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SUBJECT GROUPS

PAGE

Aviation	2
Change	2
Communication	3
Decision Making	5
Delegate	5
Discipline	5
Economics	6
Health Awareness	6
Innovation	8
Leadership	8
Management	12
Motivation	13
Negotiation	14
Organizational Development	14
Performance Management	14
Planning	15
Problem Solving	15
Productivity	16
Professional Development	16
Psychology	18
Systems Thinking	19
Team Management	20
Time Management	20

Aviation

CompactD-000-5015 2000

UNDERSTANDING AIR TRAFFIC CONTROL

Air-traffic controllers safely navigate 200,000 airplanes every day. Climb into the air traffic controller's tower to learn how an elaborate yet outdated radar network makes American's skies safe for over 60,000 daily commercial flights. Examine the high tech equipment that is making this high-stress job easier.

52 MINS.

Discovery Channel

CompactD-DVD-1865 Unkn

[A] - ASOS, and [B] - ICING

[A] - 15 Minutes, and [B] - 10 Minutes

25 MINS.

Federal Aviation Administration

CompactD-DVD-7007 1966

DENSITY ALTITUDE

This film explains how air density and altitude affect the power of planes during takeoffs and landings.

20 MINS.

Department of Transportation and

Federal Aviation Administration

CompactD-DVD-7017 1990

WIND SHEAR AVOIDED

This training film reviews how a flight crew can avoid the hazards of severe wind shear.

21 MINS.

Department of Transportation and

Federal Aviation Administration

CompactD-DVD-7025 Unkn

WEATHER WITH STEVE HENDERSON, THE

Thunderstorms, their development and hazards--lightning, cumulus, wind shift, downdrafts, precipitation, and tornadoes.

40 MINS.

Federal Aviation Administration

Change

CompactD-000-34 2007

INFLUENCER: THE POWER TO CHANGE ANYTHING

Whether you're 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. But most of us stop trying to make change happen because we believe it is too difficult, if not impossible. In this book you will be taught each and every 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

CompactD-DVD-034 2008

SENGE ON CHANGE AND LEARNING

In this gripping discussion, Peter Senge illuminates the crucial role of learning in any successful organizational change effort and helps us understand ways to get beyond frustrating barriers to learning. He underscores the importance of focusing on the human dimension in the workplace and the remarkable capacity of inspired people to work together in service of a larger goal. Perhaps most important, he dispels the illusion that leaders can spearhead organizational change without being ready to change themselves.

25 MINS.

Peter Senge

Communication

CompactD-000-103 2001

12 SECRETS TO HIGH SELF-ESTEEM: POWERFUL TOOLS TO BUILD SELF-RESPECT, GAIN CONFIDENCE AND COMMUNICATE ASSERTIVELY

Linda Larsen brings new awareness of the inner obstacles you may have allowed to get in the way of your success or happiness. She then gives you the tools and tactics you need to change the ways you see yourself, present yourself, and allow others to treat you. When you have finished this program, you'll have a set of goals and directions to use throughout your life as support and reinforcement to be happier, healthier, more prosperous and fulfilled. Linda's powerful real-life examples of her triumph over tremendous obstacles help you appreciate what you have, and understand that you can make your life a true reflection of your finest and best qualities.

5 HRS.

Linda Larsen

CompactD-000-202 2009

COMMUNICATING WITH CONFIDENCE

Learn what it takes to be an ELECTRIC communicator: Energy to pay attention and notice people, Listening skills, Enthusiasm for people's answers and conversations, Confidence that people want to talk with them, Talking topics that draw people into the conversation, Reaching out abilities and a willingness to include everyone, Interest in observing surroundings and asking questions based on what they see, and Connections that are meaningful. This program is full of easy-to-apply tips and tactics such as: Reasons why people have trouble being heard, Keys to effective listening, Keys to responsible assertiveness, and Keys to body language.

1 HR.

Chad Prewett

CompactD-000-208 2008

COMMUNICATE WITH CONFIDENCE, CREDIBILITY AND INFLUENCE

In this remarkable audio program, you will discover exactly how to deliver your message clearly and persuasively, no matter who you're talking to or what the subject matter is. You will learn the secrets of being assertive without coming on too strong, and discover a wealth of tips, tricks and ideas for smoothing ruffled feathers, dealing with difficult personalities and handling sensitive situations with polish, poise and inner calm. Powerful communication skills can help you gain the respect of peers and higher-ups, increase your chances of promotion and advancement and help you build a stellar professional reputation.

