LEARNING AND ORGANIZATIONAL DEVELOPMENT

Library Listing By Author(s)

SUBJECT	TITLE	AUTHOR(S)
Personal Development	Getting Things Done: The Art of Stress- Free Productivity	Allen, David
Leadership Development	50 One-Minute Tips for Retaining Employees	Axzo Press
Personal Development	Working Smarter from Home	Axzo Press
Customer Service	The NOW Revolution	Baer, Jay and Naslund, Amber
Professional Development	The Administrative Assistant	Bailey-Hughes, Brenda
Leadership Development	How Remarkable Women Lead	Barsh, Joanna and Cranston, Susie
Professional Development	A Practical Guide to Technical Reports and Presentations for Scientists, Engineers, and Students	Bary-Khan, Pauline; Hildinger, Elizabeth and Hildinger, Erik
Personal Development	Stress Control	Bell, Steve
Team Development	Extraordinary Groups: How Ordinary Teams Achieve Amazing Results	Bellman, Geoffrey M. and Ryan, Kathleen
Legal Issues	Sexual Harassment: What You Need to Know	Benton-Powers, Susan and Patterson, Lee T.
Business Processes	Organizational Coaching: Building Relationships and Programs That Drive Results	Bianco-Mathis, Virginia
Personal Development	True Colors	Birkman, Roger
Personal Development	Going for the Gold: Winning the Gold Medal for Financial Independence	Bissett, Lesley D., CFP
Business Processes	It Starts With One Changing Individuals Changes Organizations	Black, Stewart J. and Gregersen, Hal B.
Leadership Development	Leadership and the One Minute Manager	Blanchard, Ken
Leadership Development	The One Minute Manager Builds High Performing Teams	Blanchard, Ken
Leadership Development	The Secret: What Good Leaders Know and Do	Blanchard, Ken
Communication	50 One-Minute Tips to Better Communication, Revised Edition	Bozek, Phil
Personal Development	Emotional Intelligence 2.0	Bradberry, Travis and Greaves, Jean
Business Processes	The Success Case Method: Find Out Quickly What's Working and What's Not	Brinkerhoff, Robert O.
Leadership Development	The New Supervisor, 3rd edition	Broadwell, Martin M.
Communication	Better Business Writing, Fourth Edition	Brock, Susan L.

Communication	Writing Business Proposals and Reports + CBT	Brock, Susan L.
Leadership Development	First Break All the Rules: What the World's Greatest Managers Do Differently	Buckingham, Marcus
Professional Development	Go Put Your Strengths to Work: 6 Powerful Steps to Achieve Outstanding Performance	Buckingham, Marcus and Coffman, Curt
Communication	Communication Skills for Project Managers	Campbell, Michael
Customer Service	The Big Book of Customer Service Training Games	Carlaw, Peggy and Demig, Vasudha Kathleen
Facilitation	Training Design Basics	Carliner, Saul
Professional Development	The Questions of Tenure	Chait, Richard P.
Leadership Development	Your First Thirty Days, Revised Edition	Chapman, Elwood N.
Business Processes	The Innovative University: Changing the DNA of Higher Education from the Inside Out	Christensen, Clayton M.; Eyring, Henry J.
Business Processes	The Innovator's Dillemma: The Revolutionary Book That Will Change The Way You Do Business	Christensen, Clayton M.; Eyring, Henry J.
Business Processes	Good to Great: Why Some Companies Make the Leap and Others Don't	Collins, Jim
Business Processes	Good to Great and the Social Sectors	Collins, Jim
Leadership Development	The Talent Masters: Why Smart Leaders Put People Before Numbers	Conalty, Bill; Charan, Ram
Professional Development	Professional Image	Cooper, Ann A.
Leadership Development	Enlightened Power: How Women are Transforming the Practice of Leadership	Coughlin, Lin
Personal Development	The 7 Habits of Highly Effective People	Covey, Stephen R.
Personal Development	The 8th Habit: From Effectiveness to Greatness	Covey, Stephen R.
Diversity	Creating the Multicultural Organization: A Strategy for Capturing the Power of Diversity	Cox Jr., Taylor
Business Processes	The Heart of Coaching: Using Transformational Coaching to Create a High-Performance Culture	Crane, Thomas G.
Business Processes	The McGraw-Hill 36-Hour Course to Business Writing & Communication, 2nd edition	Davis, Kenneth W.
Professional Development	Business Etiquette & Professionalism, Revised Edition + CBT	DuPont, M. Kay
Team Development	The Fieldbook of Team Interventions	Eggleton, C. Harry and Rice, Judy C.
Legal Issues	The Essential Guide to Handling Workplace Harrasment and Discrimination	Engel, Deborah C.
Mentoring	Power Mentoring: How Successful Mentors and Protégés Get the Most Out of Their Relationships	Ensher, Ellen A.

