Why You're Here and What You Do Best	David/Hirsh, Sandra	Career Development
4	Know Your Mind: Nine Tests That Tell You What You Do Best	Greene, James/Lewis, David	Career Development
5	Practical Manual for Job-Hunters & Career Changers: 1985 What Color is Your Parachute? Job Search: The Complete Manual for Jobseekers	Bolles, Richard Nelson	Career Development
6	Moving Up: Proven Strategies for Career Success	Rust, H. Lee	Career Development
7	Iacocca: An Credibility: How Leaders Gain and Lose It, Why People Demand It	Mrkvicka, Edward F. Jr.	Career Development
8	Becoming A Person Of Influence	Iacocca, Lee	Career Development
9	Influence How To Win Friends and Influence People	Kouzes, James M./Posner, Barry Z.	Change
10	Managing In A Time of Great Change	Maxwell, John C./Dornan, Jim	Change
11	Organizational Transitions: Managing Complex Change	Carnegie, Dale	Change
12	Individual Commitment and Organizational Change	Drucker, Peter F. Beckhard, Richard/Harris, Reuben T.	Change
13	Mastering Change Management	Boyd, Charles	Change
14	Managing At The Speed of Change: How Resilient Managers Succeed and Prosper Where Others Fail	Chang, Richard Y.	Change
15	Flexibility Factor, The	Conner, Daryl R. Wonder, Jacquelyn/Donovan, Priscilla	Change
16	Age of Unreason, The	Handy, Charles	Change
17	Real Time Strategic	Jacobs, Robert W.	Change
18	Beyond The Quick Fix	Kilmann, Ralph H.	Change
19	Managing Beyond The Quick Fix	Kilmann, Ralph H.	Change
20	Thriving On Chaos	Peters, Tom	Change
21	Change Masters, The: Innovation for Productivity in the	Kanter, Rosabeth Moss	Change

Dering_Library

Quantum Leaps: 7 Skills		
25 for Workplace ReCreation	Shelton, Charlotte	Change
Renewal Factor, The: How		
The Best Get and Keep The	Waterman, Robert H.	
26 Competitive Edge	Jr.	Change
Aftershock: Helping	Woodward,	
People Through Corporate	Harry/Buchholz,	
27 Change	Steve	Change
How To Prepare, Stage &		
Deliver Winning		Communication and
28 Presentations	Leech, Thomas	Presentations
Power of Eloquence, The:		
Magic Key to Success in		Communication and
29 Public Speaking	Montalbo, Thomas	Presentations
Complete Audio and Visual	Peake,	
Guide for Teachers &	Jacquelyn/Petersen,	Communication and
30 Media Specialists	Carol Ann Tarter	Presentations
Presentations Kit, The:		Communication and
31 10 Steps for Selling Your	Wilder, Claudyne	Presentations
Communicate with		Communication and
32 Confidence	Booher, Dianna	Presentations
	Eigen, Lewis	
Manage's Book of	D./Siegel, Jonathan	Communication and
33 Quotations, The	P.	Presentations
Speaker's Lifetime	Spinrad, Leanord &	Communication and
34 Library	Thelma	Presentations
Speaker's Library of		
Business Stories,		Communication and
35 Anecdotes and Humor	Griffith, Joe	Presentations
Leadership Development	National	
Guide: Taking Leadership	Association for	
36 in Hand	Community	Community
Community Trusteeship	National	
Manual: Taking	Association for	
37 Leadership to Heart	Community	Community
	Coalition for	
Community Indicators: An	Healthier Cities	
38 Inventory	and Communities	Community
Community Indicators:	Tyler Norris	
39 Handbook	Associates	Community
Apple 2: A Guide for		
Implementing Community		
Health Improvement	Institute for	
40 Programs	Healthy Communities	Community
Collaborative Leadership:		
How Citizens and Civic		
Leaders Can Make a	Chrislip, David	
41 Difference	D./Larson, Carl E.	Community
	Bellah, Robert	
	N./Madsen/Sullivan/	
42 Habits of the Heart	Swidler/Tipton	Community
	Bellah, Robert	
	N./Madsen/Sullivan/	
43 Good Society, The	Swidler/Tipton	Community
Building Coalitions in		
44 the Human Services	Dluhy, Milan J.	Community
45 Call of Service, The	Coles, Robert	Community

Dering_Library

	Henton, Douglas/Melville, John/Walesh, Kimberly	Community
46	Grassroots Leaders for a New Economy Community Building: Renewing Spirit &	
47	Learning in Business Building the	Gozdz, Kazimierz Schindler-Rainman, Community
48	Collaborative Community Building Communities From	Eva/Lippitt, Ronald Kretzmann, John Community
49	the Inside Out Community Building: What	P./McKnight, John Wilder Foundation, Community
50	Makes it Work? Together We Can: A Guide for Crafting a Profamily System of Education and	Amherst H. Community
51	Human Services	Melaville, Atelia I./Blank, Martin J. Community
52	Community Capitalism Collaboration Handbook: Creating, Sustaining, and	Taub, Richard P. Community
53	Enjoying the Journey Future Search: An Action Guide to Finding Common Ground in Organizations	Wilder Foundation, Amherst H. Community
54	and Communities	Weisbord, Marvin R./Janoff, Sandra Community
55	Discovering Common Ground Graywolf Annual Ten, The:	Weisbord, Marvin R. Community
56	Changing Community Reinventing Education Entrepreneurships in	Walker, Scott Community
57	America's Public Schools Thank You for Being Such	Gerstner, Louis V. Jr Community
58	a Pain Negotiation Sourcebook, The	Rosen, Mark I. Ph. D. Asherman, Ira G./Asherman, Sandra Vance Blake, Robert Conflict Resolution and Negotiation
59	Solving Costly Organizational Conflicts Constructive Conflict	R./Mouton, Jane Srygley Conflict Resolution and Negotiation
60	Management Getting to Yes: Negotiating Agreement	Crawley, John Conflict Resolution and Negotiation
61	Without Giving In *2ND Getting to Yes: Negotiating Agreement	Fisher, Roger/Ury, William Conflict Resolution and Negotiation
62	Without Giving In *1ST Getting Together: Building a Relationship	Fisher, Roger/Ury, William Conflict Resolution and Negotiation
63	That Gets to Yes Tribal Warfare in	Fisher, Roger/Brown, Scott Conflict Resolution and Negotiation
64	Organizations	Neuhauser, Peg C. Negotiation
65	Netiquette Fifth Discipline	Shea, Virginia Senge, Peter/Ross/Smith/Ro Community
66	Fieldbook, The	berts/Kleiner Contemporary
67		

