

<u>Title</u>	<u>Author</u>	<u>Description</u>
<u>Professional Human Resource Development Roles and Competencies</u>	William J. Rothwell and Henry J. Sredl	A reference guide from the ASTD
<u>1001 to Reward Employees</u>	Bob Nelson	How to motivate your employees through recognition
<u>101 Tough Conversations to Have with Employees</u>	Paul Falcone	A manager's guide to addressing performance, conduct, and discipline challenges
<u>144 Ways to Walk the Talk</u>	Eric Harvey and Alexander Lucia	How to develop superior leadership skills with inside secrets and high-impact action steps
<u>151 Quick Ideas to Manage Your Ideas</u>	Robert E. Dittmer, APR	How to do more in less time, take control of your schedule, and balance your work and your life
<u>30 Reasons Employees Hate Their Managers</u>	Bruce L. Katcher with Adam Snyder	What your people may be thinking and what you can do about it
<u>A Carrot a Day</u>	Adrian Gostick and Chester Elton	A daily does of recognition for your employees
<u>A New Attitude</u>	Marian Thomas	How to achieve personal and professional success by keeping a positive mental outlook
<u>Alternative Dispute Resolution in North Carolina</u>	Edited by Jacqueline R. Clare	
<u>Be Heard the First Time</u>	Susan D. Miller, PhD, CCC-SLP	The woman's guide to powerful speaking
<u>Clear Writing</u>	Marilyn B. Gilbert	Teach yourself to write more clearly and learn to edit your own work
<u>Confessions of an Un-Manager</u>	Debra Boggan and Anna VerSteeg	How "managing less" and employee teams can save a company
<u>Conflict Resolution Quarterly: Volume 25</u>	Tricia S. Jones, Editor in Chief	
<u>Counseling at the Workplace</u>	Norman C. Hill	How to improve the effectiveness of people involved in on-the-job employee counseling
<u>Creative Problem Solving</u>	Donald Weiss	Proven techniques for solving problems, ways to distinguish symptoms from causes, and how to achieve consensus
<u>Drug Addicts: Are They Out of Control?</u>	John C. Brady, II, PhD	Represents the positive side of the California Rehabilitation Center story
<u>Employees First, Customers Second</u>	Vineet Nayar	How to improve company success by putting the employees first
<u>Get Motivated Workbook</u>	Multiple Authors	Includes over 40 pages of speaker outlines
<u>Getting to Yes</u>	Roger Fisher and William Ury	Negotiating agreement without giving in

<u>Human Resource Champions</u>	Dave Ulrich	The next agenda for adding value and delivering results
<u>Monday Morning Leadership</u>	David Cottrell	Eight mentoring sessions you can't afford to miss
<u>Motivation and Goal Setting</u>	Jim Cairo	The keys to achieving success and how to motivate yourself to turn goals into realities
<u>Never Eat Alone</u>	Keith Ferrazzi with Tahl Raz	How to build a lifelong community of colleagues, contacts, friends, and mentors
<u>Ownership Spirit</u>	Dennis R. Deaton	The one grand key that changed everything else
<u>People Skills</u>	Robert Bolton, PhD	How to assert yourself, listen to others, and resolve conflicts
<u>Perfect Phrases for Dealing With Difficult People</u>	Susan F. Benjamin	Hundreds of ready-to-use phrases for handling conflict, confrontations, and challenging personalities
<u>Personnel: A Diagnostic Approach</u>	William Glueck	
<u>Quality or Else</u>	Lloyd Dobyns and Clare Crawford-Mason	The revolution in world business: A companion to the IBD-funded PBS series
<u>Re-Inventing HR</u>	Margaret Butteriss	Changing roles to create the high-performance organization
<u>Rethinking Retention in Good Times and Bad</u>	Richard P. Finnegan	Breakthrough Ideas for Keeping Your Best Workers
<u>Running with the Big Dogs</u>	Film	How to make Human Resources a Strategic Player
<u>Secrets of Success</u>	General H. High Shelton	Anecdotal reminiscences present insights that transcend the academic
<u>Sexual Harassment in the Workplace</u>	Ellen J. Wagner	How to prevent, investigate and resolve problems in your organization
<u>Sexual Harassment on the Job</u>	William Petrocelli and Barbara Kate Repa	A step-by-step guide for working women
<u>Start Right...and Stay Right</u>	Steve Ventura	Every employee's straight-talk guide to job success
<u>Staying Focused on Goals and Priorities</u>	Duke Corporate Education	Increase your effectiveness as a manager by deciding what's important and staying focused
<u>The ABC's of EEO for Small Businesses and</u>	The U.S. Equal Opportunity Commission	
<u>The Articulate Executive</u>	Granville N. Toogood	Learn to look, act, and sound like a leader
<u>The Breakthrough Strategy</u>	Robert Schaffer	Using short-term successes to build the high performance organization
<u>The Ethical Type Indicator</u>	Louie V. Larimer, J.D.	A personal assessment tool that reveals how you resolve ethical dilemmas

<u>The Five Dysfunctions of a Team</u>	Patrick Lencioni	A leadership fable that addresses the fascinating, complex world of teams
<u>The Girl's Guide to Being a Boss</u>	Caitlin Friedman and Kimberly Yorio	Valuable lessons, smart suggestions, and true stories for succeeding as the chick-in-charge
<u>The High Cost of Low Morale</u>	Carol A. Hacker	How to address the cost of low morale
<u>The Humor Factor</u>	Jimmie K. Butts	Triggers your own sense of humor and the magic that comes that unique characteristic of being fully human
<u>The Lecherous Professor</u>	Billie Wright Dziech and Linda Weiner	Sexual Harassment on Campus
<u>The Lessons of Experience</u>	Morgan McCall, Michael Lombardo, Ann Morrison	Guidelines to make the most of career opportunities and practical insights for developing executive talent
<u>The Likeability Factor</u>	Tim Sanders	How to build your likeability factor by enhancing four critical elements of your personality
<u>The Little Book of Feng Shui</u>	J.M Sertori	Learn about what Feng Shui is and how it works
<u>The Manager's Guide Preventing Sexual Harassment</u>	Terry Fitzwater	Tips on preventing sexual harassment in the workplace
<u>The Memory Jogger</u>	GOAL/QPC	A pocket guide of tools for continuous improvement and effective planning
<u>The Power of Innovative Thinking</u>	Jim Wheeler	Learn the secrets of powerful thinking and unlock the creativity you have stored inside
<u>The Three Signs of a Miserable Job</u>	Patrick Lencioni	A fable for managers and their employees
<u>The United States Equal Employment Opportunity Commission Technical Assistance Program</u>	The United States Equal Opportunity Employment Commission	Age Discrimination, Disability Discrimination, National Origin Discrimination, Religious Discrimination, Sex Decimation, Race and Color Discrimination, and Employer EEO Responsibilities
<u>The University of Chicago Spanish Dictionary</u>	Revised by Lincoln Canfield	
<u>Understanding Command and Control</u>	David S. Alberts and Richard E. Hayes	
<u>White to White on Black/White</u>	Toni E. Weaver, PhD	How to answer those questions white have on Black/White relations and become part of the solution in eliminating racism in America