

Fifty Minute Books and OPTIONS Books

Revised 8/1/10

Team Problem Solving, Revised Edition by Sandy Pokras

Managing Upward – Strategies for Succeeding with Your Boss by Patti Hathaway and Susan D. Schubert

Working Together, Revised Edition – Succeeding in a Multicultural Organization by George Simons, Ph.D. with Amy J. Zuckerman

Influence – The Formula for Success by Elaina Zuker

Effective Meeting Skills – A Practical Guide for More Productive Meetings by Marion E. Haynes

Telephone Skills from A to Z – The Telephone Doctor® Phone Book by Nancy J. Friedman

Improve Your Reading Improve Your Job – Basic Reading Skills for the Working Adult by Jeanne M. Miller

Conducting A Needs Analysis by Geri E. H. McArdle, Ph.D.

Customer Satisfaction, third Edition – The Other Half of Your Job by Dru Scott, Ph.D.

Delivering Effective Training Sessions by Geri E. H. McArdle, Ph.D.

Project Management, Revised Edition – A Practical Guide for Success by Marion E. Haynes

Writing Business Proposals and Reports – Key Strategies for Success by Susan L. Brock

Project Management, Revised Edition – A Practical Guide for Success by Marion E. Haynes

Organizing Your Work Space – A Guide to Personal Productivity by Odette Pollar

Personal Time Management, Third Edition by Marion E. Haynes

Finding Your Purpose – A Guide to Personal Fulfillment by Barbara J. Braham

Working In Teams – A Team Member Guidebook by Sandy Pokras

Creative Decision Making – Using Positive Uncertainty by H. B. Gelatt, Ed.D.

The New Supervisor, Third Edition – A Guide for the Newly Promoted By Elwood N. Chapman

Managing Change at Work, Revised Edition – Leading People Through Organizational Transition by Cynthia D. Scott, Ph.D., M.P.H. and Dennis T. Jaffe, Ph.D.

Facilitation Skills for Team Leaders – Leading Organized Teams to Greater Productivity By Donald Hackett, Ph.D. and Charles L. Martin, Ph.D.

Understanding Organizational Change – Converting Theory to Practice by Lynn B. Fossum

Successful Negotiation, Third Edition – Effective “Win-Win” Strategies and Tactics by Robert B. Maddux

Achieving Consensus – Tool and Techniques by Jon Scott and Eileen Flanigan

Giving and Receiving Feedback, Revised Edition – Building Constructive Communication by Patti Hathaway, CPS

Effective Presentation Skills, Third Edition – A Practical Guide to Better Speaking by Steve Mandel

Plan B – Converting Change into Career Opportunity by Elwood N. Chapman

Critical Thinking – Strategies for Decision Making by Daniel A. Feldman, Ph.D.

Risk Taking, Revised Edition – A Guide for Decision Makers by Herbert S. Kindler, Ph.D.

Business Research – An Informal Guide by Paul R. Timm, Ph. D. and Rick C. Farr, Ph.D.

Rapid Team Deployment by Sandy Pokras

Process Improvement – Enhancing Your Organization’s Effectiveness by Eileen M. Flanigan and Jon Scott

The Internal Consultant – Drawing on Inside Expertise by Marcia Meislin

Creating a Learning Organization – Promoting Excellence Through Change by Barbara J. Braham

Surviving Information Overload – How to Find, Filter, and Focus on What’s Important by Odette Pollar

Virtual Teaming – Breaking the Boundaries of Time and Place by Deborah Jude-York, Ph.D., Lauren D. Davis, M.S. and Susan L. Wise, M..A.

Networking for Success – The Art of Establishing Personal Contacts by Nancy Flynn

Achieving Results – Four Stages of Off-the-Chart Excellence by Lorna Riley, CPS