

Title	Author	Date
It Factor : Be the One People Like, Listen To, and Remember	Wiskup, Mark	2007
.NET Web Services Solutions	Jamsa, Kris A	2003
The 10 Immutable Laws of Power Selling : The Key to Winning Sales, Wowing Customers, and Driving Your Profits Through the Roof	DeSena, James A	2004
The 100 Greatest Business Ideas of All Time	Langdon, Ken	2003
The 100 Greatest Sales Ideas of All Time	Langdon, Ken	2004
100 Ways to Motivate Others : How Great Leaders Can Produce Insane Results Without Driving People Crazy {Rev. Ed.}	Chandler, Steve; Richardson, Scott	2008
100 Ways to Motivate Others : How Great Leaders Can Produce Insane Results Without Driving People Crazy	Chandler, Steve; Richardson, Scott	2005
100 Ways to Motivate Yourself : Change Your Life Forever	Chandler, Steve	2001
101 Small Business Ideas for Under \$5000	Sandler, Corey; Keefe, Janice	2005
101 Strategies for Recruiting Success : Where, When, and How to Find the Right People Every Time	Pritchard, Christopher W	2007
101 Ways to Advertise Your Business	Griffiths, Andrew	2004
151 Quick Ideas for Delegating and Decision Making	Dittmer, Robert E; McFarland, Stephanie	2007
151 Quick Ideas to Deal With Difficult People	Mason-Draffen, Carrie	2007
151 Quick Ideas to Increase Sales	Sparks, Linda	2006
151 Quick Ideas to Manage Your Time	Dittmer, Robert E	2006
151 Quick Ideas to Recognize and Reward Employees	Lloyd, Kenneth L	2007
The 15-second Principle : Short, Simple Steps to Achieving Long-term Goals	Secunda, Al	2004
201 Great Ideas for Your Small Business	Applegate, Jane	2002
201 Ways to Turn Any Employee Into a Star Performer {McGraw Hill Professional}	Hawley, Casey Fitts	2004
22 Keys to Sales Success : How to Make It Big in Financial Services	Benson, James M; Karasik, Paul	2004
50 One-minute Tips for Better Communication, Revised : A Wealth of Business Communication Ideas {Fifty-Minute Series}	Bozek, Phillip E	1998
52 Weeks of Sales Success : America's #1 Salesman Shows You How to Send Sales Soaring! {2Nd Ed.}	Roberts, Ralph R; Kraynak, Joe	2009
6 Habits of Highly Effective Teams	Kohn, Stephen E; O'Connell, Vincent D	2007
6 Steps to Free Publicity	Yudkin, Marcia	2003
The 7 Irrefutable Rules of Small Business Growth	Little, Steven S	2005
The 80/20 Individual : The Nine Essentials of 80/20 Success At Work	Koch, Richard	2003
The 8th Habit : From Effectiveness to Greatness : in Summary	Covey, Stephen R	2005
96 Great Interview Questions to Ask Before You Hire {2Nd Ed.}	Falcone, Paul	2009
Accelerated Project Management : How to Be the First to Market	Lewis, James P; Wong, Louis	2005
Access 2007 Bible	Groh, Michael	2007
Accountable Leader : Developing Effective Leadership Through Managerial Accountability	Dive, Brian	2008
Accounting Demystified	Haber, Jeffry R	2004
Accounting for Managers : Interpreting Accounting Information for Decision-making	Collier, Paul M	2003
Adobe Creative Suite {Sams Teach Yourself All in One}	Golding, Mordy	2005
Adobe Creative Suite 2 All-in-one Desk Reference for Dummies {--For Dummies}	Smith, Jennifer; Smith, Christopher	2005
Adobe Creative Suite 3 Bible	Padova, Ted; Murdock, Kelly	2007

Title	Author	Date
Adobe Photoshop CS2 : Photographer's Guide	Busch, David D	2005
Advanced Presentations By Design : Creating Communication That Drives Action {Pfeiffer Essential Resources for Training and HR Professionals	Abela, Andrew V	2008
Advanced Project Management : A Complete Guide to the Processes, Models and Techniques	Orr, Alan D	2004
Alan Simpson's Windows Vista Bible	Simpson, Alan; Meister, Todd	2007
All Customers Are Irrational : Understanding What They Think, What They Feel, and What Keeps Them Coming Back	Cusick, William J	2009
Always Be Testing : the Complete Guide to Google Website Optimizer {Serious Skills}	Eisenberg, Bryan; Quarto-vonTivadar, John; Davis, Lisa T	2008
AMA Guide to Management Development	Tobin, Daniel R; Pettingell, Margaret S	2008
America's Top 300 Jobs : A Complete Career Handbook {America's Top Jobs Series}		2004
America's Top Computer and Technical Jobs : Detailed Information On 112 Major Jobs At All Levels of Education and Training	Farr, J Michael	2003
Are You Your Own Worst Enemy? : The Nine Inner Strengths You Need to Overcome Self-defeating Tendencies At Work	Watson, Charles E; Idinopulos, Thomas A	2007
Armstrong's Handbook of Management and Leadership : a Guide to Managing for Results {2Nd Ed.}	Armstrong, Michael	2009
The Art and Practice of Leadership Coaching : 50 Top Executive Coaches Reveal Their Secrets	Morgan, Howard J; Harkins, Philip J; Goldsmith, Marshall	2005
The Art of the Strategist : 10 Essential Principles for Leading Your Company to Victory	Cohen, William A	2004
The Art of What Works : How Success Really Happens	Duggan, William	2003
Ask the Right Questions, Hire the Best People {Rev. Ed.}	Fry, Ronald W	2006
Attracting Investors : A Marketing Approach to Finding Funds for Your Business	Kotler, Philip; Kartajaya, Hermawan; Young, S David	2004
Awakening the Leader Within : A Story of Transformation	Cashman, Kevin; Forem, Jack,	2003
Balanced Scorecard Step-by-step : Maximizing Performance and Maintaining Results {2Nd Ed.}	Niven, Paul R	2006
Balls! : 6 Rules for Winning Today's Business Game (Brave, Authentic, Loud, Lovable & Spunky!)	Venneri, Alexi	2005
The Basics of Business Writing {WorkSmart Series}	Stuckey, Marty	1992
Beating the Deal Killers : Overcoming Murphy's Law (And Other Selling Nightmares)	Giglio, Stephen A	2003
Becoming a Conflict Competent Leader : How You and Your Organization Can Manage Conflict Effectively {Jossey-Bass Business & Management Seri	Runde, Craig E; Flanagan, Tim A	2007
Becoming a Strategic Leader : Your Role in Your Organization's Enduring Success {Jossey-Bass Business & Management Series; 1st Ed.}	Hughes, Richard L; Beatty, Katherine Colarelli	2005
Becoming a Successful Manager : How to Make a Smooth Transition From Managing Yourself to Managing Others	Grossman, Jack H; Parkinson, J Robert	2002
Becoming an Extraordinary Manager : The 5 Essentials for Success	Sandler, Len	2008
Beginning Excel What-if Data Analysis Tools : Getting Started With Goal Seek, Data Tables, Scenarios and Solver	Cornell, Paul	2006

Title	Author	Date
Beginning SharePoint 2007 : Building Team Solutions With Moss 2007 {Wrox Beginning Guides}	Murphy, Amanda; Perran, Shane	2007
Best Practices in Leadership Development and Organization Change : How the Best Companies Ensure Meaningful Change and Sustainable Leadershi	Carter, Louis; Ulrich, David; Goldsmith, Marshall	2005
Best Practices in Lean Six Sigma Process Improvement : A Deeper Look	Schonberger, Richard	2008
Beyond Buzz : The Next Generation of Word-of-mouth Marketing	Kelly, Lois	2007
Beyond the Babble : Leadership Communication That Drives Results	Matha, Bob; Boehm, Macy; Tucker, Marcia	2008
Beyond Transfer of Training : Engaging Systems to Improve Performance {Pfeiffer Essential Resources for Training and HR Professionals}	Broad, Mary L	2005
The Big Bing : Black Holes of Time Management, Gaseous Executive Bodies, Exploding Careers and Other Theories On the Origins of the Business	Bing, Stanley	2003
Big Business Marketing for Small Business Budgets	McMurtry, Jeanette Maw	2003
Bigger Isn't Always Better : The New Mindset for Real Business Growth	Tomasko, Robert M	2006
The Biz : 50 Little Things That Make a Big Difference to Team Motivation and Leadership	Freemantle, David	2004
Black Belt Negotiating : Become a Master Negotiator Using Powerful Lessons from the Martial Arts	Lee, Michael Soon; Tabuchi, Grant	2007
Blue Ocean Strategy : How to Create Uncontested Market Space and Make the Competition Irrelevant	Kim, W Chan; Mauborgne, Ren�e	2005
The Board Game : A Director's Companion for Winning in Business	Waine, Peter	2003
Book Yourself Solid : The Fastest, Easiest, and Most Reliable System for Getting More Clients Than You Can Handle Even If You Hate Marketing	Port, Michael	2006
Boost Your Presentation IQ	Pincus, Marilyn	2006
Boss from Outer Space and Other Aliens at Work : A Down-to-earth Guide for Getting Along With Just About Anyone	Addesso, Patricia J	2007
The Boston Consulting Group On Strategy {2Nd Ed.}	Stern, Carl W; Deimler, Michael S	2006
Brain Storm : Tap Into Your Creativity to Generate Awesome Ideas and Remarkable Results	Rich, Jason	2003
Breakthrough : How Great Companies Set Outrageous Objectives, and Achieve Them	Davidson, William Harley	2004
Bridging the Culture Gap : a Practical Guide to International Business Communication {2Nd Ed.}	Cartel, Penny; Fox, Chris J	2008
Bridging the Generation Gap : How to Get Radio Babies, Boomers, Gen Xers, and Gen Yers to Work Together and Achieve More	Gravett, Linda; Throckmorton, Robin	2007
Budgeting for Managers {Briefcase Book}	Kemp, Sid	2003
Building a Winning Sales Force : Powerful Strategies for Driving High Performance	Zoltners, Andris A; Sinha, Prabhakant; Lorimer, Sally	2009
Building Businesses With Small Producers : Successful Business Development Services in Africa, Asia, and Latin America	Kapila, Sunita; Mead, Donald C,	2002
Building Financial Models With Microsoft Excel : A Guide for Business Professionals	Proctor, K Scott	2004
Building the Bridge As You Walk On It : A Guide for Leading Change	Quinn, Robert E	2004
Building Web Applications With ADO. NET and XML Web Services {Gearhead Press in the Trenches}	Hundhausen, Richard	2002
Business Agility : Sustainable Prosperity in a Relentlessly Competitive World {Microsoft Executive Leadership Series}	Hugos, Michael H	2009

