

Audio CD's and DVD's
Center for Management and Executive
Leadership Library

How to conduct a search: From the Menu Bar click on "Edit", then "Find" and put in your key word. To begin the search Click on "Find Next".

SUBJECT GROUPS

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Motivation

Negotiation

Organizational Development

Performance Management

Planning

Problem Solving

Professional Development

Psychology

Systems Thinking

Team Management

Time Management

Change

CompactD-000-34 2007

INFLUENCER: THE POWER TO CHANGE ANYTHING

Whether you are a CEO, a parent, or merely a person who wants to make a difference, you probably wish you had more influence with the people in your life. However, most of us stop trying to make change happen, because we believe it is too difficult, if not impossible. In this audio book, you will be taught each step of the influence process—including robust strategies for making change inevitable in your personal life, your business, and your world.

8.5 HRS.

Kerry Patterson et al.

CompactD-000-60 2003

MANAGING TRANSITIONS: MAKING THE MOST OF CHANGE [2nd Edition]

Directed at managers on all rungs of the proverbial corporate ladder, this thoroughly updated and expanded edition of the bestselling *Managing Transitions* provides practical, step-by-step strategies for reaching this goal and for minimizing the disruptions caused by workplace change. It is an invaluable managerial tool for navigating an inevitably tumultuous time.

6.5 HRS.

William Bridges

CompactD-000-77 2006

OUR ICEBERG IS MELTING: CHANGING AND SUCCEEDING UNDER ANY CONDITIONS

Kotter presents his framework for an effective corporate change initiative through the tale of a colony of Antarctic penguins facing danger—inspired, perhaps, by today's real-life global warming crisis. This light, quick read should fulfill its intended purpose: to serve as a springboard for group discussions about corporate culture, group dynamics and the challenges of change.

2 HRS.

John Kotter

Communication

CompactD-000-13 2005

CRUCIAL CONFRONTATIONS: TOOLS FOR RESOLVING BROKEN PROMISES, VIOLATED EXPECTATIONS, AND BAD BEHAVIOR

Crucial Confrontations teaches skills drawn from 10,000 hours of real-life observations to increase confidence in facing issues. It teaches you how to deal with violated expectations in a way that solves the problem at hand, and does not harm the relationship—and in fact, even strengthens it.

4:30 HRS.

Kerry Patterson, et al.

CompactD-000-14 2002

CRUCIAL CONVERSATIONS: TOOLS FOR TALKING WHEN STAKES ARE HIGH

Crucial Conversations are interpersonal exchanges at work or at home, that we dread having but know we cannot avoid. It offers readers a proven seven-point strategy for achieving their goals in all those emotionally, psychologically, or legally charged situations that can arise in their professional and personal lives.

4:30 HRS.

Kerry Patterson, et al.

CompactD-000-28 2006

SPEAK LIKE A CEO: SECRETS FOR COMMANDING ATTENTION AND GETTING RESULTS

In, *Speak Like a CEO*, the author reveals the secrets for communicating in any situation. She describes simple techniques for acing speeches, presentations, media interviews, Q&A sessions, business meetings, and more. The author outlines self-improvement plans that can easily be customized to your needs. Then, she shares secrets from top leaders, including Mario Cuomo's technique for overcoming stage fright and Colin Powell's secret for projecting authenticity.

4.5 HRS.

Suzanne Bates

CompactD-000-39 2004

101 SECRETS OF HIGHLY EFFECTIVE SPEAKERS: CONTROLLING FEAR, COMMANDING ATTENTION

Here is an audio book that finally pulls together the major principles and techniques used by today's most effective speakers! This program will show you how to prepare a dynamite introduction, use visual aids effectively, time a speech properly, keep listeners in suspense, establish credibility, prepare for questions from the audience, control nervousness, project enthusiasm, and maintain audience attention.

3 HRS.

Caryl Rae Krannich

CompactD-000-58 2007

HAMSTER REVOLUTION, THE: HOW TO MANAGE YOUR E-MAIL BEFORE IT MANAGES YOU

Written in parable form, this audio book tells the story of Harold, an HR Director, who is a victim to the dreaded info-glut, and paralyzed by the deluge of electronic data and e-mail he must fight daily. Harold meets an info coach who recognizes his ailment and teaches him a few powerful lessons about managing e-mail.

3 HRS.

Mike Song, et al.

CompactD-000-75 1999

DIFFICULT CONVERSATIONS: HOW TO DISCUSS WHAT MATTERS MOST

This is a step-by-step guide to weathering conversational storms. It breaks down a conversation into three parts, illuminating the moments where misunderstandings arise. The techniques in this audio book will not surprise you.

6 HRS.

Douglas Stone, et al.