6 HRS.

Pamela Jeff

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 doesn't harm the relationship--and in fact, even strengthens it. This is also, available in book, at this item number, #HM1121.C78.

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. This is also available in book format, at this item number, BF637.C45.C78.

4:30 HRS.

Kerry Patterson, et al

CompactD-000-201 1996

COMMUNICATING FOR RESULTS

When you master the amazing skills of the greatest communicators, you will achieve greater success in every area of your life. This powerful program will help you improve the quality of your relationships, become more successful in your career, and grow into a more confident, fulfilled person. You will learn from a master trainer and the author of many communication skills training programs, books and tapes that have helped hundreds of thousands of adults become communicators that are now more effective. Let Michelle Poley lead you through a process that will educate you, encourage you and entertain you as you master communication. After all -- you are worth it!

6 HRS.

Michelle Fairfield Poley

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 aching speeches, presentations, media interviews, Q&A sessions, business meetings, and more. The author outlines self-improvement plans that can 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 MANAGE'S 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 audiobook 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's 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 Widener

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. The foundation for this book is based on his acclaimed

corporate workshops in executive communications.

4:15 MINS.

Granville N. Toogood

CompactD-000-86 2005

COMMUNICATION SKILLS: WHAT EVERYONE NEEDS TO KNOW

Master the art of written, face-to-face and electronic communications.

30 MINS.

Jack Wilson Associates, Inc

CompactD-000-89 2006

POWER OF NICE, THE: HOW TO CONQUER THE BUSINESS WORLD WITH KINDNESS

The authors explain that being genuine produces much better results. They build their case for using little gestures to get you what you want. Though a lively and pleasant read, this is not a cutesy little bonbon of a book. Well thought-out and crisply presented, it offers key principles, case studies and exercises to help make niceness

3 HRS.

Linda Kaplan Thaler and

Robin Koval

CompactD-DVD-039 1994

MASTERY OF SPEAKING AS A LEADER, THE

Terry Pearce explores and demonstrates ways in which a leader can elevate a speech into a more powerful and ultimately productive experience for the speaker as well as for the listener. With these guidelines, you will convey context as well as content. You will transmit meanings instead of words.

51 MINS.

Terry Pearce

CompactD-DVD-047 2007

NOT FOR BEDTIME STORIES: MAKING YOUR PRESENTATIONS COME ALIVE THROUGH STORY TELLING

This program will teach you how to communicate your ideas by telling stories. You will be able to communicate memorable messages, engage and enlighten your audiences, and make your ideas more understandable.

16 MINS.

T J Walker

Decision Making

CompactD-DVD-032 2007

WHY DON'T WE NATURALLY MAKE GOOD DECISIONS?

Certain natural human tendencies can lead to bad decisions. Howard describes thought processes that balance logic against emotions so we can achieve better outcomes.

49 MINS.

Ron Howard

Delegate

CompactD-000-94 2007

DELEGATE FOR RESULTS: MULTIPLY YOUR IMPACT AND GET MORE DONE THROUGH OTHERS

The easy-to-use techniques found in this audio program will guide you toward becoming a more productive, more effective manager through the power of delegation. Master the art of delegation and you'll have more time and energy — and you'll help your employees build and strengthen their skills, as well!

1 HR. 8 MINS

National Seminars Group

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.

Economics

CompactD-DVD-050 2007

WOMEN AND MONEY: OWNING THE POWER TO CONTROL YOUR DESTINY

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-000-24 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. Roizen 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. Roizen and
Mehmet C. Oz

CompactD-DVD-021 2008

BELLY OFF! WORKOUT, THE: THE STRENGTH TRAINING ROUTINE: A CIRCUIT PLAN THAT ACCELERATES MUSCLE BUILDING AND ACHIEVES REAL RESULTS

Recommended equipment: Hand Weights and Exercise Mat. Forget formulas, forget fads - the scientifically proven, get-fit-fast plan for real life is finally here! The Belly Off! program is so amazingly effective because it comes from the real-world

fat-frying, muscle-building experiences of more than 300,000 men from the Men's Health Belly Off! Club. All told, these men have lost nearly 5 million pounds!