Dering_Library

	Flight of the Buffalo: Soaring to Excellence,	Belasco, James	
68	Learning to Let Employees Soaring with the Phoenix: Renewing the Vision,	A./Stayer, Ralph C. Belasco, James	Contemporary
69	Reviving the Spirit... Stewardship: Choosing	A./Stead, Jerre	Contemporary
70	Service Over Self- Closing of the American	Block, Peter	Contemporary
71	Mind, The Stirring of the Soul in	Bloom, Allan	Contemporary
72	the Workplace, The	Briskin, Alan	Contemporary
73	Future Perfect	Davis, Stanley	Contemporary
74	New Realities, The	Drucker, Peter E.	Contemporary
75	Growing a Business Godel, Escher, Bach: An	Hawken, Paul Hofstadter, Douglas	Contemporary
76	Eternal Golden Braid Metamagical Themas: Questing for the Essence	R. Hofstadter, Douglas	Contemporary
77	of Mind and Pattern Fast Forward: How to Win a Lot More Business in a	R. LeBoeuf, Michael	Contemporary
78	Lot Less Time Trend Watching: How the Media Create Trends and How to be the First to	PH. D. Merriam, John	Contemporary
79	Uncover Them When the Giants Learn to	E./Makower, Joel Kanter, Rosabeth	Contemporary
80	Dance Megatrends: Ten New Directions Transforming	Moss	Contemporary
81	Our Lives	Naisbitt, John	Contemporary
82	Circle of Innovation, The	Peters, Tom	Contemporary
83	Thriving on Chaos (PPB) Tom Peters Seminar (Two	Peters, Tom	Contemporary
84	Copies) Vision: How Leaders Develop It, Share It, and	Peters, Tom	Contemporary
85	Sustain It Creating a New	Quigley, Joseph V. Toffler,	Contemporary
86	Civilization	Alvin/Toffler,	Contemporary
87	Heart Aroused, The Business Planning Guide,	Whyte, David	Contemporary
88	The	Bangs, David H. Jr Capodagli,	Corporate Strategy
89	Disney Way, The	Bill/Jackson, Lynn Capodagli,	Corporate Strategy
90	Disney Way Fieldbook, The	Bill/Jackson, Lynn Connors, Roger/Smith,	Corporate Strategy
91	Oz Principle, The	Tom/Hickman, Craig	Corporate Strategy
	Before It's Too Late: Employee Involvement...An		
92	Idea Whose Time Has Come Competing For The Future	Grazier, Peter B. Hamel,	Corporate Strategy
93	(PPB)	Gary/Prahalad, C.K.	Corporate Strategy

Dering_Library

94	Competing For The Future	Hamel, Gary/Prahalad, C.K.	Corporate Strategy
95	Abilene Paradox, The Techniques of Financial Analysis	Harvey, Jerry B.	Corporate Strategy
96	301 Ways to Have Fun at Work	Helfert, Erich A. Hemsath, Dave/Yerkes, Leslie	Corporate Strategy
97	Power of Business		
98	Rapport, The	Brooks, Michael Dr.	Corporate Strategy
99	Why Firms Succeed	Kay, John	Corporate Strategy
##	Incorporating Your Ten Steps to a Learning Organization	Kirk, John Kline, Peter/Saunders, Bernard	Corporate Strategy
##	Advertising Procedure	Kleppner, Otto	Corporate Strategy
##	Working Naturally What They Don't Teach You at Harvard Business Competitive Advantage	Leider, Richard J. McCormack, Mark H.	Corporate Strategy
##	Through People Company Policy & Personnel Workbook, A	Pfeffer, Jeffery Ramey, Ardella/Sniffen, Carl R. J.	Corporate Strategy
##	Good Company: Caring as Fiercely as You Compete Fifth Principle, The	Rosenbluth, Hal F./Peters, Diane McFerrin Senge, Peter M.	Corporate Strategy
##	Profit Patterns	Slywotzky, Adrian J./Morrison, David	Corporate Strategy
##	Transformational Learning New Positioning, The	Tobin, Daniel R. Trout, Jack/Rivkin, Steve Waterman, Robert H. Jr	Corporate Strategy
##	Renewal Factor, The Handbook of Creative Learning Exercises	Engel, Herbert M.	Creativity
##	Practice of Creativity, Creativity in Business Kick in the Seat of the Pants, A	Prince, George M. Ray, Michael/Myers, Rochelle	Creativity
##	Whack on the Side of the Head, A Creativity in Business (PPB)	von Oech, Roger von Oech, Roger Ray, Michael/Myers, Rochelle	Creativity
##	Crisis Management: Planning for the When It Hits the Fan: Managing the Nine Crises of Business	Fink, Steven Meyers, Gerald C./Holusha, John	Crisis Management
##	Organizational Culture and Leadership	Schein, Edgar H. Deal, Terrance E./Kennedy, Allen	Culture
##	Corporate Cultures At America's Service Service Advantage, The: How to Indentify and Fulfill Customer Needs	Albrecht, Karl Albreacht, Karl/Bradford, Lawrence J.	Customer Service

Dering_Library

Service America! Doing Business in the New	Albrecht, Karl/Zemke, Ron	Customer Service
## Economy	Albrecht, Karl	Customer Service
## Service Within Satisfying Internal	Chang, Richard	
## Customers First!	Y./Kelly, P. Keith	Customer Service
## Keep The Customer Managing to Keep the	Desatnick, Robert	Customer Service
## Customer Measuring Customer	Desatnick, Robert L.	Customer Service
## Satisfaction	Gerson, Richard F. PH. D.	Customer Service
## Internal Service Creating a Customer-	Hays, Richard D.	Customer Service
## Centered Culture	Lawton, Robin L. Milakovich, Michael	Customer Service
## Improving Service Quality Distinguish Yourself Through Distinguished	E.	Customer Service
## Customer Service	Take Charge Consultants Wexler, Phillips	Customer Service
Quest for Service	S./Adams,	
## Quality, The	Bill/Bohn, Emil PH. Whiteley,	Customer Service
## Customer Centered Growth	Richard/Hessan Diane	Customer Service
## Service Wisdom Diversity Activities and	Zemke, Ron/Bell, Chip R.	Customer Service
## Training Designs	O'Mara, Julie Thomas, R.	Diversity
## Beyond Race and Gender Healing the Downsized	Roosevelt Jr. Ambrose, Delorese	Diversity
## Organization Healing the Downsized Organization: What Every Employee Needs to Know About Today's New	Ed. D.	Downsizing
## Workplace	Ambrose, Delorese Ed. D Knowdell, Richard L./Branstead,	Downsizing
From Downsizing to	Elizabeth/Moravec, Milan	Downsizing
## Recovery	Noer, David M.	Downsizing
## Healing the Wounds	Bellman, Geoffrey	Facilitation and
## Consultant's Calling, The	Block, Peter	Facilitation and
## Flawless Consulting Internal Consulting for	Gilley, Jerry	Facilitation and
## HRD Professionals Faultless Facilitation:	W./Coffern, Amy J.	Consulting
## A Resource Guide for Group and Team Leaders	Hart, Lois B. Ed. D.	Facilitation and Consulting
## How to Succeed as an Independent Consultant	Holtz, Herman	Facilitation and Consulting
## Facilitator's Toolkit Ten Commandments for	Kearny, Lynn	Facilitation and Communication and
## Public Speakers	Gladis, Stephen D. Dance, Frank E. X./Dance, Carol C.	Presentations Communication and Presentations
## Public Speaking	Zak	Presentations