CompactD-000-81 2008

ART OF INFLUENCE, THE: PERSUADING OTHERS BEGINS WITH YOU

The Art of Influence, will make you think twice about everything you have ever learned about influence. As Chris Widener's inspiring story reveals, it is not something you "do" to other people but rather something that starts with how you shape and transform your own life. Forget about manipulation and slick fast-talking; *The Art of Influence*, teaches that your ability to influence others begins from within.

2 HRS.

Chris Widner

CompactD-000-84 2003

ARTICULATE EXECUTIVE, THE: LEARN TO LOOK, ACT, AND SOUND LIKE A LEADER

The author works with a long list of blue-chip clients, served as a consultant to 38 of the Fortune 50 CEOs, senior-level executives, elected officials, and diplomats throughout the world. This book is based on his acclaimed corporate workshops in executive communications.

4:15 MINS.

Granville N. Toogood

Discipline

CompactD-000-27 2003

TAKING DISCIPLINARY ACTIONS: A FEDERAL SUPERVISOR'S GUIDE TO CORRECTIVE DISCIPLINE

This book is about establishing and enforcing written and unwritten rules of the workplace. It is written specifically for the federal supervisor and when disciplining employees with appeal rights, you not only have to do the right thing you have to do things right.

1 HR.

Michael Corum

Economics

CompactD-000-050 2007 (DVD)

WOMEN AND MONEY: OWNING THE POWER TO CONTROL YOUR DESTINY [DVD]

Aiming squarely for a female audience, Orman guides readers through the very basics of finances. She explores why women have dysfunctional relationships with money and notes the ways they undervalue themselves or "treat themselves as a commodity whose price is set by others. Though her explanation of the "8 qualities of a wealthy woman" is more inspirational than practical, she also presents a concrete five-month "save yourself plan" for financial repair, starting with setting aside checking and savings accounts, fixing one's credit rating, saving for retirement, setting up a will and purchasing home insurance.

272 PP.

Suze Orman

Health Awareness

CompactD-000-052 2007 (DVD)

YOU STAYING YOUNG WORKOUT [DVD]

The DVD contains 3 total body workouts all under 20 minutes: 2 levels by celebrity trainer Joel Harper and a Chi Gong workout by kung fu master Karl Romaine. It teaches strength conditioning, mat work, core training, yoga , and even ways to improve posture. The techniques presented can be used by viewers at any level, from advanced to beginner.

2.5 HRS.

Michael Rozien and
Mehmet C. Oz

CompactD-000-24 2005

BODY FOR LIFE FOR WOMEN: A WOMAN'S PLAN FOR PHYSICAL AND MENTAL TRANSFORMATION

Dr. Peeke draws on cutting-edge research as she fashions a 12-week eating, exercise, and emotional health program, specially tailored to women. She adapts the unique insights of the Body-for-Life program to the specific hormonal, metabolic, and physiological requirements of women so they can achieve the same life-transforming results.

3:30 HRS.

Pamela Peeke

CompactD-000-51 2005

YOU, THE OWNER'S MANUAL: AN INSIDER'S GUIDE TO THE BODY THAT WILL MAKE YOU HEALTHIER AND YOUNGER

Designed as a "from the inside out" guide to total body health, this book presents the human body as you have never seen it before. Instead of dry, impenetrable scientific jargon, this myth-breaking guide presents simple yet memorable analogies. This is a health book like no other.

6 HRS.

Michael F. Rozien and
Mehmet C. Oz

CompactD-000-53 2007

YOU ON A WALK: LISTEN AS YOU WALK FOR A LEANER, HEALTHIER LIFE

You: On a Walk, presents two thirty-minute walks, one faster and one slower, set to music that is timed to keep you moving at the pace that is right for you. Along the way, Drs. Roizen and Oz keep you company as you walk -- telling you about the benefits of walking, sharing pointers and health tips for you to think about, and motivating you to keep going for the entire half hour, all in their signature comfortable, encouraging and entertaining style. You will also hear some important insights on setting and attaining your weight loss goals, and learn some simple stretches to help you get started.

2 HRS.

Michael F. Rozien and
Mehmet C. Oz

CompactD-000-55 2006

YOU ON A DIET: THE OWNER'S MANUAL FOR WAIST MANAGEMENT

Now researchers are unraveling biological secrets about such things as why you crave chocolate or gorge at buffets or store so much fat. Authors of the bestselling, *YOU*, series, are now translating this cutting-edge information to help you shave inches off your waist. They are going to do it by giving you the best weapon against fat: knowledge. By understanding how your body's fat-storing and fat-burning systems work, you are going to learn how to crack the code on true and lifelong waist management.