58 MINS.

Rodale Inc.

CompactD-DVD-025 2007

BIGGEST LOSER, THE: THE WORKOUT-CARDIO MAX

This program carries viewers/participants through a six-week regimen, with three cardio workouts rooted in progressive levels of difficulty. The program begins with a warm-up, then segues into a Level One 20-minute boot camp. It then moves into a Level Two 'Super cardio Drill Workout,' approximately ten minutes in length, then moves into a Level Three kickboxing workout, that vigorously works one's hips and thighs - before wrapping with a cool-down.

50 MINS.

Jillian Michaels

CompactD-DVD-026 2008

BELLY OFF! WORKOUT, THE: THE BODY WEIGHT ROUTINE: BURN FAT TWICE AS FAST WITH THIS NO-EQUIPMENT-REQUIRED WORKOUT

Recommended equipment: Exercise Mat. In the "Body Weight Routine", you can lose pounds quickly and easily, increase your strength, and muscle mass. It begins with the 2-minute drill, then non-stop body weight circuits, followed by 10 exercises done back-to-back for a complete cardiovascular and strength workout. This program gives you powerful workouts and targeted nutrition that keeps you full while you burn fat and build muscle.

50 MINS.

Rodale Inc.

CompactD-DVD-027 2007

WOMEN'S HEALTH TOTAL WORKOUT IN TEN! GET THE BODY YOU WANT - IN THE TIME YOU HAVE

Swamped at home, and craving exercise but you can't spare a minute for the treadmill, much less get motivated to set an incline? Our solution? Total Workout in Ten, developed by the editors of Women's Health Magazine. Broken into four 10-minute sessions, this intense workout allows you to customize your burn based on your time, energy level, and target zones. Exercise for one 10-minute block or combine the routines to build a full-body workout.

39 MINS.

Amy Dixon

CompactD-DVD-030 2007

MEN'S HEALTH 15 MINUTE WORKOUT

Build Abs! Burn Fat! Add Muscle! In just 15 minutes a day! Whether you're a beginner looking to lose your get and get in shape or an already fit guy in need of some quick new training programs, the Men's Health 15-minute Workout DVD will help you reach your goals.

1 HR.

Men's Health

CompactD-DVD-031 2009

2-WEEK TURNAROUND: CARDIO

You can enjoy one of the easiest, most effective workouts ever! This breakthrough DVD program focuses on walking - one of America's favorite exercises because it's so ridiculously easy! There's no costly equipment to buy - just lace up your shoes and go. Backed up by dozens and dozens of studies as being one of the most effective, proven methods to boost fitness and turbo charge weight loss.

45 MINS.

Prevention Fitness Systems

CompactD-DVD-052 2007

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. Viewers at any level, from advanced to beginner, can use these techniques.

2.5 HRS.

Michael Roizen and
Mehmet C. Oz

CompactD-DVD-070 2010

YOGA MELTDOWN: LEVELS 1 & 2

Jillian combines fitness techniques with the sculpting power of yoga for an intense workout designed to melt away stubborn fat fast. It includes two complete 30-minute workouts. So get up, get moving and lose big now!

1:06 HRS.

Jillian Michaels

Innovation

CompactD-000-95 2001

THINKING OUTSIDE THE LINES: POWER THINKING FOR THE 21ST CENTURY

Imagine a future filled with fresh and exciting ideas that you come up with in only seconds, a future brimming with creative solutions to problems that have plagued you forever, a future jam-packed with innovation for you and your team. Got the picture? That's exactly the tomorrow that can be yours today, thanks to this extraordinary 4-Audio CD program, Thinking Outside the Lines.

4.5 HRS.

Gail Cohen

Leadership

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. To skip introduction, go to Track 2.

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 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.
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 they know is 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 Duftris

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-000-44 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 in order to make a positive and lasting difference through your actions and your words. It does not matter what is 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, and 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

A slim companion to Maxwell's best-selling *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, 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 often regarded as weakness, therefore the development of this trait is often overlooked.