Personal Development	Pay to Prosper	Ericson, Richard N.
Business Processes	Creating a Tipping Point: Strategic Resources In Higher Education	Evans, Alvin; Chun, Edna
Professional Development	Love 'Em or Lose 'Em	Evans, Kaye and Jordan
Professional Development	Never Eat Alone And Other Secrets To Success, One Relationship At A Time	Ferrazzi, Keith; Raz, Rahl
Leadership Development	Delegation Skills for Leaders Plus CBT	Finch, Lloyd and Maddux, Robert B.
Communication	Getting to Yes: Negotiating Agreement Without Giving In	Fisher, Roger and Ury, William
Leadership Development	Behavior-Based Interviewing	Fitzwater, Terry L.
Business Processes	Understanding Organizational Change	Fossum, Lynn B.
Facilitation	Training Yearbook	Frantzreb, Richard B.
Communication	Writer's Manual: A Student Resource for Improving Writing	Fry, Edward and Sakley, Elizabeth
Leadership Development	Going to the Top	Gallagher, Carol
Business Processes	Workforce Wake-Up Call: Your Workforce Is Changing, Are You?	Gandossy; Tucker; Verma
Leadership Development	Herding Cats: Being advice to aspiring academic and research leaders	Garrett, Geoff and Davies, Graeme
Business Processes	Closing The Engagement Gap: How Great Companies Unlock Employee Potential For Superior Results	Gebauer, Julie; Lowman, Don; Gordon, Joanne
Customer Service	Beyond Customer Service, Revised Edition	Gersen, Richard F.
Professional Development	Blink: The Power of Thinking Without Thinking	Gladwell, Malcolm
Professional Development	The Tipping Point: How Little Things Can Make a Big Difference	Gladwell, Malcolm
Leadership Development	The Carrot Principle	Gostick, Adrian and Elton, Chester
Personal Development	The Interpersonal Communication Skills Workshop	Guilar, Joshua D.
Personal Development	Discovering Your Purpose	Haley, Ivy
Business Processes	What Matters now: How to Win in a World of Relentless Change, Ferocious Competition and Unstoppable Innovation	Hamel, Gary
Leadership Development	The High-Impact Middle Manager: Powerful Strategies to Thrive in the Middle	Hanebery, Lisa
Diversity	Leading Across Differences Casebook	Hannum, Kelly, McFeeters, Belinda B., and Booysen, Lize
Personal Development	Better Choices	Hargrove, Faye

Team Development	Skill-Building for Self-Directed Team Members	Harper, Ann and Bob
Team Development	Team Barriers	Harper, Ann and Bob
Professional Development	Business Etiquette for the New Workplace	Harvard Business School
Communication	Harvard Business Essentials Guide to Negotiation	Harvard Business School
Mentoring	Power, Influence, and Persuasion: Sell Your Ideas and Make Things Happen (Harvard Business Essentials)	Harvard Business School
Professional Development	Managing Upward	Hathaway, Patti and Schubert, Susan D.
Personal Development	A Legacy of Heart and Mind: Emory Since 1836	Hauk, Gary S.
Personal Development	Where Courageous Inquiry Leads: The Emerging Life of Emory University	Hauk, Gary S. and King, Sally Wolff
Meeting Effectiveness	Meeting Skills for Leaders, Third Edition	Haynes, Marion E.
Business Processes	Project Management, Third Edition	Haynes, Marion E.
Leadership Development	Stepping Up to Supervisor, Revised Edition	Haynes, Marion E.
Personal Development	Time Management	Haynes, Marion E.
Personal Development	Instructors Guide to Time Management, Third Edition	Haynes, Marion E. (based on her book *Time Management, 3rd Edition*)
Communication	Made to Stick: Why Some Ideas Survive and Others Die	Heath, Chip & Dan
Leadership Development	Leadership Without Easy Answers	Heifetz, Ronald A.
Leadership Development	The Practice of Adaptive Leadership: Tools and Tactics for Changing Your Organization and the World	Heifetz, Ronald; Grashow, Alexander; Linsky, Marty
Communication	Communication Basics	Jennings, Judy and Maloak, Linda
Business Processes	Taking Control of Time & Priorities: Organizing Your Work & Life (CD's)	Jones, Dawn
Personal Development	Physics of the Future	Kaku, Michio
Business Processes	Physics of the Future: How Science Will Shape Human Destiny And Our Daily Lives By The Year 2100	Kaku, Michio
Team Development	The Wisdom of Teams: Creating the High-Performance Organization	Katzenbach, Jon R.
Communication	Graphics for Presenters	Kearny, Lynn
Business Processes	A Sense of Urgency	Kotter, John P.
Leadership Development	Credibility: How Leaders Gain and Lose it, Why People Demand It	Kouzes, James M. and Posner, Barry Z.