Dering_Library

Humanistic Education	Read, Donald	Facilitation and
## Sourcebook	A./Simon, Sidney B.	Consulting
## Intervention Skills	Reddy, W. Brendan	Facilitation and
	Robinson, Dana	
Performance Consulting:	Gaines/Robinson,	Facilitation and
## Moving Beyond Training	James C.	Consulting
	Schaeffer,	
Publish and Flourish: A	Garry/Alessandra,	Facilitation and
## Consultant's Guide	Tony Dr.	Consulting
## High Impact Consulting	Schaffer, Robert H.	Facilitation and
Consulting: The Complete		Facilitation and
## Guide to a Profitable	Kelley, Robert E.	Consulting
Contract and Fee-setting		
Guide for Consultants &		Facilitation and
## Professionals	Shenson, Howard L.	Consulting
## Shenson on Consulting	Shenson, Howard L.	Facilitation and
Zapp! The Lightning of	Byham, William C.	
## Empowerment	PH. D.	Empowerment
## Empowered Manager, The	Block, Peter	EMP
Empowerment in	Vogt, Judith	
## Organizations	F./Murrell, Kenneth	EMP
Handbook of Human		
## Resource Development	Nadler, Leonard	EMP
Ethics, The Heart of		
## Leadership	Ciulla, Joanne B.	Ethics
Defining Moments: When		
Managers Must Choose		
Between Right and Wrong	Badaracco, Joseph	
## (Two Copies)	L. Jr	Ethics
	Madsen, Peter PH.	
Essentials of Business	D./Shafritz, Jay M.	
## Ethics (Two Copies)	PH. D	Ethics
Good, the Bad, and Your		
## Business, The	Seglin, Jeffrey L.	Ethics
Good Intentions Aside: A		
## Manager's Guide to		
Resolving Ethical	Nash, Laura L.	Ethics
Work Ethic, The: How to		
Profit From the Changing		
Values of the New Work	Ludeman, Kate PH.	
## Force	D.	Ethics
## Trustworthy Government	Carnevale, David G.	Government
Effective Public Manager,		
## The	Cohen, Steven	Government
Tools for Innovators:		
Creative Strategies for	Cohen,	
Managing Public Sector	Steven/Eimicke,	
## Organizations	William	Government
Total Quality Management	Cohen,	
## in Government	Steven/Brand,	Government
Public Personnel		
Management and Public		
## Policy	Dresang, Dennis L.	Government
How to Get Started		
Implementing Total		
## Quality Management	Federal Quality	Government
How to Get Started	Institute	
## Appendix A	Federal Quality	Government
	Institute	

Dering_Library

Lessons Learned From High-Performing Organizations	Federal Quality Institute	Government
## in the Federal Government Employee Involvement and Quality Management in the Federal Government	Federal Quality Institute	Government
## Education and Training for Total Quality Management in the Federal Government	Federal Quality Institute	Government
## Positive Outcome: Raising the Bar on Government Reinvention	Gaebler, Ted	Government
## Problem-Oriented Policing Organization Theory for Public Administration	Goldstein, Herman Harmon, Michael	Government
## Managing for Benchmarking for Best Practices in the Public Sector (Two Copies)	M./Mayer, Richard Kearns, Kevin P. Keehley, Patricia/Medlin, Steven/MacBride, Sue	Government
## Continual Improvement in Government: Tools and Methods	Joseph M. Koehler, Jerry W./Pankowski,	Government
## Quality Government: Designing, Developing and Implementing TQM	Joseph M. Koehler, Jerry W./Pankowski,	Government
## Teams in Government	Joseph M. League of Women Voters of Pennsylvania	Government
## Key to the Keystone State: Pennsylvania Public Administration Challenges, Choices, Consequences	Levine, Charles H./Peters, B. Guy/Thompson, Frank J.	Government
## Seamless Government: A Practical Guide to Re-Engineering in the Public Sector	Linden, Russell M.	Government
## Managing the Public's Business	Lynn, Laurence E. Jr	Government
## Total Quality Management Initiatives in State Governments	New York State Governor's Office of Employee	Government
## Banishing Bureaucracy: The Five Strategies for Reinventing Government	Osborne, Dave/Plastrik, Peter	Government
## Reinventing Government (Two Copies)	Osborne, David/Gaebler, Ted	Government
## Creating High-Performance Government Organizations	Popovich, Mark G.	Government
## Human Resources Management for Public and Nonprofit Organizations	Pynes, Joan E.	Government
## Classics of Public Administration	Shafritz, Jay M./Hyde, Albert C.	Government

Dering_Library

Improving the Accountability and ## Performance of Government Job Evaluation and Pay Administration in the	Staats, Elmer B./Miles/Mansfield/ Fisher/Neustadt	Government
## Public Sector Critical Issues in Public	Suskin, Harold	Government
## Personnel Policy Measuring Up: Governing's Guide to Performance Measurement	Sylvia, Ronald D.	Government
## for Geniuses (and Other ## New Realities, The	Walters, Jonathan Drucker, Peter F.	Government Government
Managing Quality: A Guide to System-Wide Performance Management in	Katz, Jacqueline/Green, Eleanor	Healthcare
## Health Care Managing Outcomes, Process, and Cost in a ## Managed Care Environment	Kirk, Roey	Healthcare
Service Quality Improvement: The Customer Satisfaction	Leebov, Wendy Ed.D./Scott, Gail	Healthcare
## Strategy for Health Care Team-Based Health Care Organizations Blueprint	MA Manion, Jo/Lorimer, William/Leander, William	Healthcare Healthcare
## for Success Continuous Quality Improvement in Health Care: Theory, ## Implementation, and Models for HRD Practice: The Research Report, Models, Practitioner's	McLaughlin, Curtis P./Kaluzny, Arnold D. American Society for Training and Development	Healthcare Healthcare Human Resources Development
## Guide, Manager's Guide ASTD Models for Human Performance Improvement: Roles, Competencies, and ## Outputs Human Resource Development Quarterly	Rothwell, William J. American Society for Training and Development	Human Resources Development Human Resources Development Human Resources Development
## Volumes 1/1 - 2/4 ## New Mager Six-Pack, The Relationship Strategies	Mager, Robert F. American Media Incorporated	Human Resources Development Interpersonal
## Course Material Guide Communication and Interpersonal Relations: ## Text and Cases People Puzzle, The: Understanding Yourself	Haney PhD., William Massey, Morris	Interpersonal Interpersonal
## and Others Leadership: The Journey Inward * Revised and ## Updated Leadership: The Journey ## Inward	Ambrose Ed.D., Delorese Ambrose Ed.D., Delorese	Leadership Leadership