Title	Author	Date
Business and the Beautiful Game : How You Can Apply the Skills & Passion of Football to Be a Winner in Business	Theobald, Theo; Cooper, Cary L	2005
Business Coaching Toolkit : Top Ten Strategies for Solving the Toughest Dilemmas Facing Organizations	Fairley, Stephen G; Zipp, Bill	2008
Business Continuity Management : Building an Effective Incident Management Plan	Blyth, Michael	2009
Business Continuity Planning for Data Centers and Systems : a Strategic Implementation Guide	Bowman, Ronald H	2008
A Business Guide to Information Security : How to Protect Your Company's IT Assets, Reduce Risks and Understand the Law	Calder, Alan	2005
Business Math Demystified {McGraw-Hill "Demystified" Series}	Bluman, Allan G	2006
Business Plans Kit for Dummies {--For Dummies; 2nd Ed.}	Peterson, Steven; Jaret, Peter; Schenck, Barbara Findlay	2005
Business Plans to Game Plans : A Practical System for Turning Strategies Into Action	King, Jan B	2004
Business Process Mapping : Improving Customer Satisfaction {2Nd Ed.}	Jacka, J Mike; Keller, Paulette J	2009
Business Solutions On Demand : Transform the Business to Deliver Real Customer Value	Cerasale, Mark Vincent; Stone, Merlin	2004
The Business Start-up Kit	Strauss, Steven D	2003
Business Strategy : An Introduction	Campbell, David J; Stonehouse, George; Houston, Bill,	2002
Business the Richard Branson Way : 10 Secrets of the World's Greatest Brand Builder {3Rd Ed.}	Dearlove, Des	2007
Business Writing for Busy People	Theibert, Philip R	1996
Business Writing for Results : How to Create a Sense of Urgency and Increase Response to All of Your Business Communications	Cleland, Jane K	2003
Busy Manager's Guide to Delegation {WorkSmart}	Luecke, Richard; McIntosh, Perry	2009
Buying a Business to Secure Your Financial Freedom : Finding and Evaluating the Business That's Right for You	Pendarvis, Ed	2005
C/C++ Treasure Chest : A Developer's Resource Kit of C/C++ Tools and Source Code	Volkman, Victor R	1998
C++ Programming for the Absolute Beginner {For the Absolute Beginner (Series)}	Henkemans, Dirk; Lee, Mark	2001
The Capable Company : Building the Capabilities That Make Strategy Work	Lynch, Richard L; Diezemann, John; Dowling, James	2003
Career Warfare : 10 Rules for Building a Successful Personal Brand and Fighting to Keep It	D'Alessandro, David F; Owens, Michele	2004
Careers in Project Management {Careers ; No. 264}		2005
Cases in Call Center Management : Great Ideas (Th)at Work	Feinberg, Richard; Ruyter, Ko de; Bennington, Lynne	2005
CCA Citrix Metaframe XP 1.0 Administration Study Guide	Price, Brad; Price, John	2002
CCNA Intro : Introduction to Cisco Networking Technologies : Study Guide	Lammle, Todd	2006
The Certifiable Salesperson : The Ultimate Guide to Help Any Salesperson Go Crazy With Unprecedented Sales!	Hopkins, Tom; Laaman, Laura L	2003

Title	Author	Date
Chaotics : the Business of Managing and Marketing in the Age of Turbulence {1St Ed.}	Kotler, Philip; Caslione, John A	2009
Class With Drucker : The Lost Lessons of the World's Greatest Management Teacher	Cohen, William A; Drucker, Peter F	2008
Clear and to the Point : 8 Psychological Principles for Compelling PowerPoint Presentations	Kosslyn, Stephen Michael	2007
Clear Blogging : How People Blogging Are Changing the World and How You Can Join Them	Walsh, Bob	2007
Clear Writing : A Step-by-step Guide {Fifty-Minute Series}	Bonet, Diana	1991
Clients Forever : How Your Clients Can Build Your Business for You	Carter, Doug; Green, Jennifer,	2003
Close More Sales! : Persuasion Skills That Boost Your Selling Power	Stewart, Mike	1999
Coaching At Work : Powering Your Team With Awareness, Responsibility, and Trust	Somers, Matt	2007
Coaching Connection : a Manager's Guide to Developing Individual Potential in the Context of the Organization	Gorrell, Paul; Hoover, John	2009
Coaching for Emotional Intelligence : The Secret to Developing the Star Potential in Your Employees	Wall, Bob	2007
Coaching for Leadership : The Practice of Leadership Coaching From the World's Greatest Coaches {Pfeiffer Essential Resources for Training a	Goldsmith, Marshall; Lyons, Laurence	2006
Coaching in Organizations : Best Coaching Practices from the Ken Blanchard Companies	Homan, Madeleine; Miller, Linda J	2008
Coaching, Counseling & Mentoring : How to Choose & Use the Right Technique to Boost Employee Performance {2Nd Ed.}	Stone, Florence M	2007
Coach's Guide to Emotional Intelligence : Strategies for Developing Successful Leaders	Hughes, Marcia M; Terrell, James Bradford	2008
Common Sense Business : Starting, Operating, and Growing Your Small Business--in Any Economy {1St Ed.}	Gottry, Steven R	2005
Communication Counts : Business Presentations for Busy People	Civiello, Mary	2008
Communications Skills for Project Managers	Campbell, G Michael	2009
Competency-based Performance Reviews : How to Perform Employee Evaluations the Fortune 500 Way	Kessler, Robin	2008
Competitive Mind : Strategy for Winning in Business	Crouch, Andrew	2008
The Complete Hiring and Firing Handbook : Every Manager's Guide to Working With Employees Legally {1St Ed.}	Fleischer, Charles H	2005
Complete Presentation Skills Handbook	Siddons, Suzy	2008
Complete Project Management Office Handbook	Hill, Gerard M	2004
The Complete Q & A Job Interview Book	Allen, Jeffrey G	2004
The Complete Startup Guide for the Black Entrepreneur	Boudreaux, Bill	2004
The Concise Time Management and Personal Development	Adair, John Eric; Allen, Melanie	2003
Connective Selling : The Secrets of Winning 'Big Ticket' Sales	Timperley, John	2004
Connectors : How the World's Most Successful Businesspeople Build Relationships and Win Clients for Life	Kuzmeski, Maribeth	2009
Construction Project Management : An Integrated Approach	Fewings, Peter	2005
Consultative Closing : Simple Steps That Build Relationships and Win Even the Toughest Sale	Bennett, Greg	2007
Corporate Reputation : 12 Steps to Safeguarding and Recovering Reputation	Gaines-Ross, Leslie	2008
Courting Business : 101 Ways for Accelerating Business Relationships	Sabath, Ann Marie	2005

Title	Author	Date
Creating a Total Rewards Strategy : A Toolkit for Designing Business-based Plans	Manas, Todd M; Graham, Michael Dennis	2003
Creating a Winning Business Formula {Strategy and Performance}	Mills, John	2002
Creating Business Value With Information Technology : Challenges and Solutions	Shin, Namchul	2003
Creating Interactive Websites With PHP and Web Services	Rosebrock, Eric	2003
Creating Success from the Inside Out : Develop the Focus and Strategy to Uncover the Life You Want	Taylor, Ephren W; Brantley, W Emerson	2008
Creative Cash Flow Reporting : Uncovering Sustainable Financial Performance	Mulford, Charles W; Comiskey, Eugene E	2005
CRM Unplugged : Releasing CRM's Strategic Value	Bligh, Philip; Turk, Douglas	2004
Crucial Conversations : Tools for Talking When Stakes Are High	Patterson, Kerry	2002
Crunch Point : The 21 Secrets to Succeeding When It Matters Most	Tracy, Brian	2007
Crystal Reports 10 for Dummies {--For Dummies}	Taylor, Allen G	2004
Crystal Reports 9 Essentials	Howe, Jill K; McRae, William H; Spanbauer, Scott,	2003
Crystal Reports XI : The Complete Reference	Peck, George	2005
Cult of the Customer : Create an Amazing Customer Experience That Turns Satisfied Customers Into Customer Evangelists	Hyken, Shep	2009
Customer Care Excellence : How to Create an Effective Customer Focus {5Th Ed.}	Cook, Sarah	2008
Customer Culture : How FedEx and Other Great Companies Put the Customer First Every Day {Financial Times Prentice Hall Books}	Basch, Michael D	2003
The Daily Drucker : 366 Days of Insight and Motivation for Getting the Right Things Done	Drucker, Peter Ferdinand; Maciariello, Joseph A	2004
Dealing With Difficult People : 24 Lessons for Bringing Out the Best in Everyone {McGraw-Hill Professional Education}	Brinkman, Rick; Kirschner, Rick	2003
Death By Meeting : A Leadership Fable-- About Solving the Most Painful Problem in Business	Lencioni, Patrick	2004
Deciding Factor : the Power of Analytics to Make Every Decision a Winner {1St Ed.}	Rosenberger, Larry; Nash, John; Graham, Ann	2009
Decision Making & Problem Solving Strategies {Creating Success; 2nd Ed.}	Adair, John Eric	2007
Defining the Really Great Boss	Dealy, M David; Thomas, Andrew R	2004
Deliberate Success : Realize Your Vision With Purpose, Passion, and Performance	Allenbaugh, Eric	2002
Delivering Knock Your Socks Off Service {4Th Ed.}		2007
Demystifying Six Sigma : A Company-wide Approach to Continuous Improvement	Larson, Alan	2003
Designing Successful Grant Proposals	Orlich, Donald C	2002
Designing Web Sites That Work : Usability for the Web	Brinck, Tom; Gergle, Darren; Wood, Scott D	2002
Develop Your Leadership Skills {Creating Success}	Adair, John Eric	2007
Developing As a Professional : 50 Tips for Getting Ahead {Fifty-Minute Series}	Manning, Marilyn Jakad; Haddock, Patricia	2004
Developing Java Web Services : Architecting and Developing Secure Web Services Using Java	Nagappan, Ramesh; Skoczylas, Robert; Sriganesh, Rima Patel	2003