Leadership Development	Encouraging the Heart: A Leader's Guide to Rewarding and Recognizing Others	Kouzes, James M. and Posner, Barry Z.
Leadership Development	The Leadership Challege Activity Book	Kouzes, James M. and Posner, Barry Z.
Leadership Development	The Leadership Challenge	Kouzes; Posner
Team Development	When Teams Work Best: 6000 Team Members and Leaders Tell What It Takes To Succeed	LaFasto, Frank; Larson, Carl
Diversity	When Generations Collide: Who They Are. Why They Clash. How to Solve the Generational Puzzle at Work	Lancaster, Lynne C. and Stillman, David
Leadership Development	Stepping Up: A Road Map for New Supervisors	Lane, Miki; Shanken, Wendy; Malkin, Marilynne and Cavendish, Dennis
Diversity	Recruiting, Retaining and Promoting Culturally Different Employees	Laroche, Lionel
Leadership Development	Becoming the Evidence-Based Manager	Latham, Gary P.
Meeting Effectiveness	Death by Meeting: A Leadership Fable... About Solving the Most Painful Problem in Business	Lencioni, Patrick M.
Team Development	Overcoming the Five Dysfunctions of a Team	Lencioni, Patrick M.
Leadership Development	Silos, Politics and Turf Wars: A Leadership Fable About Destroying the Barriers That Turn Colleagues Into Competitors	Lencioni, Patrick M.
Leadership Development	The Five Dysfunctions of a Team: A Leadership Fable	Lencioni, Patrick M.
Leadership Development	The Four Obsessions of an Extraordinary Executive: A Leadership Fable	Lencioni, Patrick M.
Professional Development	The Three Signs of a Miserable Job: A Fable for Managers (And Their Employees)	Lencioni, Patrick M.
Communication	The Pin Drop Principle: Captivate, Influence and Communicate Better Using the Time-Tested Methods of Professional Performers	Lewis, David; Mills, G. Riley
Professional Development	For Your Improvement: A Development and Coaching Guide	Lombardo, Michael M. and Eichinger, Robert W.
Leadership Development	Quick Emotional Intelligence Activities for Busy Managers	Lynn, Adele B.
Leadership Development	The EQ Difference	Lynn, Adele B.
Communication	Technical Presentation Skills, Revised Edition	Mandel, Steve
Professional Development	Professionalism in the Office, Revised Edition	Manning, Marilyn
Leadership Development	Leadership Skills for Women, Revised Edition	Manning, Marilyn and Haddock, Patricia