5 HRS.

Michael F. Rozien and
Mehmet C. Oz

Leadership

CompactD-000-056 2006 (DVD)

FOUR FACTORS OF EFFECTIVE LEADERSHIP, THE [DVD]

This live seminar DVD, based on the book of the same title, is both entertaining and educational. It is ideal for corporate training, classroom instruction, or personal development. David Rendall combines the wisdom of ancient philosophers, successful executives, and leadership gurus into a clear roadmap for leadership success. Using stories of famous leaders and infamous failures, he illustrates the importance of the four factors: Influence, Integrity, Inspiration, and Improvement. These factors are contrasted with the pitfalls of ineffective leadership: Power, Position, Popularity, and Personality.
80 MINS.

David J. Rendall

CompactD-000-17 2006

FIRST 90 DAYS, THE: CRITICAL SUCCESS STRATEGIES FOR NEW LEADERS AT ALL LEVELS

Written by noted leadership transition expert Michael Watkins, *The First 90 Days*, outlines proven strategies that will dramatically shorten the time it takes to reach what Watkins calls the "breakeven point": the point at which your organization needs you as much as you need the job
6 HRS.

Michael Watkins

CompactD-000-18 2005

21 INDISPENSABLE QUALITIES OF A LEADER, THE: BECOMING THE PERSON OTHERS WILL WANT TO FOLLOW

"Everything rises and falls on leadership," says Dr. Maxwell, "but knowing how to lead is only half the battle. Understanding leadership and actually leading are two different activities." Dr. Maxwell explains that the key to transforming yourself from someone who understands leadership to a person who successfully leads in the real world is character. Your character qualities activate and empower your leadership ability, or they can stand in the way of your success!
3 HRS.

John C. Maxwell

CompactD-000-19 2002

PRIMAL LEADERSHIP: REALIZING THE POWER OF EMOTIONAL INTELLIGENCE [SUMMARY]

Goleman teams with renowned EI researchers Richard Boyatzis and Annie McKee to explore the role of emotional intelligence in leadership. Unveiling neuroscientific links between organizational success or failure and "primal leadership," the authors argue that a leader's emotions are contagious. If a leader resonates energy and enthusiasm, an organization thrives; if a leader spreads negativity and dissonance, it flounders. This breakthrough concept charges leaders with driving emotions in the right direction to have a positive impact on earnings or strategy.
1 HR.

Daniel Goleman, et al

CompactD-000-21 2003

FIRST 90 DAYS, THE: CRITICAL SUCCESS STRATEGIES FOR NEW LEADERS AT ALL LEVELS [SUMMARY]

Written by noted leadership transition expert Michael Watkins, *The First 90 Days*, outlines proven strategies that will dramatically shorten the time it takes to reach what Watkins calls the "breakeven point": the point at which your organization needs you as much as you need the job.
1 HR.

Michael Watkins

CompactD-000-25 2002

PRIMAL LEADERSHIP: REALIZING THE POWER OF EMOTIONAL INTELLIGENCE

For the SUMMARY ONLY, order CompactD-000-19. Goleman teams with renowned researchers Richard Boyatzis and Annie McKee to explore the role of emotional intelligence in leadership. Unveiling neuroscientific links between organizational success or failure and "primal leadership," the authors argue that a leader's emotions are contagious. If a

leader resonates energy and enthusiasm, an organization thrives; if a leader spreads negativity and dissonance, it flounders. This breakthrough concept charges leaders with driving emotions in the right direction to have a positive impact on earnings or strategy.

9 HRS.

Daniel Goleman, et al

CompactD-000-30 2004

LEADERSHIP AND SELF-DECEPTION: GETTING OUT OF THE BOX

A self-deception results when someone acts contrary to what is known to be right. By ignoring that altruistic, internal voice, one triggers a chain of events that ultimately result in destructive behavior. This straightforward audio uses Tom Callum's story to demonstrate that while knowing how to avoid this problem is central to business relationships and success, awareness is equally important in one's personal relationships.

4:42 HRS.

The Arbinger Institute,
Read by William Dufres

CompactD-000-31 2005

REAL LEADERSHIP: THE 101 COLLECTION: WHAT EVERY LEADER NEEDS TO KNOW

Drawing from John Maxwell's bestsellers, REAL Leadership explores timeless principles in Dr. Maxwell's trademark style. In a concise, straightforward manner, Maxwell focuses on essential and time-tested qualities necessary for true leadership— influence, integrity, attitude, vision, problem solving, relationships, team building, and self-discipline. This audio series guides readers through practical steps to develop true leadership in their lives and the lives of others.

4.5 HRS

John Maxwell

CompactD-000-32 2004

DEVELOPING THE LEADER WITHIN YOU

Developing the Leader Within You, allows readers to examine how to be effective in the highest calling of leadership by understanding the five characteristics that set "leader managers" apart from "run-of-the-mill managers." The author examines the differences between leadership styles, outlines principles for inspiring, motivating, and influencing others.

2:40 HRS.