Title	Author	Date
Developing Leadership Talent {Pfeiffer Essential Resources for Training and HR Professionals}	Berke, David; Kossler, Michael E; Wakefield, Michael	2008
Differentiate or Die : Survival in Our Era of Killer Competition {2Nd Ed.}	Trout, Jack; Rivkin, Steve	2008
Digital Engagement : Internet Marketing That Captures Customers and Builds Intense Brand Loyalty	Harden, Leland; Heyman, Bob	2009
Disagreements, Disputes, and All-out War : 3 Simple Steps for Dealing With Any Kind of Conflict	Scott, Gini Graham	2008
The Disaster Recovery Handbook : A Step-by-step Plan to Ensure Business Continuity and Protect Vital Operations, Facilities, and Assets	Wallace, Michael; Webber, Lawrence	2004
Discovering Requirements : How to Specify Products and Services	Alexander, Ian; Beus-Dukic, Ljerka	2009
Do-it-yourself Advertising and Promotion : How to Produce Great Ads, Brochures, Catalogs, Direct Mail, Web Sites, and More! / Fred E. Hahn ;	Hahn, Fred E; Davis, Tom	2003
Don't Let Others Rent Space in Your Head : Your Guide to Living Well, Overcoming Obstacles, and Winning At Everything in Life	Coxe, Gary	2006
Don't Oil the Squeaky Wheel : And 19 Other Contrarian Ways to Improve Your Leadership Effectivness {1St Ed.}	Rinke, Wolf J	2004
Dreamweaver CS3 Bible	Lowery, Joseph	2007
Driving Results Through Social Networks : How Top Organizations Leverage Networks for Performance and Growth {Jossey-Bass Business & Managem	Cross, Robert L; Thomas, Robert J	2009
Dynamic Strategy-making : a Real-time Approach for the 21st Century Leader {1St Ed.}	Greiner, Larry E; Cummings, Thomas G	2009
EBoot Camp : Proven Internet Marketing Techniques to Grow Your Business	Perlman, Corey	2009
E-business, E-government & Small and Medium-size Enterprises : Opportunities and Challenges	Corbitt, Brian J; Al-Qirim, Nabeel A Y	2004
The E-code : 34 Internet Superstars Reveal 44 Ways to Make Money Online Almost Instantly--using Only E-mail!	Vitale, Joseph G; Mok, Jo Han	2005
Edison on Innovation : 102 Lessons in Creativity for Business and Beyond {1St Ed.}	Axelrod, Alan	2008
Effective Business Writing {Creating Success}	Forsyth, Patrick	2009
Effective Communications for Project Management	Kliem, Ralph L	2008
Effective Executive's Guide to PowerPoint 2000 : The Seven Steps for Creating High-value, High-impact PowerPoint Presentations	Nelson, Stephen L; Buschmohle, Michael	2000
Effective IT Project Management : Using Teams to Get Projects Completed On Time and Under Budget	Rosen, Anita	2004
Effective Opportunity Management for Projects : Exploiting Positive Risk {Center for Business Practices (Series)}	Hillson, David	2004
The Effective Organization : The Nuts and Bolts of Business Value	Schlenker, Lee; Matcham, Alan	2005
Effective Project Management : Traditional, Adaptive, Extreme {4Th Ed.}	Wysocki, Robert K	2007
Effective Project Management : Traditional, Agile, Extreme {5Th Ed.}	Wysocki, Robert K	2009
The Efficient Enterprise : Increased Corporate Success With Industry-specific Information Technology and Knowledge Management	Schimitzek, Peter	2004
E-learning 2.0 : Proven Practices and Emerging Technologies to Achieve Results	Rosen, Anita	2009
Emotional Intelligence for Project Managers : The People Skills You Need to Achieve Outstanding Results	Mersino, Anthony C	2007
Emotional Intelligence in Action : Training and Coaching Activities for Leaders and Managers	Hughes, Marcia M; Patterson, L Bonita; Terrell, James Bradford	2005

Title	Author	Date
The Emotionally Intelligent Manager : How to Develop and Use the Four Key Emotional Skills of Leadership	Caruso, David; Salovey, Peter	2004
The Emotionally Intelligent Workplace : How to Select For, Measure, and Improve Emotional Intelligence in Individuals, Groups, and Organizat	Cherniss, Cary; Goleman, Daniel	2001
The E-myth Manager : Why Management Doesn't Work and What to Do About It	Gerber, Michael E	2003
E-myth Mastery : The Seven Essential Disciplines for Building a World Class Company	Gerber, Michael E	2005
Enjoy! : 101 Ways to Add Fun to Your Work Every Day	Scott, Gini Graham	2008
Enlightened Office Politics : Understanding, Coping With, and Winning the Game--without Losing Your Soul	Dobson, Michael Singer; Dobson, Deborah Singer	2001
Entrepreneurship, Innovation and Technological Change {Foundations and Trends in Entrepreneurship}	Acs, Zoltan J; Audretsch, David B	2005
The Enthusiastic Employee : How Companies Profit By Giving Workers What They Want	Sirota, David; Mischkind, Louis A; Meltzer, Michael Irwin	2005
Entrepreneurial Small Businesses : A Resource-based Perspective	Shepherd, Dean A; Wiklund, Johan	2005
E-policy Handbook : Rules and Best Practices to Safely Manage Your Company's E-mail, Blogs, Social Networking, and Other Electronic Communic	Flynn, Nancy	2009
EQ Edge : Emotional Intelligence and Your Success {Rev. and Updated Ed.}	Stein, Steven; Book, Howard E	2006
Essential Computer Security : Everyone's Guide to E-mail, Internet, and Wireless Security	Bradley, Tony; Carvey, Harlan	2006
The Essential Drucker : Selections From the Management Works of Peter F. Drucker	Drucker, Peter Ferdinand	2001
The Essential Guide to Managing Small Business Growth	Wilson, Peter; Bates, Sue	2003
Essential Guide to Workplace Mediation & Conflict Resolution : Rebuilding Working Relationships	Doherty, Nora; Guyler, Marcelas	2008
Essentials of Enterprise Compliance {Essentials Series}	Conway, Susan; Conway, Mara E	2008
The Essentials of Finance and Accounting for Nonfinancial Managers	Fields, Edward	2002
Essentials of Strategic Project Management {Essentials Series}	Callahan, Kevin R; Brooks, Lynne M	2004
The Etiquette Edge : The Unspoken Rules for Business Success	Langford, Beverly Y	2005
Everything I Know About Sales Success : The World's Greatest Business Minds Reveal Their Winning Secrets {Selling Power (Series)}	Gschwandtner, Gerhard	2006
Excel 2007 {Beyond the Manual}	Dixon, Helen	2007
Excel 2007 Advanced Report Development	Zapawa, Timothy	2007
Excel 2007 Bible	Walkenbach, John	2007
Excel 2007 Data Analysis : Your Visual Blueprint for Creating and Analyzing Data, Charts and PivotTables {Visual Read Less-learn More}	Etheridge, Denise	2007
Excel 2007 PivotTables and PivotCharts {Mr. Spreadsheet's Bookshelf}	Aitken, Peter G	2007
Excel 2007 PivotTables Recipes : a Problem-solution Approach {Expert's Voice in Office}	Dagleish, Debra	2007
Excel Formulas and Functions for Dummies {--For Dummies}	Bluttman, Ken; Aitken, Peter	2005
Excel Timesaving Techniques for Dummies	Harvey, Greg	2005
Excellence Every Day : Make the Daily Choice-- Inspire Your Employees and Amaze Your Customers	Arussy, Lior	2008
Exceptional Selling : How the Best Connect and Win in High Stakes Sales	Thull, Jeff	2006

Title	Author	Date
Executive Coaching : How to Choose, Use and Maximize Value for Yourself and Your Team	McAdam, Stuart	2005
Executive Guide to E-mail Correspondence : Including Model Letters for Every Situation	Baude, Dawn-Michelle	2007
Executive Intelligence : What All Great Leaders Have	Menkes, Justin	2005
Executive's Guide to Knowledge Management : The Last Competitive Advantage	Stapleton, James J	2003
The Extraordinary Leader : Turning Good Managers Into Great Leaders	Zenger, John H; Folkman, Joe	2002
EXtreme Project Management : Using Leadership, Principles, and Tools to Deliver Value in the Face of Volatility {Jossey-Bass Business & Mana	DeCarlo, Doug	2004
F1, Get the Most Out of Excel : The Ultimate Excel Tip Help Guide	Rubin, Joseph	2004
Facilitating the Project Lifecycle : Skills & Tools to Accelerate Progress for Project Managers, Facilitators, and Six Sigma Project Teams {	Means, Jan; Adams, Tammy	2005
Facilitating With Ease! : Core Skills for Facilitators, Team Leaders, and Members, Managers, Consultants, and Trainers {New and Rev., 2nd Ed	Bens, Ingrid	2005
Failure of Risk Management : Why It's Broken and How to Fix It	Hubbard, Douglas W	2009
The Fast Forward MBA in Project Management {Fast Forward MBA Series; 2nd Ed.}	Verzuh, Eric	2005
Fast Forward MBA in Project Management {Portable MBA Series; 3rd Ed.}	Verzuh, Eric	2008
Findability Formula : the Easy, Non-technical Approach to Search Engine Marketing	Lutze, Heather	2009
Finding Your True North : a Personal Guide {Warren Bennis Signature Series}	George, Bill; McLean, Andrew N; Craig, Nick	2008
Firefly Effect : Build Teams That Capture Creativity and Catapult Results	Douglas, Kimberly	2009
Fireworks MX : A Beginner's Guide	Cavanaugh, Kim	2002
The First-time Manager {5Th Ed.}	Belker, Loren B; Topchik, Gary S	2005
First-time Manager's Guide to Performance Appraisals	Arthur, Diane	2008
First-time Manager's Guide to Team Building	Topchik, Gary S	2007
Five Dysfunctions of a Team : A Leadership Fable {1St Ed.}	Lencioni, Patrick	2002
The Focal Easy Guide to Photoshop CS2 : Image Editing for New Users and Professionals {Focal Easy Guide Series}	Hinkel, Brad	2006
Fool-proof Marketing : 15 Winning Methods for Selling ANY Product or Service in ANY Economy	Bly, Robert W	2003
Foundation Web Design With Dreamweaver 8	Grannell, Craig	2006
Freakonomics : A Rogue Economist Explores the Hidden Side of Everything {Revised and Expanded Ed.}	Levitt, Steven D; Dubner, Stephen J	2006
From Teams to Knots : Activity-theoretical Studies of Collaboration and Learning at Work {Learning in Doing}	Engestrȫm, Yrjȫl	2008
Fundamentals of Project Management {WorkSmart Series; 3rd Ed.}	Lewis, James P	2007
Fundamentals of Project Management {WorkSmart Series}	Lewis, James P	1995
Fundamentals of Sales Management for the Newly Appointed Sales Manager	Schwartz, Matthew	2006
Future Savvy : Identifying Trends to Make Better Decisions, Manage Uncertainty, and Profit from Change	Gordon, Adam	2008
Game-changing Strategies : How to Create New Market Space in Established Industries By Breaking the Rules	Markides, Constantinos	2008
Generation Blend : Managing Across the Technology Age Gap {[Microsoft Executive Leadership Series]}	Salkowitz, Rob	2008
Get Off Your "But" : How to End Self-sabotage and Stand Up for Yourself	Stephenson, Sean	2009