Dering_Library

Love and Profit: The Art ## of Caring Leadership	Autry, James A.	Leadership
Leaders: The Strategies ## for Taking Charge	Bennis, Warren/Nanus, Burt	Leadership
Leaders: The Strategies ## for Taking Charge	Bennis, Warren/Nanus, Burt	Leadership
Learning to Lead: A ## Workbook On Becoming A	Bennis, Warren/Goldsmith,	
## Leader	Joan	Leadership
## On Becoming A Leader	Bennis, Warren	Leadership
Bennis On Leadership *Video-cassette and ## workbook	Bennis, Warren	Leadership
Why Leaders Can't Lead: The Unconscious Conspiracy ## Continues	Bennis, Warren	Leadership
Making A Difference: Twelve Qualities That ## Make You A Leader	Murray-Bethel, Sheila Blanchard, Ph.D., Kenneth/Zigarmi, Ed.D., Patricia/Zigarmi,	Leadership
Leadership and the One ## Minute Manager	Ed.D. Drea	Leadership
Language of Leadership, ## The	CarolSELLI, Dr. Marlene Clark, Kenneth	Leadership
## Measures of Leadership	E./Clark, Miriam B.	Leadership
Influence without ## Authority	Cohen, Allan R./Bradford, David	Leadership
Principle-Centered ## Leadership	Covey, Stephen R.	Leadership
Leadership Strategies for ## Organizational	Cribbin, James J.	Leadership
Smart Moves for People In ## Charge	Deep, Sam/Sussman, Lyle	Leadership
## Leadership is an Art	DePree, Max	Leadership
## Leadership Jazz	DePree, Max	Leadership
## On Leadership	Gardner, John W.	Leadership
Making A Leadership ## Change	North Gilmore, Thomas Hallet,	Leadership
Encyclopedia of ## Entrepreneurs	Anthony/Hallett, Diane	Leadership
Expanding Leadership ## Impact	Kehoe, Kevin R. Kouzes, James	Leadership
## Leadership Challenge, The	M./Posner, Barry Z.	Leadership
## Power of Followership, The	Kelley, Robert	Leadership
## Leadership/Followship	Lee, Mark	Leadership
Connective Edge, The: Leading in an Independent ## World	Lipman-Blumen, Jean	Leadership
Why Work: Motivating and ## Leading the New	Maccoby, Michael Manz, Charles	Leadership
## Super-Leadership	C./Sims Jr., Henry	Leadership

Understanding Leadership:
 Fresh Perspectives on the
 Essentials of New

Testament Leadership Marshall, Tom Leadership
 High Flyers: Developing McCall Jr., Morgan
 ## the Next Generation of W. Leadership
 McCall,
 Lessons of Experience, Morgan/Lombardo,
 ## The Michael/Morrison Leadership
 Why Jenny Can't Lead:
 Understanding The Male Melia, Jinx/Lyttle,
 ## Dominant System Pauline Leadership
 Passion For Excellence, Peters, Tom/Austin,
 ## A: The Leadership Nancy Leadership
 Essence of Leadership,
 The: Strategy,
 ## Innovation, and Robert, Michel Leadership
 Taking Charge: Making
 ## The Right Choices Smith, Perry M. Leadership
 Leadership: A Collection Safire,
 of Hundreds of Great and William/Safir,
 ## Inspirational Quotations Leonard Leadership
 Moral Leadership:
 Getting To The Heart of Sergiovanni, Thomas
 ## School Improvement J. Leadership
 Transformational Leader, Tichy,
 ## The Noel/Devanna, Mary Leadership
 Leadership and the New Wheatley, Margaret
 ## Science J. Leadership
 Future of Leadership, White,
 The: Riding the Corporate Randall/Hodgson,
 ## Rapids into the 21st Philip/Crainer, Leadership
 Badaracco Jr.,
 Leadership and the Quest Joseph/Ellsworth,
 ## for Integrity Richard Leadership
 21ST Century Leadership: McFarland, Lynne
 Dialogues with 100 Top Joy/Senn,
 ## Leaders Larry/Childress, Leadership
 ## Dilbert Principle, The Adams, Scott Management
 Academy of Management
 ## Review Volume 19, Number 3 Management
 ## Management in Small Doses Ackoff, Russell Management
 Successful Management by
 Objectives: An Action Albrecht PH. D,
 ## Manual Karl Management
 Asman,
 Best of the Manager's David/Meyerson,
 ## Journal, The Adam Management
 ## Augustine's Laws Augustine, Norman Management
 ## Danger in the Comfort Bardwick, Judith M. Management
 Managing the New Work
 Force: The Challenge of Cooper, Cary
 ## Dual-Income Families L./Lewis, Suzan Management
 Teaching the Elephant to
 Dance: The Manager's
 Guide to Empowering Belasco, Ph.
 ## Change D/James A. Management

Dering_Library

Organizing Genius: The Secrets of Creative ## Collaboration	Biederman, Patricia Ward	Management
## One Minute Manager, The Social Style/Management Style: Developing Productive Work	Blanchard, Ph. D, Kenneth/Johnson, MD, Spencer	Management
## Relationships	Bolton, Robert/Bolton, Dorothy Grover	Management
## Managing for Excellence Modern Management & ## Machiavelli	Bradford, David/Cohen, Allan	Management
Management Process, The: ## Cases and Readings Manager's Book of Lists, ## The	Buskirk, Richard H Carroll, Jr., Stephen/Paine, Frank/Miner, John	Management
## Managing in Turbulent Times	Deep, Sam/Sussman, Lyle	Management
## 21ST Century Manager: Meeting the Challenges and Opportunities of the ## New Corporate Age ## Managing	Drucker, Peter F.	Management
## A Better Place to Work Executive Success: ## Making It in Management Executive Dilemma, The: Handling People Problems ## at Work	Gardiner, Gareth S. Geneen, Harold Haasen, Adolf/Shea, Gordon Harvard Business Review	Management Management Management Management
## Strategic Management	Harvard Business Review Harvard Business Review	Management Management
## walk awhile in MY shoes Mind of a Manager, Soul ## of a Leader Becoming a Manager: ## Mastery of a New Identity Manager's Short Course, ## The	Harvey, Eric/Ventura, Steve Hickman, Craig	Management Management
## Managing The Equity Factor...or "After All I've ## Done for You..." Effective Supervisor's ## Handbook, The	Hill, Linda A. Holton, Bil and Cher Huseman PH. D., Richard/Hatfield PH. D., John	Management Management Management Management
## Getting Results! The Secret to Motivating ## Yourself and Others Educating Managers: Executive Effectiveness ## Through Liberal Learning	Imundo, Louis V. LeBoeuf, Ph. D., Michael Johnston Jr. , Joseph/and Associates Kepner, Charles/Tregoe,	Management Management Management Management
## New Rational Manager, The	Benjamin	Management