John C. Maxwell

CompactD-000-35 2005

360 DEGREE LEADER, THE: DEVELOPING YOUR INFLUENCE FROM ANYWHERE IN THE ORGANIZATION

Leadership mega-guru Maxwell taps a rich vein of corporate angst: the plight of the "middle manager", saddled with responsibilities but lacking real power, torn by conflicting tasks and time-management dilemmas, seething with thwarted ambition. Maxwell tells "middle managers" to work diligently in subordinate positions, support the CEO's vision, find the good in incompetent or malevolent leaders, infiltrate their bosses' emotional lives and "stand up for your leader whenever you can.

3.5 HRS.

John C. Maxwell

CompactD-000-41 2003

21 IRREFUTABLE LAWS OF LEADERSHIP: FOLLOW THEM AND PEOPLE WILL FOLLOW YOU

The author has combined insights learned from his thirty-plus years of leadership successes and mistakes with observations from the worlds of business, politics, sports, religion, and military conflict. The result is a revealing study of leadership delivered as only a communicator like Maxwell can.

3 HRS.

John C. Maxwell

CompactD-000 2006

YOU DON'T NEED A TITLE TO BE A LEADER: HOW ANYBODY, ANYWHERE, CAN LEAD ANYTIME

The author will show you how to improve your life both in the personal and professional level. By learning to influence the people around you, you can make a positive and lasting difference through your actions and your words. It does not matter your position or title, you can expand your circle of influence by practicing the key lessons found in this book.

2.5 HRS.

Mark Sanborn

CompactD-000-48 2006

LEADER'S LEGACY, A

This book contains 22 short chapters on a variety of leadership-related topics, illustrated with stories from their extensive experience working with leaders from top organizations and their vast research base. Explore the important notion of legacy and the critical questions any leader must ask in order to leave a lasting impact.

4 HRS.

James M. Kouzes and
Barry Z. Posner

CompactD-000-56 2007

**LEADERSHIP CHALLENGE, THE: THE MOST TRUSTED SOURCE ON BECOMING A BETTER LEADER
[UNABRIDGED]**

Leadership Challenge is based upon learnings from leaders at all levels--and shows how "regular people" can make a huge, positive difference in their organizations. It is written in a way that can help executives, mid-managers, first-line supervisors, project leaders--and even individual contributors--better understand how they can lead--and be able to immediately apply what they have learned in their work.

12 HRS.

James M. Kouzes and
Barry Z. Posner

CompactD-000-63 1998

FIVE TEMPTATIONS OF A CEO, THE: A LEADERSHIP FABLE

Imagine running into the ultimate management mentor late one night on an otherwise deserted commuter train. Then, walking away from the strange encounter with an encapsulated guide to success in the corporate world. That is exactly what screenwriter and business coach Patrick Lencioni has done in, *The Five Temptations of a CEO: A Leadership Fable*, placing his tale in an easy reading and thought-provoking kind of self-help novel.

1.5 HRS.

Patrick Lencioni

CompactD-000-64 1994

**LEADER IN YOU, THE: HOW TO WIN FRIENDS, INFLUENCE PEOPLE, AND SUCCEED IN A CHANGING
WORLD**

The ability to communicate and motivate people will determine who wins and who loses in the next decade. *The Leader In You*, builds on the fundamentals of human relationships to help you develop your own innate leadership skills and discover how to: Achieve goals, and increase self-confidence, gain the respect you deserve, build trusting relationships, control your worries and energize your life, and finally become a team player. Three generations of students and business people have benefited from Carnegie's timeless, essential wisdom. Now, you can apply these basic techniques and lessons in your own life -- and find the leader in you to succeed in today's fast changing world.

1.5 HRS.

Dale Carnegie and
Associates, Inc.

CompactD-000-67 2005

25 WAYS TO WIN WITH PEOPLE: HOW TO MAKE OTHERS FEEL LIKE A MILLION BUCKS

A slim companion to Maxwell's bestselling, *Winning with People*, this volume aims to teach readers skills that will help them improve their interpersonal relationships. Using a tag-team approach, with Parrott kicking off each topic and Maxwell butting in for a "Mentoring Moment" every few pages, the authors offer up familiar nuggets of advice such as "Pass the Credit on to Others," "Listen with Your Heart" and "Point Out People's Strengths." This complementary companion to the full-sized book is ideal for a quick refresher course on interpersonal relationships.

2.5 HRS.

John C. Maxwell

CompactD-000-69 1992

PRINCIPLE-CENTERED LEADERSHIP

Covey explains these laws (security, guidance, wisdom, and power), and discusses how Seven-Habits practice and focus on these principles will result in personal and organizational transformation. He reminds us that personal and organizational success is hard work, requires unwavering commitment and long-term perspective, and is achievable only if we are prepared for a complete paradigm shift in our perspective. Without hesitation, this book is strongly recommended for all management collections.