Business Processes	Office Management, Revised Edition	Manning, Marilyn and Haddock, Patricia
Leadership Development	Developing The Leader Within You	Maxwell, John C.
Communication	Everyone Communicates, Few Connect	Maxwell, John C.
Leadership Development	Leadership Gold: Lessons I've Learned from a Lifetime of Leading (Available on CD-ROM)	Maxwell, John C.
Personal Development	Put Your Dream To The Test	Maxwell, John C.
Personal Development	The 15 Invaluable Laws of Growth	Maxwell, John C.
Team Development	The 17 Essential Qualities of a Team Player: Becoming the Kind of Person Every Team Wants	Maxwell, John C.
Team Development	The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team *(Also on CD- ROM)*	Maxwell, John C.
Leadership Development	The 21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You *(Also on CD-ROM)*	Maxwell, John C.
Leadership Development	The 360 Degree Leader Deluxe Audio Edition: Developing Your Influence from Anywhere in the Organization *(Also on CD-ROM)*	Maxwell, John C.
Leadership Development	The 5 Levels of Leadership	Maxwell, John C.
Facilitation	Facilitation Basics	McCain, Donald V. and Tobey, Deborah
Personal Development	Organized for Success!	McGraw, Nanci
Business Processes	The 2020 Workplace: How Innovative Companies Attract, Develop and Keep Tomorrow's Employees Today	Meister, Jeanne C.; Willyerd, Karie
Leadership Development	Creating Value Through People: Discussions With Talent Leaders	Mercer
Professional Development	The Profession and Practice of Adult Education	Merriam, Sharon and Brackett, Ralph
Personal Development	QRQ - The Question Behind the Question	Miller, John G.
Leadership Development	Preventing Workplace Violence	Miner, Marianne
Leadership Development	Supervising for Success	Moglia, Tony
Personal Development	Never Check E-mail in the Morning…And Other Unexpected Strategies for Making Your Work Life Work	Morgenstern, Julie
Diversity	Kiss, Bow and Shake Hands	Morrison, Terri
Leadership Development	1501 Ways to Reward Employees	Nelson, Bob
Team Development	Team Games for Trainers	Nilson, Carolyn
Facilitation	The AMA Trainers' Activity Book	Nilson, Carolyn

Personal Development	The Audacity of Hope	Obama, Barack
Mentoring	The Man and The Mentor	O'Neal, William
Legal Issues	What Every Manager Needs to Know About Sexual Harrasment	Orloy, Darlene and Roumell, Michael T.
Business Processes	The New American Workplace	O'Toole, James; Lawler, Edward E.
Leadership Development	Leadership Can Be Taught: A Bold Approach for a Complex World	Parks, Sharon Daloz
Business Processes	Benchmarking Basics	Patterson, James
Personal Development	Change Anything: The Science of Personal Success	Patterson, Kerry; Grenny, Joseph; Maxfield, David; McMillan, Ron and Switzler, Al
Communication	Crucial Confrontations: Tools for Resolving Broken Promises, Violated Expectations and Bad Behavior (available on CD-ROM)	Patterson, Kerry; Grenny, Joseph; Maxfield, David; McMillan, Ron and Switzler, Al
Communication	Crucial Conversations: Tools for Talking When Stakes are High (available on CD-ROM)	Patterson, Kerry; Grenny, Joseph; Maxfield, David; McMillan, Ron and Switzler, Al
Personal Development	Influencer: The Power to Change Anything	Patterson, Kerry; Grenny, Joseph; Maxfield, David; McMillan, Ron and Switzler, Al
Personal Development	A Chance in the World	Pemberton, Steve
Communication	The Art and Science of Communication: Tools for Effective Communication in the Workforce	Perkins, P.S.
Leadership Development	Successful Manager's Handbook, 7th edition	Personnel Decisions International
Organizational Development	A Handbook of Structured Experiences for Human Relations Training, Volume IV	Pfeiffer, J. William and Jones, John E.
Organizational Development	A Handbook of Structured Experiences for Human Relations Training, Volume VII	Pfeiffer, J. William and Jones, John E.