Title	Author	Date
Getting It Right : Notre Dame on Leadership and Judgment in Business	Bartkus, Viva Ona; Conlon, E J	2008
Getting Started in Six Sigma {Getting Started In}	Thomsett, Michael C	2005
Getting Things Done : The Art of Stress-free Productivity	Allen, David	2003
Getting to Innovation : How Asking the Right Questions Generates the Great Ideas Your Company Needs	VanGundy, Arthur B	2007
Getting to VITO, the Very Important Top Officer : 10 Steps to VITO's Office	Parinello, Anthony	2005
The Giants of Sales : What Dale Carnegie, John Patterson, Elmer Wheeler, and Joe Girard Can Teach You About Real Sales Success	Sant, Tom	2006
Global Manifest Destiny : Growing Your Business in a Borderless Economy	Caslione, John A; Thomas, Andrew R	2002
Go Google : 20 Ways to Reach More Customers and Build Revenue With Google Business Tools	Holden, Greg	2008
Go It Alone! : The Secret to Building a Successful Business On Your Own {1St. Ed.}	Judson, Bruce	2004
Goal Directed Project Management : Effective Techniques and Strategies {3Rd Ed. / Edited By Mike Katagiri, Rodney Turner.}	Andersen, Erling S; Grude, Kristoffer V; Haug, Tor; Katagiri, Mike; Turner, J Rodney	2004
Goal Setting : How to Create an Action Plan and Achieve Your Goals {WorkSmart Series; 2nd Ed.}	Wilson, Susan B; Dobson, Michael Singer	2008
Going Lean : How the Best Companies Apply Lean Manufacturing Principles to Shatter Uncertainty, Drive Innovation, and Maximize Profits	Ruffa, Stephen A	2008
Golden Circle Secrets : How to Achieve Consistent Sales Success Through Customer Values & Expectations	Midgley, Dale; Midgley, Ben	2005
Golf and the Game of Leadership : An 18-hole Guide for Success in Business and in Life	McHugh, Donald E	2004
Google Speaks : Secrets of the World's Greatest Billionaire Entrepreneurs, Sergey Brin and Larry Page	Lowe, Janet	2009
Google Talking	Baskin, Brian; Brashars, Joshua; Long, Johnny	2007
Go-to-market Strategy : Advanced Techniques and Tools for Selling More Products, to More Customers, More Profitably	Friedman, Lawrence G	2002
Grabbing Lightning : Building a Capability for Breakthrough Innovation {1St Ed.}	O'Connor, Gina Colarelli	2008
Gray Matters : The Workplace Survival Guide	Rosner, Bob; Halcrow, Allan	2004
Great Business Teams : Cracking the Code for Standout Performance	Guttman, Howard M	2008
Great Customer Connections : Simple Psychological Techniques That Guarantee Exceptional Service	Gallagher, Richard S	2006
Gurus On Business Strategy	Grundy, Tony	2003
The Handbook of Dispute Resolution {1St Ed.}	Moffitt, Michael L; Bordone, Robert C	2005
Handbook of Effective Management : How to Manage or Supervise Strategically	Huffmire, Donald W; Holmes, Jane D	2006
The Handbook of Financing Growth : Strategies and Capital Structure {Wiley Finance Series}	Marks, Kenneth H	2005
A Handbook of Human Resource Management Practice {10Th Ed.}	Armstrong, Michael	2006
Handbook of Management Techniques : A Comprehensive Guide to Achieving Managerial Excellence and Improved Decision Making {Rev. 3rd Ed.}	Armstrong, Michael	2006

Title	Author	Date
Hands-off Manager : How to Mentor People and Allow Them to Be Successful	Chandler, Steve; Black, Duane	2007
The Hands-on Project Office : Guaranteeing ROI and On-time Delivery	Kesner, Richard M	2004
Harvard Business Review On Breakthrough Leadership {Harvard Business Review Paperback Series}		2001
Head, Heart, and Guts : How the World's Best Companies Develop Complete Leaders {1St Ed.}	Dotlich, David L; Cairo, Peter C; Rhinesmith, Stephen H	2006
Health & Safety At Work : An Essential Guide for Managers {Rev. 8th Ed.}	Stranks, Jeremy W	2008
Heavy Hitter Sales Wisdom : Proven Sales Warfare Strategies, Secrets of Persuasion, and Common-sense Tips for Success	Martin, Steve W	2006
Heavy Hitter Selling : How Successful Salespeople Use Language and Intuition to Persuade Customers to Buy	Martin, Steve W	2006
Herding Chickens : Innovative Techniques for Project Management	Garrett, David; Bradbary, Dan	2005
The Hidden Power of Illustrator CS : Web Graphics Techniques	Kurth, Steve	2004
High Performance Selling : Advice, Tactics, and Tools : the Complete Guide to Sales Success	Beck, Terry	2001
High-impact Interview Questions : 701 Behavior-based Questions to Find the Right Person for Every Job {1St Ed.}	Hoevermeyer, Victoria A	2006
The HIPAA Program Reference Handbook : Ross Leo, Editor	Leo, Ross	2005
How Professionals Make Decisions {Expertise, Research and Applications}	Montgomery, Henry; Lipshitz, Raanan; Brehmer, Berndt	2005
How to Be a Sales Superstar : Break All the Rules and Succeed While Doing It	Tewart, Mark	2009
How to Be an Even Better Manager : a Complete A-Z of Proven Techniques & Essential Skills / Michael Armstrong {7Th Ed.}	Armstrong, Michael	2008
How to Be Happy At Work : A Practical Guide to Career Satisfaction	Hirsch, Arlene S	2004
How to Become a Better Negotiator {WorkSmart Series; 2nd Ed.}	Luecke, Richard; Patterson, James G	2008
How to Click With Everyone Every Time	Rich, David	2004
How to Comply With Sarbanes-Oxley Section 404 : Assessing the Effectiveness of Internal Control {3Rd Ed.}	Ramos, Michael J	2008
How to Comply With Sarbanes-Oxley Section 404 : Assessing the Effectiveness of Internal Control	Ramos, Michael J	2004
How to Create Your Own Luck : The "You Never Know" Approach to Networking, Taking Chances, and Opening Yourself to Opportunity	RoAne, Susan	2004
How to Hire a Champion : Insider Secrets to Find, Select, and Keep Great Employees	Snyder, David	2007
How to Manage Meetings {Creating Success}	Barker, Alan	2007
How to Manage People {Creating Success}	Armstrong, Michael	2008
How to Manage Problem Employees : A Step-by-step Guide for Turning Difficult Employees Into High Performers	Shepard, Glenn	2005
How to Motivate People {Creating Success; 2nd Ed.}	Forsyth, Patrick	2006
How to Negotiate Effectively {Creating Success; 2nd Ed.}	Oliver, David	2006
How to Pass the GMAT : Unbeatable Preparation for Success in the Graduate Management Admission Test	Bryon, Mike	2007
How to Prepare a Business Plan {Sunday Times Business Enterprise Guide; Rev. 4th Ed.}	Blackwell, Edward	2004

Title	Author	Date
How to Raise Capital : Techniques and Strategies for Financing and Valuing Your Small Business	Timmons, Jeffrey A; Spinelli, Stephen; Zacharakis, Andrew	2005
How to Read a Financial Report : Wringing Vital Signs Out of the Numbers {7Th Ed.}	Tracy, John A	2009
How to Run a Thriving Business : Strategies for Success and Satisfaction {1St Ed.}	Warner, Ralph E	2004
How to Sell Without Being a Jerk! : The Foolproof Approach to the World's Second Oldest Profession	Klymshyn, John	2008
How to Shine At Work	Dominguez, Linda R	2003
How to Start, Run and Stay in Business {4Th Ed.}	Kishel, Gregory F; Kishel, Patricia Gunter	2005
How to Succeed in Business Using LinkedIn : Making Connections and Capturing Opportunities on the Web's #1 Business Networking Site	Butow, Eric; Taylor, Kathleen	2009
How to Tell Anyone Anything : Breakthrough Techniques for Handling Difficult Conversations at Work	Gallagher, Richard S	2009
How to Write a Grant Proposal	New, Cheryl Carter; Quick, James Aaron	2003
How to Write Successful Fundraising Letters {Jossey-Bass Nonprofit Guidebook Series; 2nd Ed.}	Warwick, Mal	2008
HRD in Small Organisations : Research and Practice {Routledge Studies in Human Resource Development ; 7}	Stewart, Jim; Graham, Beaver	2004
Human Side of Leadership : Navigating Emotions at Work	Ginsberg, Rick; Davies, Timothy Gray	2007
Idea Mapping : How to Access Your Hidden Brain Power, Learn Faster, Remember More, and Achieve Success in Business	Nast, Jamie	2006
If Your Life Were a Business, Would You Invest in It? : The 13-step Program for Managing Your Life Like the Best CEOs Manage Their Companies	Eckblad, John; Kiel, David	2003
ILearning : How to Create an Innovative Learning Organization {Essential Resources for Training and HR Professionals; 1st Ed.}	Salisbury, Mark	2009
Improve Your Communication Skills {Creating Success; 2nd Ed.}	Barker, Alan	2006
Improvement Guide : a Practical Approach to Enhancing Organizational Performance {2Nd Ed.}	Langley, Gerald J	2009
Improving Employee Performance Through Appraisal and Coaching {2Nd Ed.}	Kirkpatrick, Donald L	2006
Improving Your Project Management Skills	Richman, Larry	2006
Incident Management Best Practice Handbook : Building, Running and Managing Effective Support and Incident Tracking : Ready to Use Supportin	Blokdiik, Gerard; Menken, Ivanka	2008
Information Development : Managing Your Documentation Projects, Portfolio, and People	Hackos, JoAnn T	2007
Information Nation : Seven Keys to Information Management Compliance {2Nd Ed.}	Kahn, Randolph; Blair, Barclay T	2009
Information Security Governance : a Practical Development and Implementation Approach {Wiley Series in Systems Engineering and Management}	Brotby, W Krag	2009
Information Systems Project Management : How to Deliver Function and Value in Information Technology Projects {2Nd Ed.}	Hallows, Jolyon	2005
Inside Every Woman : Using the 10 Strengths You Didn't Know You Had to Get the Career and Life You Want Now	Milazzo, Vickie L	2006
Inside the Business of Graphic Design : 60 Leaders Share Their Secrets of Success	Fishel, Catharine M	2003
Insider Threat : Protecting the Enterprise From Sabotage, Spying, and Theft	Cole, Eric; Ring, Sandra	2006