1.5 HRS.

Stephen Covey

CompactD-000-72 2008

LEADING WITH KINDNESS: HOW GOOD PEOPLE CONSISTENTLY GET SUPERIOR RESULTS

In the world of business, kindness is regarded as weakness so the development of it as a leadership trait is sorely overlooked. It turns out however, that being kind is a crucial attribute of some of the world's most successful business leaders, leaders whose success is anchored in their integrity, credibility, vision, insight, inclusion, and fairness. If you are genuinely committed to the welfare of your company and your people through thick and thin you will reap the benefits of trust, honesty, commitment, and loyalty from the kindness you have sown.

6 HRS.

William F. Baker, et al.
Read by Jim Bond

CompactD-000-76 2005

GOOD TO GREAT: WHY SOME COMPANIES MAKE THE LEAP - - AND OTHERS DON'T

The author and his team of researchers established good-to-great benchmarks to identify a group of 11 elite companies that made the leap from good to great and sustained that greatness for at least 15 years. The real surprise is not so much, what good companies do to propel themselves to greatness - it is why more companies have not done the same things more often.

6 HRS.

Jim Collins

CompactD-000-80 2005

ART AND DISCIPLINE OF STRATEGIC LEADERSHIP, THE

This audio book offers business strategists an integrated five-phase model for setting and implementing strategy. Proven effective at a diverse range of organizations worldwide, the model provides executives with a powerful framework for assessing and tweaking current strategy, or charting a bold new strategic course.

4 .5 HRS.

Mike Freedman

CompactD-000-85 2008

MEASURE OF A LEADER: THE LEGENDARY LEADERSHIP FORMULA FOR PRODUCING EXCEPTIONAL PERFORMERS AND OUTSTANDING RESULTS

Based on over 30 years of pioneering work with the world's leading organizations, Daniels and Daniels explain how anyone can increase their leadership impact by becoming a critical observer of human behavior. The authors provide readers with valuable, scientifically proven methods for increasing their leadership impact.

4:30 HRS.

Aubrey C. Daniels and
James E. Daniels

Management

CompactD-000-26 2005

FIRST FOUR WEEKS, THE: A GUIDE FOR THE NEW FEDERAL SUPERVISOR

This book is federal-specific and gives the new federal supervisor practical and prescriptive guidance for the steps he or she must follow to start out right. Starting with both the new subordinates and higher management will set the tone for the entire tenure in the job. The new supervisor will need to determine priorities, create the right structure, negotiate performance expectations, set the appropriate tone, and establish credibility with both higher management and subordinates.

1 HR.

Michael Corum

CompactD-000-52 1999

FIRST, BREAK ALL THE RULES: WHAT THE WORLD'S GREATEST MANAGERS DO DIFFERENTLY

In this program the authors explain how the best managers select an employee for talent rather than for skills or experience; how they set expectations; how to motivate people by building on each person's unique strengths; and, finally, how great managers find the right fit for each person, not the next rung on the ladder.

3 HRS.

Marcus Buckingham and
Curt Coffman

CompactD-000-62 2007

FUTURE OF MANAGEMENT, THE

Hamel, a well-known business thinker and author, *Leading the Revolution*, advocates that dogma be rooted out and a new future be imagined and invented. To aid managers and leaders on this mission, Hamel offers case studies and measured analysis of management innovators like Google and W. L. Gore (makers of Gore-Tex), then lists lessons that can be drawn from them.

8 HRS.

Gary Hamel with
Bill Breen

CompactD-000-71 2006

SHAPING THE GAME: THE NEW LEADER'S GUIDE TO EFFECTIVE NEGOTIATING

Author of, *The First 90 Days*, draws from extensive research and practical consulting work to reveal four fundamental objectives that should guide new leaders' actions in every negotiation they undertake: create the most value possible; capture that value for yourself and your company; carefully tend to key relationships; and preserve your reputation.

5 HRS.

Michael Watkins

CompactD-000-78 2008

FIRST-TIME MANAGER, THE [5th Edition]

In the working world, top performers are regularly rewarded with promotions to management--whether they are prepared for the advancement or not. This book offers clear advice on leadership, motivation, discipline, and other tricks of the trade that are required of anyone in a supervisory position.

7 HRS.

Lorin B. Belker and
Gary S. Topchik

CompactD-PWR10 1999

UNLEASH THE POWER WITHIN: PERSONAL COACHING TO TRANSFORM YOUR LIFE!

In this program, you will discover how to transform your limiting beliefs, adding new meaning and depth to your life. You will learn to tap into your deepest, most personal resources, to become all that you truly desire and deserve.

6 HRS.

Anthony Robbins

Motivation

CompactD-000-79 2003

BRINGING OUT THE BEST IN PEOPLE: HOW TO APPLY THE ASTONISHING POWER OF POSITIVE REINFORCEMENT

Now Daniels updates his ground-breaking book with the latest and best motivational methods, perfected at such companies as Xerox, 3M, and Kodak. All-new material shows how to: create effective recognition and rewards systems in line with today's employees want; Stimulate innovations and creativity in new and exciting ways; overcome problems associated with poorly educated workers; motivate young employees from the minute they join the workforce.