Dering_Library

An Introduction to ## Management	Litterer, Joseph	Management
## Manage More By Doing Less Strategy of the Dolphin: Scoring A Win In A	Loen, Raymond Lynch,	Management
## Chaotic World	Dudley/Kordis, Paul	Management
## Essentials of Management Fast Forward MBA in	Massie, Joseph	Management
## Business, The	O'Brien, Virginia Oncken, Jr.,	Management
## Managing Management Time Successful Manager's	William	Management
## Handbook	Personnel Decisions	Management
## Before It's Too Late	Grazier, Peter	Management
## Management Business @ The Speed of	Drucker, Peter F.	Management
## Thought Dave Says...Well Done!:	Gates, Bill	Management
The Common Guy's Guide To		
## Everyday Success	Thomas, Dave	Management
Zapp! The Lightning of	Byham Ph.D, William	
## Empowerment	w/Jeff Cox	Management
## California Management Review	Haas School of Business	Management
Productive Workplaces: Organizing and Managing for Dignity, Meaning, and		
## Community managing as a performing art: New Ideas for a	Weisbord, Marvin	Management
## Chaotic Change 101 of the Greatest Ideas	Vaill, Peter B.	Management
## in Management	Uris, Auren	Management
Learning to Manage Technical Professionals:		
## Crossing The Swamp	Stein, Richard	Management
## Intuitive Manager, The	Rowan, Roy	Management
## Executive Essentials Winning Management	Posner, Mitchell Peters,	Management
Stategies for the Real	Tom/Townsend,	
## World	Robert Withers,	Management
## Marketing Your Service	Jean/Vipperman, Carol	Marketing
Marketing Your Service		
## Business	Jean/Vipperman, Carol	Marketing
hands on marketing for		
## the busy growing business Guerilla Marketing	Rees, Colin	Marketing
Weapons: 100 Affordable Marketing Methods for		
Maximizing Profits From	Levinson, Jay	
## Your Small	Conrad	Marketing
## Selling The Invisible	Beckwith, Harry	Marketing

Dering_Library

Keeping Score: Using the
Right Metrics to Drive

World Class Performance Brown, Mark Graham Measurement
How To Measure Managerial

Performance Sloma, Richard Measurement
To Meet or Not To Meet Anderson, Karen Meetings
Chang,

Meetings That Work! Richard/Kehoe, Meetings
Comprehensive Guide to Nadler,
Successful Conferences Leonard/Nadler,
and Meetings Zeace Meetings
Guide to Successful

Meeting Planning, A Weissinger, Suzanne Meetings
Beyond the Myths and Stewart

Magic of Mentoring Murray, Margo Mentoring
Buono,

Human Side of Mergers and

Acquisitions Anthony/Bowditch, Mergers
James

Merging Your CPA Firm Gallagher, Robert Mergers
Managing The Merger: Mirvis,

Making It Work Philip/Marks, Mergers
God's Gifted People Harbaugh, Gary Myers Briggs Type
True To Type Jeffries, William Myers Briggs Type
Please Understand Me: Keirse,

Types David/Bates, Myers Briggs Type
Character & Temperment Marilyn Indicator

Type Talk *Or How to

Personality Type and Determine Your Kroeger, Myers Briggs Type
Otto/Thuesen, Janet Indicator

Type Talk At Work Kroeger, Myers Briggs Type
Otto/Thuesen, Janet Indicator

Do What You Are Tieger, Paul/Barron-Myers Briggs Type
MBTI Team Building Tieger, Barbara Indicator
Myers Briggs Type

Program Krebs Hirsh, Sandra Indicator

Managing The Nonprofit

Organization: Principles Nonprofit Organizations
and Boards
and Practices Drucker, Peter F. Nonprofit Organizations
Leadership Papers: and Boards

Volumes 3,4,5,6,7,8,10,11 Independent Sector
Beyond Strategic

Planning: How to Involve Nonprofit Organizations
Nonprofit Boards in and Boards

Growth and Change NCNB Nonprofit Organizations
and Boards
Hodgkinson,

Future of the Nonprofit

Sector, The Virginia/Lyman, Nonprofit Organizations
and Boards
Richard

Board Member's Guide to Nonprofit Organizations
and Boards

Strategic Planning Howe, Fisher
Something Ventured,
Something Gained:

Business Development Nonprofit Organizations
Guide for Nonprofit and Boards
Organizations Landy, Laura Nonprofit Organizations
and Boards

Raising of Money, The Lord, James Gregory and Boards

Dering_Library

	National Assembly of National	
Study in Excellence, A: Management in the	Voluntary Health and Social Welfare	Nonprofit Organizations and Boards
## Nonprofit Human Services NCNB Governance Series	Organizations	Nonprofit Organizations and Boards
## Booklets: Volumes 1, 3 - Nonprofit Mergers: The	NCNB	Nonprofit Organizations and Boards
## Board's Responsibility to Consider the Unthinkable	NCNB	Nonprofit Organizations and Boards
## Board Member's Book, The Board Member's Book, The	O'Connell, Brian	Nonprofit Organizations and Boards
## (Second Edition) (2 Third America, The: The	O'Connell, Brian	Nonprofit Organizations and Boards
## Emergence of the Nonprofit Sector in the	O'Neill, Michael	Nonprofit Organizations and Boards
## 10 Minutes to Better Board Meetings	Holmgren, Norah	Nonprofit Organizations and Boards
## Power and Purpose of Vision, The: Study of the Role of Vision in		Nonprofit Organizations and Boards
## Exemplary Organizations Developing a Mission	Broholm, Richard	Nonprofit Organizations and Boards
## Statement	Thomas, George B.	Nonprofit Organizations and Boards
## Building Board Diversity Governing, Leading, and	Rutledge, Jennifer Young/Hollister/Hod	Nonprofit Organizations and Boards
## Managing Nonprofit Organizations	gkinson & Associates	Nonprofit Organizations and Boards
## Complete Guide to Nonprofit Management, The	Smith, Bucklin & Associates	Nonprofit Organizations and Boards
## Basic Principles of Policy Governance	Carver, John/Mayhew- Carver, Miriam American Society of Assoc.	Nonprofit Organizations and Boards
## Principles of Association Management	Executives/Chamber of Commerce of the US	Nonprofit Organizations and Boards
## Creating and Implementing Your Strategic Plan	Bryson, John/Alston, Farnum	Nonprofit Organizations and Boards
## Strategic Planning Workbook for Nonprofit Organizations	Amherst H. Wilder Foundation	Nonprofit Organizations and Boards
## Organizational Transitions: Managing Complex Change	Beckhard, Richard/Harris, Rueben	Organizational Theory and Design
## Modern Approaches to Understanding and Managing Organizations	Bolman, Lee/Deal, Terrence	Organizational Theory and Design
## Diagnosing Organizational Culture (3 Manuals)	Harrison, Roger/Stokes, Herb Huse,	Organizational Theory and Design
## Organization Development and Change	Edgar/Cummings, Thomas	Organizational Theory and Design
## Human Side of Organizations, The	Kossen, Stan	Organizational Theory and Design