Title	Author	Date
Inspire! : What Great Leaders Do	Secretan, Lance H K	2004
Instant Appeal : the 8 Primal Factors That Create Blockbuster Success	Kunkel, Vicki	2009
Integrated IT Project Management : A Model-centric Approach {Artech House Effective Project Management Library}	Bainey, Kenneth R	2004
Integrating Lean Six Sigma and High-performance Organizations : Leading the Charge Toward Dramatic, Rapid, and Sustainable Improvement {Coll	Devane, Tom	2004
Integrity Is All You've Got : And Seven Other Lessons of the Entrepreneurial Life	Eller, Karl	2005
Internet Explorer Construction Kit for Dummies {--For Dummies}	Walnum, Clayton	2005
Interpreting the CMMI : A Process Improvement Approach	Kulpa, Margaret K; Johnson, Kent A	2003
Introduction to AutoCAD 2006 : 2D and 3D Design	Yarwood, A	2006
An Introduction to Corporate Finance : Transactions and Techniques {2Nd Ed.}	Geddes, Ross	2006
IT and Organizational Learning : Managing Change Through Technology and Education	Langer, Arthur M	2005
IT Compliance and Controls : Best Practices for Implementation	DeLuccia, James J	2008
IT Portfolio Management Step-by-step : Unlocking the Business Value of Technology	Maizlish, Bryan; Handler, Robert	2005
IT Project Portfolio Management {Artech House Effective Project Management Series}	Bonham, Stephen S	2005
IT Project+ Study Guide {2Nd Ed.}	Heldman, William; Cram, Lona	2004
It's Not Where You Start, It's Where You Finish! : The Success Secrets of a Top Member of the Mary Kay Independent Sales Force	Hennessy-Ortega, Gillian	2005
I've Seen a Lot of Famous People Naked, and They've Got Nothing On You! : Business Secrets From the Ultimate Street-smart Entrepreneur	Steinfeld, Jake	2006
Jack Welch On Leadership : Abridged From Jack Welch and the GE Way	Slater, Robert; Welch, Jack	2004
Jack Welch Speaks : Wit and Wisdom from the World's Greatest Business Leader {Completely Rev. and Updated.}	Lowe, Janet	2008
Jerks At Work : How to Deal With People Problems and Problem People	Lloyd, Kenneth L	1999
Joe Celko's SQL for Smarties : Advanced SQL Programming {Morgan Kaufmann Series in Data Management Systems; 3rd Ed.}	Celko, Joe	2005
Just Enough Project Management : The Indispensable Four-step Process for Managing Any Project, Better, Faster, Cheaper	Cook, Curtis R	2005
Just Listen : Discover the Secret to Getting Through to Absolutely Anyone	Goulston, Mark	2010
Just-in-time Accounting : How to Decrease Costs and Increase Efficiency {3Rd Ed.}	Bragg, Steven M	2009
Keeping Employees Accountable for Results : Quick Tips for Busy Managers	Miller, Brian Cole	2006
Keeping the Millennials : Why Companies Are Losing Billions in Turnover to This Generation--and What to Do About It	Sujansky, Joanne Genova; Ferri-Reed, Jan	2009
Knock Your Socks Off Prospecting : How to Cold Call, Get Qualified Leads, and Make More Money	Miller, William; Zemke, Ron	2005
Landing Page Optimization : The Definitive Guide to Testing and Tuning for Conversions {Serious Skills}	Ash, Tim	2008
Language of Success : Business Writing That Informs, Persuades, and Gets Results	Sant, Tom	2008
Lead By Example : 50 Ways Great Leaders Inspire Results	Baldoni, John	2009
Lead, Sell, or Get Out of the Way : the 7 Traits of Great Sellers	Karr, Ron	2009
The Leader of the Future 2 : Visions, Strategies, and Practices for the New Era {1St Ed.}	Hesselbein, Frances; Goldsmith, Marshall	2006

Title	Author	Date
Leaders At All Levels : Deepening Your Talent Pool to Solve the Succession Crisis	Charan, Ram	2008
The Leader's Guide to Lateral Thinking Skills : Powerful Problem-solving Techniques to Ignite Your Team's Potential	Sloane, Paul	2003
A Leader's Legacy {1St Ed.}	Kouzes, James M; Posner, Barry Z	2006
The Leader's Tool Kit : Hundreds of Tips and Techniques for Developing the Skills You Need	Charney, Cyril	2006
Leadership Advantage : How the Best Companies Are Developing Their Talent to Pave the Way for Future Success	Fulmer, Robert M; Bleak, Jared L	2008
Leadership Challenge {3Rd Ed., 1st Pbk. Ed.}	Kouzes, James M; Posner, Barry Z	2003
Leadership Challenge {4Th Ed.}	Kouzes, James M; Posner, Barry Z	2007
The Leadership Crash Course : How to Create Personal Leadership Value {2Nd Ed.}	Taffinder, Paul	2006
Leadership the Hard Way : Why Leadership Can't Be Taught and How You Can Learn It Anyway {Warren Bennis Signature Series; 1st Ed.}	Frohman, Dov; Howard, Robert	2008
Leadership the Sven-Göran Eriksson Way : How to Turn Your Team Into Winners	Birkinshaw, Julian M; Crainer, Stuart	2004
Leading Change	Kotter, John P	1996
Leading Geeks : How to Manage and Lead People Who Deliver Technology {Warren Bennis Signature Series}	Glen, Paul	2003
Leading Leaders : How to Manage Smart, Talented, Rich, and Powerful People	Salacuse, Jeswald W	2006
Leading Organizational Learning : Harnessing the Power of Knowledge	Goldsmith, Marshall; Morgan, Howard J; Ogg, Alexander J	2004
Leading Strategic Change : Bridging Theory and Practice	Flamholtz, Eric; Randle, Yvonne	2008
Leading the Sales Force : A Dynamic Management Process	Darmon, René Y	2007
Leading With Kindness : How Good People Consistently Get Superior Results	Baker, William F; O'Malley, Michael	2008
Leading With Questions : How Leaders Find the Right Solutions By Knowing What to Ask {1St Ed.}	Marquardt, Michael J	2005
Lean Six Sigma That Works : A Powerful Action Plan for Dramatically Improving Quality, Increasing Speed, and Reducing Waste	Carreira, Bill; Trudell, Bill	2006
Learning Points : 100 Activities and Actions for E-communications Excellence	Garber, Peter R	2005
Learning Rants, Raves, and Reflections	Masie, Elliott	2005
Lessons From the Edge : Survival Skills for Starting and Growing a Company	Matthews, Jana B; Dennis, Jeff; Economy, Peter	2003
Lifehacker : 88 Tech Tricks to Turbocharge Your Day	Trapani, Gina	2007
Life's Missing Instruction Manual : The Guidebook You Should Have Been Given At Birth	Vitale, Joe	2006
Linkage Inc.'s Best Practices in Leadership Development Handbook : Case Studies, Instruments, Training {Pfeiffer Essential Resources for Tra	Giber, David J	2009
Living the 80/20 Way : Work Less, Worry Less, Succeed More, Enjoy More	Koch, Richard	2004
The Lombardi Rules : 26 Lessons From Vince Lombardi-- the World's Greatest Coach {McGraw-Hill Professional Education}	Lombardi, Vince	2003

Title	Author	Date
Lone River Winery Company : A Case of Virtual Organization and Electronic Business Strategies in Small and Medium-sized Firms	Tetteh, Emmanuel O	2002
Macromedia Fireworks MX 2004 : Fast & Easy Web Development {Fast & Easy}	Bucki, Lisa	2003
Macromedia Flash 8 for Dummies	Leete, Gurdy; Finkelstein, Ellen	2006
Making Innovation Work : How to Manage It, Measure It, and Profit From It	Davila, Tony; Epstein, Marc J; Shelton, Robert D	2006
Making Millions in Direct Sales : The 8 Essential Activities Direct Sales Managers Must Do Every Day to Build a Successful Team and Earn Mor	Malaghan, Michael G	2005
Making Strategy Work : Leading Effective Execution and Change	Hrebiniak, Lawrence G	2005
Management 500 : a High-octane Formula for Business Success	Coughlin, Dan	2009
The Management Bible	Nelson, Bob; Economy, Peter	2005
Manager's Guide to Coaching : Simple and Effective Ways to Get the Best Out of Your Employees	Emerson, Brian; Loehr, Ann	2008
Manager's Guide to HR : Hiring, Firing, Performance Evaluations, Documentation, Benefits, and Everything Else You Need to Know	Muller, Max	2009
Manager's Guide to Improving Workplace Performance	Chevalier, Roger	2007
Manager's Guide to the Sarbanes-Oxley Act : Improving Internal Controls to Prevent Fraud	Green, Scott	2004
The Manager's Pocket Guide to Effective Writing	Gladis, Stephen D	1999
Managing Brand You : Seven Steps to Creating Your Most Successful Self	Wilson, Jerry S; Blumenthal, Ira	2008
Managing By Accountability : What Every Leader Needs to Know About Responsibility, Integrity--and Results	Dealy, M David; Thomas, Andrew R	2007
Managing Information Technology Projects : Applying Project Management Strategies to Software, Hardware, and Integration Initiatives	Taylor, James	2004
Managing Innovation : Integrating Technological, Market and Organization Change {3Rd Ed.}	Tidd, Joseph; Bessant, J R; Pavitt, Keith	2005
Managing IT Professionals in the Internet Age	Yoong, Pak; Huff, Sidney Laurence	2007
Managing Knock Your Socks Off Service {2Nd Ed. /}	Bell, Chip R; Zemke, Ron; Zielinski, David	2007
Managing Online Forums : Everything You Need to Know to Create and Run Successful Community Discussion Boards	O'Keefe, Patrick	2008
Managing the Human Factor in Information Security : How to Win Over Staff and Influence Business Managers	Lacey, David	2009
Managing Up! : 59 Ways to Build a Career-advancing Relationship With Your Boss	Dobson, Michael Singer; Dobson, Deborah Singer	2000
Managing Virtual Projects	Gonçalves, Marcus	2005
Managing Your Business With Outlook 2003 for Dummies {--For Dummies}	Thalenberg, Marcelo	2006
Managing Your Mouth : An Owner's Manual for Your Most Important Business Asset	Genua, Robert L	1992
Marketing Your Product {Self-Counsel Business Series; 4th Ed.}	Cyr, Donald G; Gray, Douglas A	2003
Marketing Your Service {Self-Counsel Business Series; 4th Ed.}	Withers, Jean; Vipperman, Carol	2003
Master Visually Excel 2007 {Visual Read Less, Learn More}	Marmel, Elaine J	2008
Master Visually Microsoft Office 2007 {Visual Read Less, Learn More}	Bunzel, Tom	2007