4 HRS.

Aubrey C. Daniels

CompactD-000-57 2002

WHALE DONE! THE POWER OF POSITIVE RELATIONSHIPS

The author shows how to make accentuating the positive and redirecting the negative the best tools to increase productivity, instead of creating situations that demoralize people. These techniques are remarkably easy to master and applied equally well at home.

3 HRS.

Ken Blanchard

CompactD-000-74 2008

POWER OF A POSITIVE ATTITUDE, THE: DISCOVERING THE KEY TO SUCCESS

Develop a deeper understanding of the effects of your attitude, how it influences not only your performance, but also the results others achieve. Learn to succeed in business by: assessing your attitude toward yourself and your coworkers, overcome negative attitudes, learn to deal with your bosses, become a better listener, overcome resistance to change, reject suggestions without causing resentment, give and respond to criticism, disagree with employees and colleagues without being disagreeable, conquer burnout and stress.

3 HRS.

Roger Fritz

Read by Christopher Lane

Negotiation

CompactD-000-11 2003

GETTING TO YES: NEGOTIATING AGREEMENT WITHOUT GIVING IN

Getting to Yes, is a straightforward, universally applicable method for negotiating personal and professional disputes without being taken advantage of or without getting angry. It offers a concise, systematic, proven strategy for coming to mutually acceptable agreements in every sort of conflict whether it involves parents and children, neighbors, bosses and employees, customers or corporations, tenants or diplomats.

6 HRS.

Roger Fisher, et al.

Organizational Development

CompactD-000-022 2006

LISA HANEBERG PRESENTATION: AUTHOR OF, H.I.M.M. HIGH IMPACT MIDDLE MANAGEMENT: SOLUTIONS FOR TODAY'S BUSY MANAGERS

The author of, *H.I.M.M. High Impact Middle Management*, discusses her book, and the experiences that assisted her in writing this dynamic book for middle managers.

60 MINS.

Lisa Haneberg

CompactD-000-82 2003

LEAN THINKING: BANISH WASTE AND CREATE WEALTH IN YOUR CORPORATION

Womack and Jones, the authors of, *The Machine That Changed the World*, and creators of the "lean enterprise" theory, take leanness to the next step with a focus on what the customer really wants, not what it is possible to get him to accept. This is the management book for the next business generation.

4.5 HRS.

James P. Womack and

Daniel T. Jones

Performance Management

CompactD-000-011 1998 (DVD)

ADDRESSING AND RESOLVING POOR PERFORMANCE: AN INTERACTIVE TOOL FOR SUPERVISORS (DVD)

This program discusses how managers address and resolve poor performance. The program segments demonstrate each step in the process. You will also receive tips from supervisors who have been through the process, answers to commonly ask questions from an Employee Relations Specialist, checklists and job aids that can be reprinted for later use, and sample documents.

United States Office of
Personnel Management

CompactD-000-68 2007

KNOW-HOW: THE 8 SKILLS THAT SEPARATE PEOPLE WHO PERFORM FROM THOSE WHO DON'T

Ram Charan, coauthor of the bestseller, *Execution: The Discipline of Getting Things Done*, gives readers a bold new approach to understanding leadership. Charan suggests that when it comes to choosing our business leaders, we do not recognize the crucial difference between the appearance of leadership and the actual ability to run a business. We focus too much on superficial things, like raw intelligence or a commanding presence, and do not pay near enough attention to the skills leaders need.

9 HRS.

Ram Charan

Planning

CompactD-000-70 2000

LEADING THE REVOLUTION

This book discusses how to thrive in turbulent times by making innovation a way of life. In this newly updated edition, Gary Hamel lays out an action plan for any individual or company intent on becoming - and staying - an industry revolutionary and a relentless innovator.

2.5 HRS.

Gary Hamel

Problem Solving

CompactD-000-16 2003

COWARD'S GUIDE TO CONFLICT, THE: EMPOWERING SOLUTIONS FOR THOSE WHO WOULD RATHER RUN THAN FIGHT

This is a wonderfully engaging book that should easily motivate readers to rethink their behavior and conversations both at work and at home. Everyone, regardless of their position at work, can learn to handle conflict more effectively.

3:30 HRS.