Professional Development	Handbook of Structured Experiences for Human Relations Training, *Volume IV and Volume VII*	Pfieffer, J. William and Jones, John E.
Facilitation	ASTD Handbook of Measuring & Evaluating Training	Phillips, Patricia Pulliam
Legal Issues	The Workplace Violence Handbook	Philpott, Don and Grimme, Don
Personal Development	Drive: The Surprising Truth About What Motivates Us	Pink, Daniel H.
Team Development	Rapid Team Deployment: Building High Performing Project Teams	Pokras, Sandy
Communication	Business Communication Style Guide	Poley, Michelle Fairfield and Crocker, Dusty
Communication	Lifescripts: What to saty to get what you want in life's toughest situations	Pollan, Stephen M. and Levine, Mark
Professional Development	Always in Style-Workplace Attire	Pooser, Doris
Business Processes	Redefining Health Care: Creating Value-Based Competition on Results	Porter, Michael E.; Teisberg, Elizabeth Olmsted
Team Development	Creating Leaderful Organizations: How to Bring About Leadership in Everyone	Raelin, Joseph A.
Facilitation	Presentation Zen: Simple Ideas on Presentation Design and Delivery	Reynolds, Garr
Facilitation	Presentation Basics	Rosania, Robert J.
Leadership Development	Leading With Conviction: Mastering the Nine Critical Pillars of Integrated Leadership	Saar, Shalom Saada; Hargrove, Michael J.
Leadership Development	Developing Exemplary Performance One Person at a Time	Sabbag, Michael
Change Management	The Change Cycle: How People Can Survive and Thrive in Organizational Change	Salerno, Ann and Brock, Lillie
Professional Development	You Don't Need a Title to Be a Leader: How Anyone, Anywhere, Can Make a Positive Difference	Sanborn, Mark
Business Processes	Onward: How Starbucks Fought For Its Life Without Losing Its Soul	Schultz, Howard; Gordon, Joanne
Leadership Development	The 2006 ASTD OD & Leadership Sourcebook	Silberman, Mel
Professional Development	The 2006 ASTD Training and Performance Sourcebook	Silberman, Mel
Leadership Development	Leaders Eat Last: Why Some Teams Pull Together and Others Don't	Sinek, Simon
Leadership Development	Start with Why: How Great Leaders Inspire Everyone to Take Action	Sinek, Simon
Facilitation	How to Be An Effective Trainer, 2nd edition	Smith, Barry J. and Delahaye, Brian L.

Communication	Powerful Proofreading Skills	Smith, Debra A. and Sutton, Helen R.
Facilitation	The No-Panic Plan for Presenters	Stanley, Mandi
Facilitation	Telling Ain't Training	Stolovitch, Harold and Keeps, Erica J.
Leadership Development	Manager's Guide to Effective Team Meetings	Streibel, Barbara J.
Customer Service	Who's Your Gladys? How to Turn Even the Most Difficult Customer into Your Biggest Fan	Suttle, Marilyn
Diversity	The Inclusion Paradox: The Obama Era and the Transformation of Global Diversity	Tapia, Andres T.
Personal Development	Productivity Power	Temme, Jim
Leadership Development	Leadership and Self-Deception: Getting Out of the Box	The Arbinger Institute
Leadership Development	Rate Your Skills as a Manager	The Editors, CRISP Publications, Inc.
Diversity	BARNGA: A Simulation Game on Cultural Clashes	Thiagarajan, Sivasailam
Diversity	Building on the Promise of Diversity: How We Can Move to the Next Level in Our Workplaces, Our Communities, and Our Society	Thomas, R. Roosevelt
Leadership Development	The Cycle of Leadership: How Great Leaders Teach Their Companies To Win	Tichy, Noel M.; Cardwell, Nancy
Leadership Development	The CCL Handbook of Coaching	Ting, Sharon and Scisco, Peter
Leadership Development	Action Inquiry: The Secret of Timely and Transforming Leadership	Torbert, Bill & Associates
Facilitation	Designing Training and Development Systems	Tracey, William R.
Personal Development	Career Skills for the New Economy	Tulgan, Bruce
Leadership Development	Fast Feedback	Tulgan, Bruce
Leadership Development	Just in Time Leadership	Tulgan, Bruce
Diversity	Not Everyone Gets a Trophy: How to Manage Generation Y	Tulgan, Bruce
Leadership Development	The Manager's Pocket Guide to Recruiting Generation X	Tulgan, Bruce
Leadership Development	The Manager's Pocket Guide to Reciuting the Workforce of the Future	Tulgan, Bruce
Leadership Development	Decent People, Decent Company	Turknett, Robert L. and Carolyn N.
Business Processes	The Reality-Based Rules fo the Workplace: Know What Boots Your Value, Kills Your Chances & Will Make You Happier	Wakeman, CY
Communication	Business Writing, Grammar & Usage Made Easy & Fun (CD's)	Walling, Kay Joslin

Leadership Development	The First 90 Days: Critical Success Strategies for New Leaders at All Levels *(Also on CD-ROM)*	Watkins, Michael
Diversity	Without Excuses: Unleash the Power of Diversity to Build Your Business	Watson, Joe
Leadership Development	The Executive Guide to Facilitating Strategy	Wilkinson, Michael
Professional Development	The Secrets of Facilitation	Wilkinson, Michael
Personal Development	Networking Is Dead	Wilson, Melissa G. & Mohl, Larry
Leadership Development	Training Managers to Train	Zaccarelli, Brother Herman