Title	Author	Date
Masterful Coaching {3Rd Ed.}	Hargrove, Robert A	2008
Mastering Digital Photography : [The Serious Photographer's Guide to High-quality Digital Photography] {2Nd Ed.}	Busch, David D	2006
Mastering VBA for Microsoft Office 2007 {Serious Skills}	Mansfield, Richard	2008
Mastering Web 2.0 : Transform Your Business Using Key Website and Social Media Tools	Lincoln, Susan Rice	2009
Mastering Web Services Security	Hartman, Bret	2003
Mastering Windows Vista Business : Ultimate, Business, and Enterprise	Minasi, Mark; Mueller, John	2007
Maximum Influence : The 12 Universal Laws of Power Persuasion	Mortensen, Kurt W	2004
M-Business : The Strategic Implications of Wireless Technologies	Barnes, Stuart	2003
The McGraw-Hill 36-hour Project Management Course {McGraw-Hill 36-hour Course Series}	Cooke, Helen; Tate, Karen	2005
The McGraw-Hill Guide to the PMP Exam	Lewis, James P; Dudley, Robert	2005
Memory Management: Algorithms and Implementation in C/C++ {Windows Programming/development}	Blunden, Bill	2003
Mentored By a Millionaire : Master Strategies of Super Achievers	Scott, Steve	2004
Microsoft Access 2007 Data Analysis	Alexander, Michael	2007
Microsoft Access Version 2002 Inside Out	Feddema, Helen Bell	2002
Microsoft CRM for Dummies	Scott, Joel; DeLisa, Michael	2003
Microsoft Office 2003 : The Complete Reference	Kettell, Jennifer Ackerman	2003
Microsoft Office Excel 2003 {Inside Out (Redmond, Wash.)}	Stinson, Craig; Dodge, Mark	2004
Microsoft Office Excel 2007 : The L Line, the Express Line to Learning	Jacobs, Kathy	2007
Microsoft Office Excel 2007 Programming : Your Visual Blueprint for Creating Interactive Spreadsheets {Visual Read Less, Learn More}	Etheridge, Denise	2007
Microsoft Office Outlook 2003 Step By Step		2004
Microsoft Office Project 2003 Bible	Marmel, Elaine J	2004
Microsoft Office Word 2007 Quicksteps {McGraw Hill Professional}	Matthews, Martin S; Matthews, Carole Boggs	2007
Microsoft Project 2007 Bible	Marmel, Elaine J	2007
Microsoft Project Version 2002 Inside Out	Stover, Teresa S	2003
Microsoft Windows XP Power Productivity	Boyce, Jim	2005
Microsoft Windows XP Step By Step		2003
Modern Firm : Organizational Design for Performance and Growth	Roberts, John	2007
Modern Multithreading : Implementing, Testing, and Debugging Multithreaded Java and C++/Pthreads Win32 Programs	Carver, Richard H; Tai, Kuo-Chung	2006
Monday Morning Mentoring : Ten Lessons to Guide You Up the Ladder	Cottrell, David	2006
More Proactive Sales Management : Avoid the Mistakes Even Great Sales Managers Make--and Get Extraordinary Results	Miller, William	2009
Motivate to Win : How to Motivate Yourself and Others {3Rd Ed.}	Denny, Richard	2006
Moving Out of the Box : Tools for Team Decision Making	Kemp, Jana M	2008
Negotiating Globally : How to Negotiate Deals, Resolve Disputes, and Make Decisions Across Cultural Boundaries {Jossey-Bass Business & Manag	Brett, Jeanne M	2007
Network Security : A Practical Approach	Harrington, Jan L	2005
Networking for Career Success : 24 Lessons for Getting to Know the Right People {McGraw-Hill Professional Education}	Darling, Diane	2005

Title	Author	Date
New Leader's 100-day Action Plan : How to Take Charge, Build Your Team, and Get Immediate Results {2Nd Ed.}	Bradt, George B; Check, Jayme A; Pedraza, Jorge	2009
The New Leader's 100-day Action Plan : How to Take Charge, Build Your Team, and Get Immediate Results	Bradt, George B; Check, Jayme A; Pedraza, Jorge	2006
New Manager's Tool Kit : 21 Things You Need to Know to Hit the Ground Running	Grimme, Don; Grimme, Sheryl	2009
New Rules of International Negotiation : Building Relationships, Earning Trust, and Creating Influence Around the World	Lee, Catherine	2007
New Rules of Marketing and PR : How to Use News Releases, Blogs, Podcasts, Viral Marketing and Online Media to Reach Your Buyers Directly	Scott, David Meerman	2007
New Strategic Brand Management : Creating and Sustaining Brand Equity Long Term {4Th Ed.}	Kapferer, Jean-Noel'l	2008
No Complaining Rule : Positive Ways to Deal With Negativity at Work	Gordon, Jon	2008
Not Everyone Gets a Trophy : How to Manage Generation Y {1St Ed.}	Tulgan, Bruce	2009
Not Just a Living : The Complete Guide to Creating a Business That Gives You a Life	Henricks, Mark	2003
Office 2007 Bible	Walkenbach, John	2007
Office Politics : Positive Results From Fair Practices {Fifty-Minute Series}	Wolfe, Rebecca Luhn	1997
Official Guide for GMAT Review {12Th Ed.}		2009
Offsite : A Leadership Challenge Fable	Thompson, Robert H; Kouzes, James M	2008
One-page Project Manager for IT Projects : Communicate and Manage Any Project With a Single Sheet of Paper	Campbell, Clark A	2008
Online Public Relations : a Practical Guide to Developing an Online Strategy in the World of Social Media {PR in Practice Series; 2nd Ed.}	Phillips, David; Young, Philip	2009
Operations Strategy	Walters, David	2002
Ordinary Women-- Extraordinary Success : Everything You Need to Excel, From America's Top Women Motivators	Anderson, Courtney	2004
Outlook 2007 {Visual Read Less, Learn More}	Shoup, Kate	2007
Outlook 2007 Bible	Aitken, Peter G	2007
Outlook 2007 L {Beyond the Manual}	Campbell, Tony; Hassell, Jonathan	2007
Outperform With Expectations-based Management : A State of the Art Approach to Creating and Enhancing Shareholder Value	Copeland, Thomas E	2005
Overcoming the Five Dysfunctions of a Team : A Field Guide for Leaders, Managers, and Facilitators	Lencioni, Patrick	2005
The Owner's Role in Project Risk Management		2005
The Passion Plan At Work : Building a Passion-driven Organization	Chang, Richard Y	2001
PC Magazine Office 2007 Solutions	Ballew, Joli; Slack, S E; Ledford, Jerri L	2007
Peak : How Great Companies Get Their Mojo From Maslow {1St Ed.}	Conley, Chip	2007
People Styles at Work-- and Beyond : Making Bad Relationships Good and Good Relationships Better {2Nd Ed.}	Bolton, Robert; Bolton, Dorothy Grover	2009
Performance Management : Key Strategies and Practical Guidelines {3Rd Ed.}	Armstrong, Michael	2006
Personal Efficiency Program : How to Stop Feeling Overwhelmed and Win Back Control of Your Work! {4Th Ed.}	Gleeson, Kerry	2009
Persuasion : The Art of Getting What You Want	Lakhani, Dave	2005
Persuasion IQ : the 10 Skills You Need to Get Exactly What You Want	Mortensen, Kurt W	2008
Persuasive Business Writing : Achieve Results and Raise Your Profile With Better Business Communication {Management Skills}	Forsyth, Patrick	2002

Title	Author	Date
PgMP : Program Management Professional Study Guide	Sanghera, Paul	2007
Photoshop CS {Savvy}	Romaniello, Stephen	2004
Photoshop CS2 Before & After Makeovers	Tally, Taz	2006
Photoshop CS2 for Dummies {--For Dummies}	Bauer, Peter J	2005
Photoshop CS3 Retouching Bible	Fitzgerald, Mark	2008
Photoshop CS4 Bible	Cates, Stacy; Abrams, Simon; Moughamian, Dan	2009
Photoshop Elements 2	Arah, Tom	2003
The Pirate Inside : Building a Challenger Brand Culture Within Yourself and Your Organization	Morgan, Adam	2004
Play to Your Strengths : Stacking the Deck to Achieve Spectacular Results for Yourself and Others	Sigetich, Andrea; Leavitt, Carol	2008
PMP : Final Exam Review	Heldman, Kim	2004
PMP : Project Management Professional : Study Guide	Heldman, Kim	2002
PMP : Project Management Professional Exam Study Guide {4Th Ed.}	Heldman, Kim	2007
PMP : Project Management Professional Exam Study Guide {Serious Skills; 5th Ed.}	Heldman, Kim	2009
PMP : Project Management Professional Study Guide {2Nd Ed.}	Heldman, Kim	2004
PMP : Project Management Professional Workbook	Baca, Claudia; Jansen, Patti	2003
PMP {Exam Cram 2; 1st Ed.}	Francis, David; Horine, Greg	2003
Podcast Solutions : the Complete Guide to Audio and Video Podcasting {2Nd Ed.}	Geoghegan, Michael W; Klass, Dan	2007
Point, Click & Wow! : the Techniques and Habits of Successful Presenters {Pfeiffer Essential Resources for Training and HR Professionals; 3r	Wilder, Claudyne	2008
Political Dilemmas at Work : How to Maintain Your Integrity and Further Your Career	Ranker, Gary; Gautrey, Colin; Phipps, Mike	2008
Power Mentoring : How Successful Mentors and Protégés Get the Most Out of Their Relationships {1St Ed.}	Ensher, Ellen A; Murphy, Susan E	2005
Power of a Positive Attitude : Discovering the Key to Success	Fritz, Roger	2008
The Power of an Hour : Business and Life Mastery in One Hour a Week	Lakhani, Dave	2006
Power of Enterprise-wide Project Management	Bolles, Dennis; Hubbard, Darrel G	2007
The Power of Feedback : 35 Principles for Turning Feedback From Others Into Personal and Professional Change	Folkman, Joe	2006
Power of Strategic Commitment : Achieving Extraordinary Results Through Total Alignment and Engagement	Leibner, Josh; Mader, Gershon; Weiss, Alan	2009
The Power of Strategy Innovation : A New Way of Linking Creativity and Strategic Planning to Discover Great Business Opportunities	Johnston, Robert E; Bate, J Douglas	2003
Power Points! : How to Design and Deliver Presentations That Sizzle and Sell	Mills, Harry	2007
PowerPoint Detox : Reinvent Your Slides and Add Power to Your Presentation	Forsyth, Patrick	2009
The Practical Guide to HIPAA Privacy and Security Compliance	Beaver, Kevin; Herold, Rebecca	2004
Practical Insight Into CMMI {Artech House Computer Library}	Kasse, Tim	2004
Practical Negotiating : Tools, Tactics, & Techniques	Gosselin, Tom	2007
Practical Telecommunications and Wireless Communications : For Business and Industry {Practical Professional Books From Elsevier}	Wright, Edwin; Reynders, Deon	2004
The Prepared Mind of a Leader : Eight Skills Leaders Use to Innovate, Make Decisions, and Solve Problems {1St Ed.}	Welter, William; Egmon, Jean	2006