Dering_Library

Organizational Surveys: Tools for Assessment and		Organizational Theory and
## Change	Kraut, Allen	Design
Classics of Organization	Shafritz, Jay/Ott,	Organizational Theory and
## Theory	J. Steven	Design
Contemporary Organization		
Development: Current		Organizational Theory and
## Thinking and Applications	ASTD	Design
Crazy Times Call for		Organizational Theory and
## Crazy Organizations	Peters, Tom	Design
## Performance Management	Bacal, Robert	Performance Management
	Blake,	
Productivity: The Human	Robert/Srygley	
## Side	Mouton, Jane	Performance Management
Performance Management		
## Workbook	Brennan, E. James	Performance Management
Maximum Performance		
Management: How to		
manage and compensate		
people to meet world		
## competition.	Boyett Ph.D.,	
## Exemplar, The	Joseph/Conn, Henry	Performance Management
Working with Emotional	Carkhuff	Performance Management
## Intelligence		
Competency-Based	Goleman, Daniel	Performance Management
Performance Improvement:		
A Strategy for		
## Organizational Change	Dubois, Ph. D.,	
"Do It My Way or You're	David	Performance Management
## Fired!"		
Why Employees Don't Do	Ewing, David	Performance Management
What They're Supposed To		
## Do and What To Do About	Fournies, Ferdinand	Performance Management
Personnel Management:		
Reaching Organizational		
## and Human Goals	Yaney, Joseph	Performance Management
On-The-Job Orientation		
## and Training	Smalley, Larry	Performance Management
New Pay, The: Linking	Schuster,	
## Organizational	Jay/Zingheim,	
	Patricia	Performance Management
	Schneier,	
Performance Management	Craig/Beatty,	
## Sourcebook, The	Richard/Baird,	Performance Management
Improving Performance:		
How to Manage the White		
Space on the Organization	Rummler,	
## Chart	Geary/Brache, Alan	Performance Management
High Performance		
Enterprise, The:		
Reinventing the People	Neusch,	
## Side of Your Business	Donna/Siebenaler,	
	Alan	Performance Management
	Mohrman,	
Designing Performance	Allan/Resnick-West,	
## Appraisal Systems	Susan/Lawler,	
Coaching For Commitment	Edward	Performance Management
## CSI: Self		
	Kinlaw, Dennis	Performance Management

Coaching For Commitment: Managerial Strategies for Obtaining Superior		
## Performance Coaching Through	Kinlaw, Dennis	Performance Management
## Effective Feedback	Jerome, Paul	Performance Management
## Counseling at the Readings in Personnel Management	Hill, Norman	Performance Management
## Personal Excellence: Where Achievement and Fulfillment Meet	Greenlaw	Performance Management
## 7 Habits Of Highly Effective People, The Hidden Agenda, The: Recognizing What Really Matters at Work	Blanchard, Kenneth	Personal Strategies
## Resilience: Discovering A New Strength At Times Of Stress	Covey, Stephen	Personal Strategies
## Creating Your Future: Personal Strategic Planning for	Elfrey, Priscilla	Personal Strategies
## Intrapreneuring	Flach, M. D., Frederic	Personal Strategies
## How To Work A Room	Morrisey, George L.	Personal Strategies
## Being The Best Intuition Workbook: An Expert's Guide to Unlocking the Wisdom of Your Subconscious Mind	Pinchot lll,	Personal Strategies
## Thinking Manager's Toolbox, The: Effective Processes for Problem Solving & Decision Making	Roane, Susan	Personal Strategies
## 76 Ideas for Better Problem Solving and Decision Making Meetings	Waitley, Denis	Personal Strategies
## Show Me: The Complete Guide to Storyboarding and Problem Solving	Emery, Dr. Marcia	Problem Solving and Decision Making
## Smart Choices: A Practical Guide to Making Better Decisions	Altier, William J.	Problem Solving and Decision Making
## 101 Creative Problem Solving Techniques	Cook, Charles	Problem Solving and Decision Making
## "Yes" or "No": The Guide to Better Decisions	Forsha, Harry	Problem Solving and Decision Making
## Identifying and Solving Problems: a system approach	Hammond/Keeney/Raifa	Problem Solving and Decision Making
## Problem Analysis and Decision Making	Higgins, James M.	Problem Solving and Decision Making
## Risk Taking: A Guide for Decision Makers	Johnson, M. D., Spencer	Problem Solving and Decision Making
## Breaking Through: Creative Problem Solving	Kaufman, Roger	Problem Solving and Decision Making
## Using Six Successful	Tregoe/Kepner	Problem Solving and Decision Making
	Kindler, Ph. D., Herbert	Problem Solving and Decision Making
	Logsdon, Tom	Problem Solving and Decision Making

