

BOOKS Available in Business Resources Library

Title	Author	Qty	Topic
BUSINESS BEST PRACTICES			
Fish	Steve Lundin	1	A remarkable way to boost moral and improve results
Guts	Kevin & Jackie Freiberg	1	A book about gutsy leaders using spirit, courage and passion to build world class talent
How Full is Your Bucket	Tood Rath	1	Positive Strategies for Work and Life
Montana Choice	UM Rural Institute	1	Employment success stories from rural Montana
Nuts	Kevin & Jackie Freiberg	1	Southwest Airlines' Crazy Recipe for Business and Personal Success
The Ethics of Excellence	Price Pritchett	1	You carve out the organizations characters through your daily choices
The Real American Dream	Sally R. Petersen	1	Creating Independence & Running a One-Person Business
COMMUNICATIONS			
Mars and Venus in the Workplace	John Gray	1	Practical guide for improving communication and getting results at work
QBQ: The Question Behind the Question	John Miller	1	Practicing personal accountability in business and in life
COMPANY CULTURE			
Fun is Good	Mike Veeck	1	How to create joy and passion in your workplace and career
Meeting Well	American Cancer Society	1	A tool for planning healthy meetings and events
Montana Center on Disabilities: Focus on Abilities	Sue Hart	1	This center has been an important & unique resource serving childing with disabilities
CUSTOMER SERVICE			
Raving Fans	Ken Blanchard/Sheldon Bowles	1	A revolutionary approach to customer service
EMPLOYMENT LAW			
Fair, Square, and Legal	Donald Weiss	1	Safe hiring, management, & firing practices to keep your company out of court
FUTURE			
Blink	Malcolm Gladwell	1	The power of thinking without thinking
Bowling Alone	Robert Putnam	1	The collapse and revival of American community
Change is Everybody's Business	Pat McLagan	1	Take charge of your change power
Free Agent Nation	Daniel Pink	1	The future of working for yourself
Futuri ng: The Exploration of the Future	Edward Cornish	1	A book abut the theory, practice and benefits of futurism
The World is Flat	Thomas L. Friedman	1	A brief history of the 21st century
Think Like A Genius	Todd Siler	1	The ultimate User's Manual for your brain
GENERATIONS IN THE WORKPLACE			
Connecting Generations	Claire Raines	1	Principals, tips, methods and practices for dealing with the new multi-generational workplace

Got Game	John C. Beck/Mitchell Wade	1	How the gamer generation is shaping business forever
Live First, Work Second	Rebecca Ryan	1	Getting inside the head of the next generation
Marketing to Generation X	Ritchie	1	Target and communicate with the massive Generation X-market
Marketing to Leading Edge Baby Boomers	Green	1	Provocative, incisive, and unapologetic--seminal secrets to successful marketing
New Work Habits for the Next Millennium	Price Pritchett	2	10 new ground rules for job success
Rocking the Ages	Smith & Clurman	1	Provides marketers with the strategies they need to understand & target generations
When Generations Collide	Lancaster & Stillman	1	Understanding this vital form of diversity affecting today's high-performance workplace

HIRING

Hire with Your Head	Lou Adler	4	Shows how to focus on candidate performance rather than your own impulse
Hire Your First Employee	Rhonda Abrams	1	The entrepreneur's guide to finding, choosing & leading great people
Interviewing and Hiring Top Performers	Sarah Ennis	1	Hiring the right person for the right position
Recruiting & Retaining Employees for Dummies	Paula Manning/Jennifer Brugh	1	Helps you attract talented people and keep them motivated
Recruiting the Workforce of the Future	Bruce Tulgan	1	Quickly and effectively bringing in the talent you need when you need it

HUMAN RESOURCES

Job Analysis	Michael Brannick/Edward Levine	1	Methods, research, applications for human resource management in the new millennium
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LEADERSHIP

21 Indispensable Qualities of a Leader (The)	Maxwell	1	Becoming the person others want to follow
A Practical Guide to Needs Assessments	Kavita Gupta	1	Tackle the first essential step to successful training & performance improvement
Breakaway	Charles Fred	2	Deliver value to your customers fast
Coach (The)	Stowell & Starcevic	1	Coaching process: the skills, behaviors, courage & values leaders need to motivate employees
First Break all the Rules	Buckingham & Coffman	1	Essential measuring stick to prove the link between employee opinions . . .
Flipping the Switch	John Miller	1	Five keys to success at work and in life
Good to Great	Jim Collins	1	Why some companies make the leap and others don't
Managing the Hidden Organization	Terrence Deal/William Jenkins	1	Strategies for empowering your behind-the-scenes employees
Motivational Leaders	Multiple Authors	1	Strategies and wisdom from America's top professional motivators
Now Discover Your Strengths	Marcus Buckingham/Donald Clifton	2	How to develop your unique talents and strengths and those of the people you manage
Obsessions of an Extraordinary Executive	Patrick Lencioni	1	The four disciplines at the heart of making any organization world class
Power of Six Sigma	Subir Chowdhury	1	An inspiring tale of how six sigma is transforming the way we work
Primal Leadership	Daniel Goleman	1	Realizing the power of emotional intelligence
Ready or Not Here Life Comes	Mel Levine	1	How today's society makes it hard for kids to grow into productive adults
The Gifted Boss	Dale Dauten	1	How to find, create and keep great employees
The Instant Trainer	Leslie Charles/Chris Epstein	1	Perfect guide for first time trainers and presenters
The Leadership Secrets of Santa Claus	A Walk/Talk Resource	1	How to get big things done in your workshop all year long
The Servant	James Hunter	1	A simple story about the true essence of leadership
Who Moved Our Cheese	Spencer Johnson	1	An amazing way to deal with change in your work and in your life

Winning	Jack Welch	1	Candid and comprehensive look at how to succeed in business
Winning Ways	Dick Lyles	1	4 Secrets for getting great results by working well with people
Win-Win Partnerships	Stowell & Starcevich	1	Lasting success will depend on building win-win relationships

MOTIVATION

1001 Ways to Energize Employees	Nelson	1	How-to for getting not just the most--but the best from everyone in the organization
1001 Ways to Reward Employees	Nelson	2	Money isn't everything--What motivates the people who work for you the most is recognition
360 degree Feedback	Mark Edwards/Ann Ewen	1	The powerful new model for employee assessment and performance improvement
The Real American Dream	Sally Petersen	1	Creating independent and running a one-person business

RETENTION

Contented Cows Give Better Milk	Bill Catlette/Richard Hadden	1	The plain truth about employee relations and your bottom line
The 7 Hidden Reasons Employees Leave	Leigh Branham	1	How to recognize the subtle signs and act before it's too late
The Deadly Sins of Employee Retention	Mark Murphy	1	Cutting edge strategies for keeping your best people

TEAMS

Five Dysfunctions of Team (The)	Lencioni	1	Five dysfunctions that go to the heart of why teams struggle
Love 'Em or Lose 'Em, Getting Good People to Stay	Kay & Jordan-Evans	1	Whether your employees are your high-potentials or your solid citizens they are your stars
Teamwork and Team Sabotage	Alyce Cornyn-Selby	1	New look at the team concept
Teamwork: We Have Met The Enemy And They Are Us	Matt Starcevich/Steven Stowell	1	Effective teamwork requires more than merely pulling together

TRAINING

Transferring Learning to the Workplace`	Jack Phillips	1	Seventeen case studies from the world of real training
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Total Books in Library 76

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