Title	Author	Date
Preparing for Leadership : What It Takes to Take the Lead	Dennis, Donna J; Meola, Deborah Dennis	2009
Preparing for the Project Management Professional (PMP) Certification Exam	Newell, Michael W	2002
Preparing for the Project Management Professional (PMP) Certification Exam {3Rd Ed.}	Newell, Michael W	2005
Primal Management : Unraveling the Secrets of Human Nature to Drive High Performance	Herr, Paul	2009
Pro Access 2007 {Expert's Voice in Microsoft Access}	Reid, Martin W P	2007
ProActive Sales Management : How to Lead, Motivate, and Stay Ahead of the Game {2Nd Ed.}	Miller, William	2009
The Process-based Organization : A Natural Organization Strategy	Crosetto, Gustavo; Macazaga, Jorge	2005
Product Marketing for Technology Companies	Butje, Mark	2005
Productive Performance Appraisals {WorkSmart Series; 2nd Ed.}	Falcone, Paul; Sachs, Randi Toler	2007
Project Disasters & How to Survive Them	Nickson, David; Siddons, Suzy	2005
The Project Management Communications Toolkit {Artech House Effective Project Management Library}	Pritchard, Carl L	2004
Project Management Demystified {McGraw-Hill "Demystified" Series}	Kemp, Sid	2004
Project Management Disasters and How to Survive Them	Nickson, David; Siddons, Suzy	2006
Project Management Framework	Carmichael, D G	2004
Project Management That Works : Real-world Advice on Communicating, Problem Solving, and Everything Else You Need to Know to Get the Job Don	Morris, Rick A; Sember, Brette McWhorter	2008
The Project Management Tool Kit : 100 Tips and Techniques for Getting the Job Done Right	Kendrick, Tom	2004
Project Manager's Spotlight On Change Management	Baca, Claudia	2005
Project Manager's Spotlight On Planning	Tomczyk, Catherine A	2005
Project Manager's Spotlight On Risk Management	Heldman, Kim	2005
Project Portfolio Management : A Practical Guide to Selecting Projects, Managing Portfolios, and Maximizing Benefits {Jossey-Bass Business &	Levine, Harvey A	2005
Project Risk Management Guidelines : Managing Risk in Large Projects and Complex Procurements	Cooper, Dale F	2005
Project+ Study Guide	Heldman, William; Cram, Lona	2004
Promote Your Business : How to Write Effective Marketing Material for Your Small Business	Morel, Mary	2003
Proposal Planning & Writing {4Th Ed.}	Miner, Jeremy T; Miner, Lynn E	2008
Proposal Planning and Writing {3Rd Ed.}	Miner, Lynn E; Miner, Jeremy T	2003
QuickBooks 2005 Bible {Desktop Ed.}	Gilbert, Jill	2005
QuickBooks 2007 Finance Software for Small Business {McGraw Hill Professional}	Fox, Cindy	2007
Quicken 2005 for Dummies {--For Dummies}	Nelson, Stephen L	2004
Rapid Results! : How 100-day Projects Build the Capacity for Large-scale Change {1St Ed.}	Schaffer, Robert H; Ashkenas, Ronald N	2005
Rath & Strong's Six Sigma Team Pocket Guide	Federico, Mary; Beaty, Renee	2003

Title	Author	Date
The Rational Project Manager : A Thinking Team's Guide to Getting Work Done	Longman, Andrew; Mullins, James	2005
Ready for Anything : 52 Productivity Principles for Work and Life	Allen, David	2003
Real Process Improvement Using the CMMI	West, Michael	2004
Real World Project Management : Beyond Conventional Wisdom, Best Practices, and Project Methodologies	Perrin, Richard	2008
Real-world Time Management {WorkSmart Series; 2nd Ed.}	Alexander, Roy; Dobson, Michael Singer	2009
Recruiting, Interviewing, Selecting & Orienting New Employees {4Th Ed.}	Arthur, Diane	2006
Red-hot Sales Negotiation : Everything You Need to Know to Close Deals, Build Relationships, and Create Win/win Outcomes	Goldner, Paul S; McKeon, Peter	2007
The Relationship Edge in Business : Connecting With Customers and Colleagues When It Counts	Acuff, Jerry; Wood, Wally	2004
Relevance : Hitting Your Goals By Knowing What Matters {1St Ed.}	Apgar, David	2008
Re-presenting GIS	Fisher, Peter F; Unwin, D	2005
Resolving Conflicts on the Job {WorkSmart Series; 2nd Ed.}	Withers, Bill; Wisinski, Jerry	2007
Resource Allocation in Project Management {GOR-publications}	Schwindt, Christoph	2005
Results That Last : Hardwiring Behaviors That Will Take Your Company to the Top	Studer, Quint	2008
Retiring the Generation Gap : How Employees Young and Old Can Find Common Ground {Jossey-Bass Business & Management Series; 1st Ed.}	Deal, Jennifer J	2007
Riding the Indian Tiger : Understanding India--the World's Fastest Growing Market	Nobrega, William; Sinha, Ashish	2008
The Right Projects Done Right! : From Business Strategy to Successful Project Implementation {Ey-Bass Business & Management Series; 1st Ed.}	Dinsmore, Paul C; Cooke-Davies, Terry	2006
Roadmap to Entrepreneurial Success : Powerful Strategies for Building a High-profit Business	Price, Robert W	2004
Ruthless Execution : What Business Leaders Do When Their Companies Hit the Wall	Hartman, Amir	2004
S.U.R.E.-fire Direct Response Marketing : Generating Business-to-business Sales Leads for Bottom-line Success	Kern, Russell	2001
Sales Manager's Success Manual	Thomas, Wayne M	2008
Sales Scripts That Sell {2Nd Ed.}	Gamble, Teri Kwal; Gamble, Michael	2007
The Sales Success Handbook : 20 Lessons to Open and Close Sales Now {McGraw-Hill Professional Education}	Richardson, Linda	2003
Sams Teach Yourself Microsoft Office Outlook 2003 in 24 Hours {Sams Teach Yourself in 24 Hours Series}	Poremsky, Diane	2004
SAP GRC for Dummies {--For Dummies}	Vu Broady, Denise; Roland, Holly A	2008
Say It With Presentations : How to Design and Deliver Successful Business Presentations	Zelazny, Gene	2000
Schaum's Easy Outlines. Programming With C++ {Schaum's Outline Series}	Hubbard, J R; Baxter, Anthony Q	2000
The Science of Sales Success : A Proven System for High-profit, Repeatable Results	Costell, Josh	2004
Score! : A Better Way to Do Business: Moving From Conflict to Collaboration	Stallkamp, Thomas T	2005
Search Engine Optimization : Your Visual Blueprint to Effective Internet Marketing {Visual Read Less, Learn More}	Jones, Kristopher B	2008
Search Engine Optimization Bible	Ledford, Jerri L	2008

Title	Author	Date
Search Engine Positioning	Marckini, Fredrick	2001
Secrets From the Innovation Room : How to Create High-voltage Ideas That Make Money, Win Business, and Outwit the Competition	Allison, Kay	2005
Secrets of the Marketing Masters : What the Best Marketers Do--and Why It Works	Martin, Dick	2009
The Secure Online Business Handbook : E-commerce, IT Functionality & Business Continuity {3Rd Ed.}	Reuvid, Jonathan	2005
Selling IT Training	Bean, Martin	2003
Selling to Win {3Rd Ed.}	Denny, Richard	2006
Service Orient or Be Doomed! : How Service Orientation Will Change Your Business	Bloomberg, Jason; Schmelzer, Ron	2006
Service Oriented Architecture Field Guide for Executives	Gabhart, Kyle; Bhattacharya, Bibhas	2008
Sexual Harassment Handbook : Protect Yourself and Coworkers from the Realities of Sexual Harassment, Take Action, Investigate, and Remedy Ac	Howard, Linda G	2007
SharePoint 2007 User's Guide : Learning Microsoft's Collaboration and Productivity Platform {Expert's Voice in SharePoint}	Bates, Seth; Smith, Tony	2007
Shift : the Transformation of Today's Marketers Into Tomorrow's Growth Leaders {1St Ed.}	Davis, Scott M	2009
Shiny Objects Marketing : Using Simple Human Instincts to Make Your Brand Irresistible	LaBonte, David A	2008
Show Me! Microsoft Office Project 2003	Kenemer, Brian	2004
Silos, Politics, and Turf Wars : A Leadership Fable About Destroying the Barriers That Turn Colleagues Into Competitors {1St Ed.}	Lencioni, Patrick	2006
Silver Bullet Selling : Six Critical Steps to Opening More Relationships and Closing More Sales	Bartick, G A; Bartick, Paul	2009
Simple Computer Security : Disinfect Your PC	Geier, Eric; Geier, James T	2007
Six Sigma : The Breakthrough Management Strategy Revolutionizing the World's Top Corporations {1St Electronic Ed.}	Harry, Mikel J; Schroeder, Richard	2004
Six Sigma Business Scorecard : Ensuring Performance for Profit	Gupta, Praveen	2004
Six Sigma Demystified	Keller, Paul A	2005
Six Sigma for Dummies {--For Dummies}	Gygi, Craig; DeCarlo, Neil; Williams, Bruce	2005
Six Sigma for Green Belts and Champions : Foundations, DMAIC, Tools, Cases, and Certification	Gitlow, Howard S; Levine, David M	2005
Six Sigma Team Dynamics : The Elusive Key to Project Success	Eckes, George	2003
Six Sigma+Lean Toolset : Executing Improvement Projects Successfully	John, Alexander; Lunau, Stephan	2008
Skills for Managing Rapidly Changing IT	Fioravanti, Fabrizio	2006
Small Business Marketing for Dummies {--For Dummies; 2nd Ed.}	Schenck, Barbara Findlay	2005
Small Business Solutions : How to Fix and Prevent the Thirteen Biggest Problems That Derail Business	Hisrich, Robert D	2004
Small Business Taxes Made Easy : How to Increase Your Deductions, Reduce What You Owe, and Boost Your Profits	Rosenberg, Eva	2005
Smart Financial Management : The Essential Reference for the Successful Small Business	Sihler, William W; Crawford, Richard; Davis, Henry A	2004
Smart Services : Competitive Information Strategies, Solutions, and Success Stories for Service Businesses	Sawyer, Deborah C	2002