Dering_Library

Decision Traps: The Ten Barriers To Brilliant Decision-Making and How ## To Overcome Them	Russo, Edward/Schoemaker, Paul	Problem Solving and Decision Making Problem Solving and Decision Making
## Transformation Thinking Putting Quality Circles	Wycoff, Joyce	
## To Work Managing the Total	Barra, Ralph	Quality
## Quality Transformation Why TQM Fails and What To ## Do About It	Berry, Thomas H. Brown/Hitchcock/Wil lard	Quality Quality
Total Quality Transformations: A Resource Guide for Implementing Total ## Quality Training	Caroselli, Dr. Marlene	Quality
## Quality Improvement ## Series Volume 1 - Volume ## Implementing TQM	Chang, Richard Jablonski, Joseph	Quality Quality
## Mapping Work Processes Making Quality Happen: How Training Can Turn Strategy Into Real ## Improvement	Galloway, Dianne Cocheu, Ted	Quality Quality
ASQC Total Quality ## Management Series	Johnson, Richard Lindsay, William/Petrick, Joseph	Quality Quality
## Total Quality and Organization Development Continuous Improvement and Measurement for Total ## Quality	Kinlaw, Dennis	Quality
In Search of Excellence: Lessons From America's ## Best-Run Companies	Peters, Thomas/Waterman, Jr., Robert	Quality
## Quality Is Free: The Art ## of Making Quality Certain	Crosby, Philip	Quality
Whats, Whys, and Hows of ## Quality	Miller, George/Krumm, LaRue Ryan,	Quality
Driving Fear Out of the ## Workplace	Kathleen/Oestreich, Danial Sashkin,	Quality
Putting Total Quality ## Management to Work Using Customer Data for Continuous Quality	Marshall/Kiser, Kenneth	Quality
## Improvement Knowing How Your Customers Define Quality ## and How You Measure Up	CESER	Quality
Leading A Successful ## Cultural Transformation Criteria for Performance	CESER	Quality
## Excellence ## Quality Toolbox, The	Baldrige Tague, Nancy	Quality Quality

Total Quality Management: Strategies and Techniques	George,	
Proven at Today's Most	Stephen/Weimerskirch,	
## Successful Companies	h, Arnold	Quality
Quality Improvement Handbook, The: Team Guide to Tools and		
## Techniques	Swanson, Roger	Quality
	Bennis,	
Reinventing Through	Warren/Mische,	
## Reengineering	Michael	Reengineering
Reengineering Management, The Mandate for New		
## Leadership	Champy, James	Reengineering
Organizational Transformation and		
## Process Reengineering	Edosomwan, Dr.	Reengineering
Transforming the	Johnson	
## Organization	Gouillart,	Reengineering
Process Reengineering in	Francis/Kelly,	
## Actions	Chang, Richard	Reengineering
Reengineering the	Hammer,	
## Corporation, A Manifesto	Michael/Champy,	Reengineering
for Business Revolution	James	Reengineering
## Beyond Reengineering	Hammer, Michael	Reengineering
	Hammer,	
Reengineering Revolution,	Michael/Stanton,	
## The	Steven	Reengineering
	Naisbitt,	
Re-inventing the	John/Aburdene	
## Corporation	Patricia	Reengineering
Reward and Recognition Process in Total Quality		
## Management, The	Knouse, Stephen	Rewards
Power, How to Get It, How		
## to Use It	Korda, Michael	Rewards
## Success	Korda, Michael	Rewards
1001 Ways to Reward		
## Employees	Nelson, Bob	Rewards
## Northbound Train, The	Albrecht, Karl	Strategic Planning
Mastering the Politics of		
## Planning	Benveniste, Guy	Strategic Planning
Built to Last, Successful Habits of Visionary		
## Companies	Collins,	Strategic Planning
	James/Porras, Jerry	
Sustaining High	Haines,	
## Performance	Stephen/McCoy,	Strategic Planning
	Katie	
	Nolan,	
Plan or Die! 10 Keys to	Ph.D/Goodstein,	
## Organizational Success	Ph.D/Pfeiffer,	Strategic Planning
Strategic Planning		
## Workshop, The	Rothwell, William	Strategic Planning
	Nolan,	
Applied Strategic	Ph.D/Goodstein,	
## Planning	Ph.D/Pfeiffer,	Strategic Planning
## Strategic Planning	Steiner, George	Strategic Planning

Dering_Library

Vision in Action, Putting	Tregoe/Zimmerman/Sm	
## a Winning Strategy to	ith/Tobia/Peters	Strategic Planning
## Building A Dynamic Team	Chang, Richard	Teams
	Chang,	
Measuring Team	Richard/Bloom,	
## Performance	Audrey/Bader,	Teams
## Success Through Teamwork	Chang, Richard	Teams
Succeeding As A Self-	Chang,	
## Managed Team	Richard/Curtin,	Teams
Improving Work Groups, A		
Practical Manual for Team	Francis,	
## Building	Dave/Young, Don	Teams
Succeeding As A Self-	Harper, Bob/Harper,	
## Directed Work Team	Ann	Teams
	Hitchcock,	
Why Teams Can Fail and	Darcy/Willard,	
## What To Do About It	Marsha	Teams
Re-Creating Teams During		
## Transitions (2)	Jerome, Paul	Teams
	Katzenbach,	
## Wisdom of Teams, The (2)	Jon/Smith, Douglas	Teams
Team Decision-Making		
## Techniques	Kelly, P. Keith	Teams
Joining Together: Group	Johnson,	
## Theory and Group Skills	David/Johnson,	Teams
## Effective Team Building	MetaSkills	Teams
Structured Approach for		
Developing a Clear	MetaSkills	
## Purpose (2)	Consulting	Teams
	Mohrman,	
	Susan/Cohen,	
Designing Team-Based	Susan/Mohrman,	
## Organizations	Allan	Teams
17 Essential Qualities of		
## a Team Player, The	Maxwell, John	Teams
	Mohrman,	
Designing and Leading	Susan/Mohrman,	
## Team-Based Organizations	Allan	Teams
Evaluating Team		
## Performance	TeamView/360'	Teams
## Team Traps	Rayner, Steven	Teams
Team Building:	Reddy, W.	
Blueprints for	Brendan/Jamison	
## Productivity and	Kaleel	Teams
Why Teams Don't Work:	Robbins,	
what went wrong and how	Harvey/Finley,	
## to make it right	Michael	Teams
## Team Handbook, The	Scholtes, Peter	Teams
How to Meet, Think, and		
## Work to Consensus	Tagliere, Daniel	Teams
Performance Partnership,	Take Charge	
## The	Consultants	Teams
Skill-Building for Self-	Harper, Bob/Harper,	
## Directed Team Members	Ann	Teams
Team Building Tool Kit,	Harrington-Mackin,	
## The	Deborah	Teams
## Teaming for Improvement	Stieber Ph. D.,	Teams