Being kind is a crucial attribute of some of the world's most successful business leaders, leaders whose success emanates from 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.
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

CompactD-000-88 2004

WOMEN AND LEADERSHIP: ESSENTIAL SKILLS FOR SUCCESS IN TODAY'S

Through this audio program, you will discover powerful ways to overcome self-limiting behaviors and take advantage of your own natural leadership strengths. You will explore new ways to motivate and inspire your team, win their trust, and get them to go the extra mile for you when you need it.

1:11 HRS.

Rockhurst University
Continuing Education Center

CompactD-000-97 2006

WIZARD AND THE WARRIOR, THE: LEADING WITH PASSION AND POWER (Audio-Tech Book Summary)

As we'll explain in our summary, wizards are creative individuals who provide deep meaning and purposeful direction to their organizations. Warriors are people with the strength, courage, and competitive spirit needed to win tough battles. The best leaders are comfortable whether the situation calls for them to act as a warrior or as a wizard. This summary will help you to become more versatile and make better choices.

1 HR.

Lee G. Bolman and
Terrence E. Deal

CompactD-000-98 2007

JUDGMENT: HOW WINNING LEADERS MAKE GREAT CALLS

Leadership gurus Tichy and Bennis examine the critical role judgment plays in effective leadership. Calling judgment the essence of leadership, they identify three judgment domains that can undermine any leader's success and explore such challenges as selecting the top team, CEO succession, and crisis as a leadership development opportunity.

10:25 HRS.

Noel M. Tichy and
Warren Bennis

CompactD-DVD-033 2006

LEADER'S LEGACY, A

How to create a vision that others will buy into. The daily small differences that add up to making you a better leader. How to make your employees two-and-a-half times as likely to be satisfied with their jobs.

49 MINS.

James Kouzes

CompactD-DVD-056 2006

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

Management

CompactD-000-22 2007

7 HABITS FOR MANAGERS, THE: MANAGING YOURSELF, LEADING OTHERS, UNLEASHING POTENTIAL

This audio is the synthesis of Dr. Stephen R. Covey's two-day interactive and intensive workshop on leadership. The proven principles of the 7 Habits are applied to leadership roles as Covey teaches managers and other leaders how to define their contributions, develop greater influence, leverage hidden resources, give constructive feedback, and unleash the full potential of their team against critical priorities. The 7 Habits approach helps developing leaders unleash the talents and capability of their team against the organization's highest priorities.

1:27 HRS.

Stephen R. Covey

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 off right 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

7 HRS.

Lorin B. Belker and
Gary S. Topchik

CompactD-000-96 2008

LEVITY EFFECT, THE: WHY IT PAYS TO LIGHTEN UP

The benefits of the levity effect are not conjecture but are built on extensive research and case studies from some of the world's most successful organizations. New York Times best-selling authors Adrian Gostick and Scott Christopher provide powerful examples from Boeing, Nike, KPMG, Yamaha, Enterprise, Zappos, and dozens of others, showing how lightening up can drive real business results.

5.4 HRS.

Adrian Gostick et al.

CompactD-PWR10 1999

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

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

6 HRS.

Anthony Robbins

Motivation

CompactD-000-57 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 can be 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 and 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

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

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 and without getting angry. It offers a concise, step-by-step, 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

CompactD-000-42 2009

GETTING TOGETHER: BUILDING RELATIONSHIPS AS WE NEGOTIATE

Expanding on the principles, insights and wisdom that made GETTING TO YES a worldwide bestseller, Roger Fisher and Scott Brown offer a straightforward approach to creating relationships that can deal with difficulties as they arise. GETTING TOGETHER takes you step-by-step through initiating, negotiating, and sustaining enduring relationships — in business, in government, between friends and in the family.

6:18 HRS.

Roger Fisher and
Scott Brown

CompactD-000-93 2004

8 STEPS FOR HIGHLY EFFECTIVE NEGOTIATION: LETTING THE OTHER PERSON HAVE YOUR WAY

Abandon the negative myths about negotiation and learn to build relationships as well as get results. You'll be more confident and successful in all aspects of your life.

1 HR.

National Seminars Group

Organizational Development

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 4.5 HRS.