Title	Author	Date
Smarter, Faster, Better : Strategies for Effective, Enduring, and Fulfilled Leadership {1St Ed.}	Sloan, Karlin; Pollak, Lindsey	2006
So What? : the Definitive Guide to the Only Business Questions That Matter	Duncan, Kevin	2008
SOAP Programming With Java	Brogden, William B	2002
Social Intelligence : The New Science of Success	Albrecht, Karl	2006
The Solution Path : A Step-by-step Guide to Turning Your Workplace Problems Into Opportunities	Sioukas, Tasos	2003
The Source of Success : Five Enduring Principles At the Heart of Real Leadership {1St Ed.}	Georgescu, Peter; Dorsey, David	2005
Speak to Win : How to Present With Power in Any Situation	Tracy, Brian	2008
Speak With Confidence : Powerful Presentations That Inform, Inspire, and Persuade	Booher, Dianna Daniels	2003
Spiral Up : --and Other Management Secrets Behind Wildly Successful Initiatives	Linder, Jane C	2008
Spreadsheets As Knowledge Documents : Knowledge Transfer for Small Business Web Site Decisions	Burgess, Stephen; Schauder, Don	2003
Start With the Answer : and Other Wisdom for Aspiring Leaders	Seelert, Bob	2009
Steal These Ideas! : Marketing Secrets That Will Make You a Star {1St Ed.}	Cone, Steve	2005
Stop the Meeting I Want to Get Off! : How to Eliminate Endless Meetings While Improving Your Team's Communication, Productivity, and Effecti	Snair, Scott	2003
Strategic Business Planning : A Dynamic System for Improving Performance & Competitive Advantage {2Nd Ed.}	Reading, Clive	2002
Strategic Customer Management : Strategizing the Sales Organization	Piercy, Nigel; Lane, Nikala	2009
Strategic Customer Service : Managing the Customer Experience to Increase Positive Word of Mouth, Build Loyalty, and Maximize Profits	Goodman, John A	2009
Strategic Management of E-business {2Nd Ed.}	Chen, Stephen	2005
Strategic Planning for Success : Aligning People, Performance, and Payoffs	Kaufman, Roger A	2003
Strategic Staffing : a Comprehensive System for Effective Workforce Planning {2Nd Ed.}	Bechet, Thomas P	2008
Strategies for Managing IS/IT Personnel	Igbaria, Magid; Shayo, Conrad	2004
Strategy As Action : Competitive Dynamics and Competitive Advantage {Strategic Management Series (Oxford University Press)}	Grimm, Curtis M; Lee, Hun; Smith, Ken G	2006
Strategy, Innovation, and Change : Challenges for Management	Murray, John A; Markides, Constantinos; Galavan, Robert	2008
Successful Business Planning : Energizing Your Company's Potential	Paley, Norton	2004
Successful Time Management {Creating Success; 2nd Ed.}	Forsyth, Patrick	2007
Successfully Implementing Microsoft Dynamics : By Using the Regatta Approach for Microsoft Dynamics	Koop, Reinder; Muris, Esther	2007
Successful Presentation Skills {Creating Success; 3rd Ed.}	Bradbury, Andrew	2006
Super Searchers Make It on Their Own : Top Independent Information Professionals Share Their Secrets for Starting and Running a Research Bus	Sabroski, Suzanne; Basch, Reva	2002
Supply Chain Management Based on SAP Systems : Architecture and Planning Processes {SAP Excellence}	Knolmayer, Gerhard	2009
The Sustainable Enterprise : Profiting From Best Practice	Brown, Christopher Stephen	2005
Take No Prisoners : A No-holds-barred Approach to Corporate Excellence {1St Ed.}	Davis, Marvin A	2008
Talent Advantage : How to Attract and Retain the Best and the Brightest	Weiss, Alan; MacKay, Nancy	2009

Title	Author	Date
Tales for Change : Using Storytelling to Develop People and Organizations {1St Ed.}	Parkin, Margaret	2004
Talk Up Your Business : How to Make the Most of Opportunities to Promote and Grow Your Small Business	Morel, Mary	2005
Teach Yourself Visually Adobe Photoshop Lightroom 2	Kent, Lynette	2009
Teach Yourself Visually Excel 2007 {Visual Read Less, Learn More}	Muir, Nancy	2007
Teach Yourself Visually Microsoft Office Access 2007 {Visual Read Less, Learn More}	Wempen, Faithe	2007
Teach Yourself Visually Microsoft Office PowerPoint 2007 {Visual Read Less, Learn More}	Bucki, Lisa	2007
Teach Yourself Visually Photoshop CS4 {Teach Yourself Visually}	Wooldridge, Mike; Wooldridge, Linda	2009
Teach Yourself Visually Word 2007 {Visual Read Less, Learn More}	Marmel, Elaine J	2007
Team Building : Proven Strategies for Improving Team Performance {4Th Ed.}	Dyer, William G; Dyer, W Gibb; Dyer, Jeffrey H	2007
Team Building Tool Kit : Tips and Tactics for Effective Workplace Teams {2Nd Ed., Updated and Expanded.}	Mackin, Deborah	2007
Technology-rich Learning Environments : A Future Perspective	Khine, Myint Swe; Fisher, Darrell L	2003
The Power of Management Capital : How to Sustain and Accelerate Business Growth and Profitability By Effectively Accumulating, Innovating, a	Feigenbaum, Armand V; Feigenbaum, Donald S	2003
Three Laws of Performance : Rewriting the Future of Your Organization and Your Life {Warren Bennis Signature Series; 1st Ed.}	Zaffron, Steve; Logan, David	2009
Time Trap {4Th Ed.}	Mackenzie, R Alec; Nickerson, Pat	2009
TKO Hiring! : Ten Knockout Strategies for Recruiting, Interviewing, and Hiring Great People	Anderson, Dave	2008
Total E-mail Marketing	Chaffey, Dave	2003
Training Camp : What the Best Do Better Than Everyone Else : a Fable About Excellence	Gordon, Jon	2009
Transforming Your Leadership Culture {Jossey-Bass Business & Management Series; 1st Ed.}	McGuire, John B; Rhodes, Gary B	2009
Transparency : How Leaders Create a Culture of Candor	Bennis, Warren G; Goleman, Daniel; O'Toole, James	2008
Trouble With HR : an Insider's Guide to Finding and Keeping the Best Talent	Taylor, Johnny C; Stern, Gary M	2009
Trout On Strategy : Capturing Mindshare, Conquering Markets	Trout, Jack	2004
True North : Discover Your Authentic Leadership {Warren Bennis Signature Series; 1st Ed.}	George, Bill; Sims, Peter	2007
Tuned in : Uncover the Extraordinary Opportunities That Lead to Business Breakthroughs	Stull, Craig; Myers, Phil; Scott, David Meerman	2008
Twitter Power : How to Dominate Your Market One Tweet at a Time	Comm, Joel	2009
The Ultimate Book of Business Skills : The 100 Most Important Techniques for Being Successful in Business {Capstone Reference}	Grundy, Tony; Brown, Laura	2004
The Ultimate Guide to Getting the Career You Want : And What to Do Once You Have It	Dowd, Karen O; Taguchi, Sherrie Gong	2004
The Ultimate Sales Managers' Guide	Klymshyn, John	2006
Ultimate Sales Tool Kit : The Versatile 15-piece Set That Every Professional Needs	Miller, William	2007

Title	Author	Date
Understanding Macromedia Flash 8 ActionScript 2 {[2Nd Ed.]}	Rapo, Andrew; Michael, Alex	2006
Unleashing Leadership : Aligning What People Do Best With What Organizations Need Most	Hoover, John; Valenti, Angelo	2005
Unofficial Guide to Microsoft Office Access 2007	Keogh, James Edward	2007
Unofficial Guide to Microsoft Office Excel 2007	Kelly, Julia; Simmons, Curt	2007
The Unofficial Guide to Starting a Small Business	Turner, Marcia Layton	2004
Unwired Business : Cases in Mobile Business	Barnes, Stuart; Scornavacca, Eusebio	2006
Using Trends and Scenarios As Tools for Strategy Development : Shaping the Future of Your Enterprise	Pillkahn, Ulf	2008
Venture Capital Funding : A Practical Guide to Raising Finance	Bloomfield, Stephen	2005
The Versatile Leader : Make the Most of Your Strengths Without Overdoing It {Pfeiffer Essential Resources for Training and HR Professionals}	Kaplan, Robert E; Kaiser, Robert B	2006
Virtual Teams That Work : Creating Conditions for Virtual Team Effectiveness {Jossey-Bass Business & Management Series}	Gibson, Cristina B; Cohen, Susan G	2003
The Visibooks Guide to Dreamweaver 8	Charuhas, Chris	2006
The Visibooks Guide to Photoshop CS2	Pickels, Ellen	2006
Visio 2003 Bible	Biafore, Bonnie	2004
Visio 2007 Bible	Biafore, Bonnie	2007
Visualizing Project Management : Models and Frameworks for Mastering Complex Systems {3Rd Ed.}	Forsberg, Kevin; Mooz, Hal; Cotterman, Howard	2005
Web 2.0 and Beyond : Understanding the New Online Business Models, Trends, and Technologies	Funk, Tom	2009
Web Copy That Sells : the Revolutionary Formula for Creating Killer Copy That Grabs Their Attention and Compels Them to Buy {2Nd Ed.}	Veloso, Maria	2009
Web Design : The Complete Reference	Powell, Thomas A	2002
Webster's New World Grant Writing Handbook	Wason, Sara D	2004
What I Learned From Sam Walton : How to Compete and Thrive in a Wal-Mart World	Bergdahl, Michael	2004
What Is Sarbanes-Oxley?	Lander, Guy P	2004
When Goliaths Clash : Managing Executive Conflict to Build a More Dynamic Organization	Guttman, Howard M	2003
Where in the World Is My Team? : Making a Success of Your Virtual Global Workplace	Brake, Terence	2008
Whoever Tells the Best Story Wins : How to Use Your Own Stories to Communicate With Power and Impact	Simmons, Annette	2007
Whoops! I'm in Business : A Crash Course in Business Basics {1St Ed.}	Stim, Richard; Guerin, Lisa	2005
Wikipatterns : [A Practical Guide to Improving Productivity and Collaboration in Your Organization]	Mader, Stewart	2008
Win New Business : A Desktop Guide	Croft, Susan	2002
Windows Vista : The L Line, the Express Line to Learning	Meskers, Michael	2007
Windows XP in 10 Steps or Less	Hatfield, Bill	2004
Winning	Welch, Jack; Welch, Suzy	2005
Winning Habits : 4 Secrets That Will Change the Rest of Your Life	Lyles, Richard I	2004
Winning New Business : Essential Selling Skills for Non-sales People	Denny, Richard	2007
Winning the Knowledge Game : Smarter Learning for Business Excellence	Rylatt, Alastair	2003

Title	Author	Date
The Wisdom of Ginsu : Carve Yourself a Piece of the American Dream	Becher, Barry; Valenti, Edward	2005
The Wizard and the Warrior : Leading With Passion and Power {1St Ed.}	Bolman, Lee G; Deal, Terrence E	2006
Word 2007 : Beyond the Manual {Beyond the Manual}	Morrison, Connie	2007
Workflow in the 2007 Microsoft Office System {Expert's Voice in Workflow}	Mann, David	2007
Working With Difficult People {WorkSmart Series; 2nd Ed.}	Lundin, William; Lundin, Kathleen; Dobson, Michael Singer	2009
Workplace Safety : A Guide for Small and Midsized Companies	Hopwood, Dan; Thompson, Steve	2006
World Wide Rave : Creating Triggers That Get Millions of People to Spread Your Ideas and Share Your Stories	Scott, David Meerman	2009
Writing a Business Plan and Making It Work {Easy Step By Step Guides}	Brown, Brian B	2006
Writing At Work : A Guide to Better Writing in Administration, Business and Management	Barrass, Robert	2003
Your Successful Project Management Career	Cagle, Ronald B	2005