Dering_Library

Inside Teams: How 20 World-Class Organizations Are Winning Through	Wellins, Richard/Byham, William/Dixon, George	Teams
## Teamwork Teamwork: Involving People in Quality and	Aubrey, ll, Charles/Felkins, Patricia	Teams
## Productivity Improvement Team Building Issues and		Teams
## Alternatives Time Dynamics: Making	Dyer, William G.	Teams
## Time Work For You Organized Executive, The: New Ways to Manage Time,	US Jaycees	Time Management
## Paper, and People Time Trap, The: How to	Winston, Stephanie	Time Management
## Get More Done in Less Organize Your Office! Simple Routines for	Mackenzie, R. Alec	Time Management
## Managing Your Workspace	Eisenberg, Ronni/Kelly, Kate	Time Management
## Getting Things Done	Bliss, Edwin	Time Management
## Doing It Now	Bliss, Edwin	Time Management
	Douglass, Merrill/Douglass, Donna	Time Management
## Time Management for Teams Training For Profit: A Guide to the Integration		Time Management
## of Training in an Creating High-Impact	Darling, Philip	Training and Development
## Training	Chang, Richard	Training and Development
ASTD Training & ## Development Handbook, The	Craig, Robert	Training and Development
ASTD Training & ## Development Handbook, The (2nd Edition)	Craig, Robert	Training and Development
Employee Training: Its ## Changing Role and An Analysis of New Data	ASTD	Training and Development
## Training To Meet The Technology Challenge	Bentley, Trevor	Training and Development
## Make Your Training Results Last	Bader, Gloria/Bloom,	Training and Development
## Info-line Guide to Training Evaluation	ASTD	Training and Development
## Mapping A Winning Training Approach	Wilson, Joe B.	Training and Development
## Measuring The Impact of Training	Wade, Pamela A.	Training and Development
## Producing High-Impact Learning Tools	Wade, Pamela A.	Training and Development
## Applying Successful Training Techniques	Wilson, Joe B.	Training and Development
## Identifying Targeted Training Needs	Sparhawk, Sally	Training and Development
## Reengineering the Training Function: How to Align Training with	Shandler, Ph. D., Donald	Training and Development
## the New Corporate Agenda		Training and Development

Dering_Library

Future Training: A Roadmap for Restructuring		
## the Training Function Corporate Universities: Lessons in Building A	Pepitone, James	Training and Development
## World-Class Work Force	Meister, Jeanne	Training and Development
## Winning Trainer, The	Eitington, Julius	Training and Development
## Terrific Training Trainer's Questionnaire Kit: 21 Simple Feedback Questionnaires to Inspire	Frank, Darlene	Training and Development
## Learning	Honey, Peter Fisher,	Training and Development
## Establishing the Value of Training	Sharon/Ruffino, Barbara Wanous/Duncan/Warne r/Langford	Training and Development
## College Typewriting Encyclopedia of Word and ## Phrase Origins	Hendrickson, Robert	Writing
## Style Guide for Business and Technical	Covey, Franklin	Writing
## A History of the English Language	Baugh, Albert/Cable,	Writing
## Roots of English, The	Claiborne, Robert McCrum, Robert/Cran,	Writing
## Story of English, The	William/MacNeil, Dittrick,	Writing
## No Uncertain Terms Write to the Top:	Mark/Kender-	Writing
## Writing for Corporate it pays to increase your	Dumaine, Deborah	Writing
## Word Power	Funk, Peter Hopper, Vincent/Gale, Cedric/Foote, Ronald/Griffith,	Writing
## Essentials of English	Benjamin Howard, Ph. D., V.	Writing
## Thinking On Paper Random House Handbook of ## Business Terms	A./Barton, M. A., Nisberg, Jay	Writing
## Thanks For The Memos!	Feldman, Michael	Writing
## American English	Marckwardt, Albert Nurnberg,	Writing
## How To Build a Better Vocabulary	Maxwell/Rosenblum, Morris	Writing
## Webster's Thesaurus Test Your Cultural	Webster Zahler,	Writing
## Literacy	Diane/Zahler, Kathy	Writing
## English Verb Conjugations Complete Rhyming	Hopper, Vincent	Writing
## Dictionary, The	Wood, Clement	Writing
## Structure of English, The Elements of Style, The	Newby, Michael Strunk, Jr.,	Writing
## (2) Handbook of Technical	William/White, E. Alred,	Writing
## Writing	Gerald/Brusaw,	Writing

Dering_Library

## Writing Effective Use Style: Ten Lessons in	Cockburn, Alistair	Writing
## Clarity and Grace Elements of Style, The (Fourth Edition)	Williams, Joseph M. Strunk, Jr., William/White, E.	Writing Writing
## Style Toward Clarity and Grace Handbook of Good English,	Williams, Joseph	Writing
## The Practical English Usage	Johnson, Edward	Writing
## There's A Word For It! A Grandiloquent Guide to	Swan, Michael Elster, Charles	Writing Writing
## There Is No Zoo in Zoology and Other Beastly Mispronunciations	Harrington Elster, Charles Harrington	Writing Writing
## When The Canary Stops Singing: Women's Perspectives on Transforming Business	Barrentine, Pat	Women's Issues
When Women Work Together, Using Our Strengths to ## Overcome Our Challenges Conversations with	Duff, Carolyn	Women's Issues
## Uncommon Women Execution: The ## Discipline of Getting Flawless Consulting	Wymard, Ellie Bossidy, Larry	Women's Issues Time Management Facilitation and Consulting
## Fieldbook ## Answer to How is Yes, The ## How the Mind Works	Block, Peter Block, Peter Pinker, Steven Kaplan,	Empowerment Creativity
## Balanced Scorecard, The Strategy-Focused ## Organization, The First, Break All the ## Rules ## Jump Start Your Brain Who Says Elephants Can't Dance? Inside IBM's	Robert/Norton, Kaplan, Robert/Norton, Buckingham, Marcus/Coffman, Hall, Doug Gerstner Jr., Louis V.	Strategic Planning Strategic Planning Management Creativity Management
## Historic Turnaround Good to Great: Why Some Companies Make the ## Leap...and Others Don't Giving and Receiving Feedback: Building	Collins, Jim	Contemporary Communication and Presentations
## Constructive Feedback Toolkit:16 Tools for Better Communication ## in the Workplace Art of Giving & Receiving	Hathaway, Patti Maurer, Rick Poertner, Shirley/ Massetti-Miller,	Communication and Presentations Communication and Presentations
## Feedback, The Heart of Change, The: Real-Life Stories of How ## People Change Their	Potter, John P./Cohen, Dan S.	Change

Beyond the Wall of
Resistance:
Unconventional Strategies
that Build Support for Maurer, Rick Change
Buckingham,
Now, Discover Your Marcus/Clifton,
Strengths Donald O. Management
Kofman, Fred/Senge,
Peter/Kanter,
Rosabeth
Learning Organizations Moss/Handy, Charles Management
Do it Now! Break the
Knaus, William J.
Procrastination Habit Dr. Personal Strategies
Procrastinators Handbook,
The. Mastering the Art of
Doing it Now Emmett, Rita Personal Strategies