Tim Ursiny

Read by Rolland Lopez

CompactD-000-65 1998

COPING WITH DIFFICULT PEOPLE: THE PROVEN-EFFECTIVE BATTLE PLAN THAT HAS HELPED MILLIONS DEAL WITH TROUBLE-MAKERS IN THEIR LIVES AT HOME AND AT WORK

Bosses, friends, family members, they have made your life hell -- until now! Based on fourteen years of research and observation, Dr. Robert Bramson's proven-effective techniques are guaranteed to help you right the balance and take charge of your life. With this program you will learn how to do the following: stand up to anyone -- without fighting, blunt a sniper's attack, get a clam to talk, cut off a Sherman Tank at the pass, manage bulldozers, get strollers off the dime, move a complainer into a problem-solving mode, learn the six basic steps that allow you to cope with just about anyone. Reclaim the power that rightfully belongs to you in any relationship!

4 HRS.

Robert M. Bramson

CompactD-000-66 2006

WORKING WITH YOU IS KILLING ME: FREEING YOURSELF FROM EMOTIONAL TRAPS AT WORK

For anyone trapped in an energy-zapping relationship with a co-worker, boss, or subordinate, Crowley and Elster offer an exit strategy — a highly practical and easily implemented guide to making the situation workable. Readers in the throes of a work crisis can find a relevant case study to lead them to relief from any situation. Whether the problem's a charming and demanding boss, dealing with a saboteur or addressing one's own inclination to play the office martyr, the authors offer frameworks for breaking down the conflict and achieving détente.

3.5 HRS.

Katherine Crowley and

Kathi Elster

Productivity

CompactD-000-73 2006

SPEED OF TRUST, THE: THE ONE THING THAT CHANGES EVERYTHING

Trust, says Stephen M. R. Covey, is the very basis of the new global economy, and he shows how trust and the speed at

which it is established with clients, employees, and constituents is the essential ingredient for any high performance, successful organization. This book offers an unprecedented and eminently practical look at exactly how trust functions in our every transaction and relationship.

75 MINS.

Stephen M. R. Covey

Professional Development

CompactD-000-058 2008 (DVD)

GROW! TEN STRATEGIES FOR ACHIEVING YOUR LEADERSHIP POTENTIAL [Live Seminar DVD]

Do you want to increase your influence? Are you looking for practical ways to improve your leadership? Effective leaders recognize the importance of continuous learning and personal development. They are also dedicated to empowering and training others. Based on the fourth factor of effective leadership, improvement, this seminar offers ten proven methods for leadership development, including five strategies for personal growth and five strategies for developing other leaders.

60 MINS.

David Randall

CompactD-000-12 2003

POWER OF FULL ENGAGEMENT, THE: MANAGING ENERGY, NOT TIME, IS THE KEY TO HIGH PERFORMANCE AND PERSONAL RENEWAL

The number of hours in a day is fixed, but the quantity and quality of energy available to us is not. This fundamental insight has the power to revolutionize the way you live your life. The Power of Full Engagement is a highly practical, scientifically based approach to managing your energy more skillfully both on and off the job.

4:30 HRS.

Jim Loehr and
Tony Schwartz

CompactD-000-15 2002

SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE, THE

This comprehensive program is based on developing an awareness of how perceptions and assumptions hinder success--in business as well as personal relationships.

3:20 HRS.

Stephen Covey

CompactD-000-37 2004

8TH HABIT, THE: FROM EFFECTIVENESS TO GREATNESS

Sounding more youthful than ever, Covey describes the historical path of today's corporations and offers prescriptions that strike at the heart of what is wrong with their management practices. Though intellectually intimidating at first, the end result is a coherent and practical set of ideas that rises in every respect above the often trite advice of other leadership writers. Make a difference in the world with your unique talents and passions, Covey tells us with love and obvious confidence in the human race. This book offers an inspiring lesson that will move a new generation of Covey disciples to the next level of professional and personal fulfillment.

14 HRS.

Stephen R. Covey

CompactD-000-40 2002

LEAD THE FIELD

Success is a matter of sticking to a set of commonsense principles anyone can master. In this program the author explains these guidelines: the magic word in life is *attitude*. It determines your actions, as well as the actions of others. It tells the world what you expect from it. When you accept responsibility for your attitude, you accept responsibility for your entire life. It is your turn to bring positive changes to your own life. Changes that will allow you to lead the field yourself!

4 HRS.

Earl Nightingale

CompactD-000-47 2004

5 ESSENTIAL PEOPLE SKILLS, THE: HOW TO ASSERT YOURSELF, LISTEN TO OTHERS, AND RESOLVE CONFLICTS

The 5 Essential People Skills, will help you be the most positively assertive, prosperous and inspired professional you can be. Once you know and can employ these powerful skills, you will be well on your way to a new level of professional and personal achievement. You will see a transformation once you put these five essential skills to work for you.

6 HRS.

Dale Carnegie Training

CompactD-000-49 2004

8TH HABIT: FROM EFFECTIVENESS TO GREATNESS [ABBREVIATED VERSION]

Sounding more youthful than ever, Covey describes the historical path of today's corporations and offers prescriptions that strike at the heart of what is wrong with their management practices. Though intellectually intimidating at first, the result is a coherent and practical set of ideas that rises in every respect above the often-trite advice of other leadership writers. Make a difference in the world with your unique talents and passions, Covey tells us with love and obvious confidence in the human race. This is an inspiring lesson that will move a new generation of Covey disciples to the next level of professional and personal fulfillment.