James P. Womack and
Daniel T. Jones

CompactD-DVD-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-DVD-040 2008

EXECUTING YOUR STRATEGY: HOW TO BREAK IT DOWN AND GET IT DONE

Strategic planning requires measurable near-term objectives to ensure the right projects are executed well. Successful execution, in turn, demands responsiveness to a continually changing environment. The alignment of strategy and execution is an ongoing discipline of analytic engagement and agility.

53 MINS

Raymond Levitt

Performance 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 don't 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 don't pay near enough attention to the skills

leaders need.

9 HRS.

Ram Charan

CompactD-DVD-011 1998

ADDRESSING AND RESOLVING POOR PERFORMANCE: AN INTERACTIVE TOOL FOR SUPERVISORS [DVD]

This program discusses how managers address and resolve poor performance. The video 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, check lists and job aids that can be reprinted for later use, and sample documents.

United States Office of Personnel
Management

CompactD-DVD-086 2008

COACHING FOR PERFORMANCE: GETTING EMPLOYEES TO DELIVER THEIR BEST

Workplace coaching begins with praise and providing regular feedback. Coaching for Performance teaches you to emphasize what your employees do right, follow up with what needs improvement and then encourage them to use their own critical thinking skills. You will learn the value of building personal relationships with your employees that will reinforce their confidence and productivity, resulting in a high-performance

37 MINS.

Rockhurst University
Continuing Education

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-000-43 2004

HOW TO HANDLE CONFLICT AND CONFRONTATION

Poorly handled conflicts cause anxiety, tension and stress in the workplace, reduce morale and hinder productivity. This 60-Minute audio CD, will allow you to discover a wealth of conflict management techniques for creating a more cohesive and productive work environment.

1:02 HRS.

Rockhurst University
Continuing Education Center

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 stallers 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

CompactD-000-92 2003

HOW TO HANDLE DIFFICULT PEOPLE: SOLUTIONS TO DEAL EFFECTIVELY WITH DIFFICULT PEOPLE IN ALL AREAS OF YOUR LIFE

Get more positive results from people than you ever thought possible. There's at least one in every job or business that person whose sole purpose seems to be to make your life miserable. You don't have to fall victim to these people. Learn to deal effectively with difficult people and tough situations through the powerful, effective principles taught in this series.

4.5 HRS.

Joe Gilliam

CompactD-DVD-051 2006

HOW TO HANDLE CONFLICT AND CONFRONTATION: CREATE A COHESIVE, PRODUCTIVE WORK ENVIRONMENT

Interactive CD-ROM, (for Windows) and E-book. This interactive program offers a systematic, easy-to-use approach to defuse volatile situations and remain in control when tempers flare and emotions overheat. Exercises and assessments offer the user an opportunity to practice conflict resolution skills and monitor progress along the way.

1:32 HRS.

Rockhurst University Continuing
Education Center, Inc.

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

CompactD-000-90 2007

4 DISCIPLINES OF EXECUTION, THE: THE SECRET TO GETTING THINGS DONE, ON TIME, WITH EXCELLENCE

Stephen Covey introduces one of the best thinking of execution leadership experts, Chris McChesney who teaches important principles through relevant, current examples to illustrate the four imperatives: Create accountability, identify action items that keep goal accomplishments, track key measures of success, and continue to define what is important to the organization.

60 MINS

Stephen R. Covey and
Chris McChesney

Professional Development

CompactD-000-101 2003

EXECUTIVE BOOK SUMMARIES: "THE RESPONSIBILITY VIRUS" and "BREAKTHROUGH BUSINESS NEGOTIATION"

Book summary descriptions: "The Responsibility Virus" is about people who take on more responsibility than they can handle, while others are only too happy to hide. The author explains the negative organizational consequences of such decisions. The

book "Breakthrough Business Negotiation" discusses how to accomplish the four core tasks of the negotiation process: diagnosing, shaping, managing process, and assessing.
Soundview Book Summaries

CompactD-000-102 2003

EXECUTIVE BOOK SUMMARIES: "THE INFLUENTIALS", "BLOCKBUSTERS" and "RE-THINKING THE NETWORK ECONOMY"

Book summary descriptions: "The Influentials" identifies the real people around whom marketing strategies revolve. "Blockbusters" layout the factors needed to create blockbuster new products. Finally, "Rethinking the Network Economy" discusses how the Internet is an important part of Soundview Book Summaries