75 MINS.

Stephen R. Covey

Psychology

CompactD-000-23 1995

MAN'S SEARCH FOR MEANING: AN INTRODUCTION TO LOGOTHERAPY

Dr. Frankl gives a moving account of his life amid the horrors of the Nazi death camps, chronicling the harrowing experience that led to his discovery of his theory of logotherapy. A profound revelation born out of Dr. Frankl's years as a prisoner in Auschwitz and other concentration camps, logotherapy is a modern and positive approach to the mentally or spiritually disturbed personality. Stressing man's freedom to transcend suffering and find a meaning to his life regardless of his circumstances.

4 HRS.

Victor E. Frankl

CompactD-000-33 2005

BLINK: THE POWER OF THINKING WITHOUT THINKING

Blink is about how we think without thinking, about choices that seem to be made in an instant in the blink of an eye that actually aren't as simple as they seem, and about those instantaneous decisions that are impossible to explain to others. [7 CD's]

8 HRS.

Malcolm Gladwell

CompactD-000-38 2000

TIPPING POINT, THE: HOW LITTLE THINGS CAN MAKE A BIG DIFFERENCE

According to Gladwell, "The Tipping Point" is that magic moment when an idea, trend, or social behavior crosses a threshold, tips, and spreads like wildfire. He reveals how easy it is to cause group behavior to tip in a desirable direction by making small changes in our immediate environment.

3 HRS.

Malcolm Gladwell

CompactD-000-46 1998

WORKING WITH EMOTIONAL INTELLIGENCE

The author shows why emotional intelligence has become the new yardstick for success for CEOs and junior hires alike. Drawing on both unparalleled access to business leaders and in-depth research, he documents that star performance in every field depends more on emotional intelligence than IQ or technical skills. In addition, the impact of emotional intelligence is even greater at the top of the leadership pyramid.

14 HRS.

Daniel Goleman

Systems Thinking

CompactD-000-20 1990

FIFTH DISCIPLINE, THE: THE ART AND PRACTICE OF THE LEARNING ORGANIZATION [Summary

This guide provides a blueprint for establishing a learning organization -- that is, one where people expand their capacity to create results and where new patterns of thinking are nurtured. The text explains how actions create reality and examines the process of building a learning organization. It also details prototypes and coda.

1 HR.

Peter Senge

CompactD-000-61 1994

FIFTH DISCIPLINE, THE: THE ART AND PRACTICE OF THE LEARNING ORGANIZATION

For the "Summary" only order CompactD-000-20. This guide provides a blueprint for establishing a learning organization -- that is, one where people expand their capacity to create results and where new patterns of thinking are nurtured. The text explains how actions create reality and examines the process of building a learning organization. It also details prototypes and coda.

4 HRS.

Peter M. Senge

CompactD-000-83 2004

INTRODUCTION TO SYSTEMS THINKING: AN OVERVIEW

Learn why systems thinking is the keystone of organizational learning. Discover ways these tools can help address the complex issues in your organization. Build a foundation of the basics, which you can use in your organization immediately. This presentation explores the philosophy, vocabulary, and some of the tools of systems thinking and their application to organizations in ways geared to all types of learners.

73 MINS.

Ginny Wiley

Team Management

CompactD-000-36 2002

FIVE DYSFUNCTIONS OF A TEAM, THE: A LEADERSHIP FABLE

The author provides a practical discussion of the methods Peterson used. The five dysfunctions of the title -- lack of trust, fear of conflict, unwillingness to commit, avoidance of accountability, and inattention to results -- are ones that many leaders will recognize, but few will know exactly how to fix. Although Peterson's Yoda-like wisdom may seem unrealistic to some, the universality of the issues she confronts will ultimately win you over.

3:45 HRS.

Patrick Lencioni

CompactD-000-59 2004

17 ESSENTIAL QUALITIES OF A TEAMPLAYER, THE: BECOMING THE KIND OF PERSON EVERY TEAM WANTS

This CD takes the pain out of knowing what makes a team tick. If you want to have a better team, you have to develop better players. The qualities Maxwell teaches quickly take you to the heart of teamwork.

3 HRS.

John C. Maxwell

Time Management

CompactD-000-45 2004

EAT THAT FROG: 21 GREAT WAYS TO STOP PROCRASTINATING AND GET MORE DONE IN LESS TIME

Author Brian Tracy cuts to the core of what is vital to effective personal time management: decision, discipline, and determination. He details twenty-one practical and doable steps that will help you stop procrastinating and get more of the important tasks done -- today!

2 HRS.

Brain Tracy

END