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, Abridged Version

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's 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. 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's 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 [ABRIDGED 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's 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. 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

CompactD-000-87 2004

EFFECTIVE COACHING: BUILD BETTER EMPLOYEES & CREATE HIGH-PERFORMANCE RELATIONSHIPS & TEAMS (Interactive CD)

Michael Angelo Caruso's engaging style, humor and storytelling skills are on full display in this 5-hour instructional unit on coaching skills and its application to both vocational and societal relationships. Various types of coaching techniques, styles and applications are covered, as well as the pitfalls and demotivating effect of such management icons as performance reviews and job descriptions.

6 HRS.

Michael Angelo Caruso

CompactD-000-91 2009

HOW SUCCESSFUL PEOPLE THINK: CHANGE YOUR THINKING, CHANGE YOUR

Gather successful people from all walks of life-what would they have in common? The way they think! Now you can think as they do and revolutionize your work and life! This is the perfect, compact read for today's fast-paced world. America's leadership expert John C. Maxwell will teach you how to be more creative and when to question popular thinking. You will learn how to capture the big picture while focusing your thinking. You'll find out how to tap into your creative potential, develop shared ideas, and derive lessons from the past to better understand the future. With these eleven keys to more effective thinking, you'll clearly see the path to personal success.

3 HRS.

John C. Maxwell,
Read by Chris Sorensen

CompactD-000-99 2010

SUCCESS MAGAZINE AUDIO CD, JANUARY 2010 ISSUE

This issue includes an Introduction from SUCCESS Publisher, Darren Hardy. It is followed by personal-development insights from past and present experts: Guy Kawasaki, Ken Blanchard, John Fleming, John C.. Maxwell.

1 HR.

Darren Hardy, Publisher

CompactD-DVD-058 2008

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

[Psychology](#)

CompactD-000-200 2008

NO COMPLAINING RULE, THE: POSITIVE WAYS TO DEAL WITH NEGATIVITY AT WORK

Jon Gordon, a bestselling author, consultant and speaker, shares an enlightening story that demonstrates how you can conquer negativity and inspire others to adopt a positive attitude." Based on one company's successful No Complaining Rule, the powerful principles and actionable plan are practical and easy-to-follow, making this book an ideal read for managers, team leaders and anyone interested in generating positive energy.

2 HRS

Jon Gordon

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.

8 HRS.

Malcolm Gladwell

CompactD-000-38 2000

TIPPING POINT, THE: HOW LITTLE THINGS CAN MAKE A BIG DIFFERENCE (ABRIDGED VERSION)

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

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

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

This book is filled with useful information that will prove easy to comprehend and implement. This time, Lencioni weaves his lessons around the story of a troubled Silicon Valley firm and its unexpected choice for a new CEO. Showing exactly how existing personnel failed to function as a unit, precisely how the new boss worked to reestablish that essential conduct, and why existing personnel failed to function as a unit. The new boss worked to reestablish that essential conduct by applying Lencioni's "five dysfunctions"; absence of trust, fear of conflict, lack of commitment, avoidance of accountability, and inattention to results.

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

CompactD-DVD-020 2008

MANAGING EMPLOYEES WITH ROTTEN ATTITUDES

(Companion PDF document.) Top-performing teams share one very important trait: Team members work effectively together. As a manager, you know that getting a team to get along doesn't happen by magic. It takes strong leadership and coaching from you, because when you have even one employee with weak people skills or worse, a lousy attitude team performance suffers. Get peak results from others isn't easy. And when an employee has weak interpersonal skills or a crummy attitude, your job only gets tougher. Don't give up! Get the help you need to turn these employees into valued team players.

23 MINS.

Rockhurst University Continuing
Education Center

CompactD-DVD-059 2006

HOW TO COACH AN EFFECTIVE TEAM: LEADERSHIP THAT GETS RESULTS

This captivating, interactive DVD will help to develop strong coaching skills in your leaders by helping them to learn to think more like a leader, less like a manager, use communication to keep everyone open, working together and moving forward, and identify unconscious behavior that is hindering your team.

1:32 HRS.

Joe Gilliam

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