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Secrets)

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PLAY ON YOUR TERMS

Negotiation is THE core business skill. It is fundamental to everything we do that involves other people, whether that's

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asking for a raise, pitching an idea
or deciding who gets the coffee.

The Leader's Guide to
Negotiation is a highly practical
guide to getting the most out of
your business interactions, whilst
building stronger relationships to

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boot. From achieving win-win outcomes to problem-solving and building trust, it equips you with failsafe strategies for conducting successful and positive negotiations. 'An entertaining, immediately useful book that goes

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beyond advocating for win-win –
Simon Horton shows us how to get
there.' Adam Grant, Wharton
Professor and New York Times
bestselling author of Give and
Take 'Reading this book has
made me think about how I

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negotiate and I have learned a lot...
If you want to benefit your
relationships while improving
your business, then this is worth
studying.' Simon Woodroffe,
founder of Yo!

Mastering Business Negotiation is

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a handy resource for any leader or manager who needs practical strategies and ideas when conducting business negotiations. Grounded in solid research, the authors - experts in the field of business negotiation - reduce the

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huge volume of available
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information into an accessible
handbook for busy executives who
need to prepare for everyday
negotiations as well as for more
demanding and complex
negotiation situations. Mastering

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Business Negotiation offers down-to-earth advice for learning to play the negotiation game and shows how to: Understand the game so you can better control what happens Predict the sequence of negotiation activities

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and move from disagreement toward agreement Identify the strategies and tactics of other players in the game. Apply the rules of the game - the "do's and don'ts" that will ultimately lead to success

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Second Edition was updated and
expanded to help you and your
staff define your challenges,
organize your expanding
responsibilities and take your
performance to new levels. Edited

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by Richard Burton MD, MBA,
PhD, this time-saving resource
includes 15 additional, all-new,
skill-building chapters, to help
you excel in yo ur leadership role.
From developing effective
negotiation skills as a

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physician...to handling
information systems in clinical
practice...to using medical

practice guidelines and evidence-
based medicine to improve care..
you'll see how your colleagues in
the healthcare industry mastered

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the very same challenges you face,
and how you can do it too!

This book examines the central
role of negotiation in gaining,
exercising, and retaining
leadership within organizations,
large and small, public and

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private. Its aim is to instruct readers on the way to use negotiation to lead effectively. For far too long conventional wisdom has proposed that strong leaders refuse to negotiate, viewing negotiation as a sign of weakness.

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Leading people requires charisma, vision, and a commanding presence, not the tricks for making deals. For many executives, negotiation is a tool to use outside the organization to deal with customers, suppliers,

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and creditors. Inside the organization, it's strictly "my way or the highway." Salacuse explains that leaders can increase their effectiveness by using negotiation in each of the three phases of the leadership lifecycle:

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1) leadership attainment, 2)
leadership action; and 3)
leadership preservation and loss.
Drawing on experience in wide
variety of settings, including the
author's own leadership
positions, the book will examine

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high profile leadership cases such as the rise and fall of Carly Fiorina at Hewlett-Packard, the skillful negotiations by Warren Buffet to save Salomon Brothers from extinction, and the successful efforts by the partners at

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Goldman Sachs to negotiate a new vision and direction for that financial giant. Leaders and managers should pick up this book to learn how effective negotiation is essential to both gaining and exercising leadership

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and to overcoming threats to a
leader's position.

Negotiating Agreement Without
Giving in

Negotiation Genius

How to Use Soft Skills to Get
Hard Results

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PLC at Workâ„¢, Leader's Guide
The leader's guide to considering,
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merger

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for Breakthrough Performance
**Michael D. Watkins' best-
selling book The First 90
Days has become the
business bible for
accelerating leadership**

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transitions. Now, Watkins
zeroes in on the most
critical skill leaders
must master to secure new
roles and accelerate their
transitions: negotiation.
In Shaping the Game: The

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extensive research and
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to reveal four fundamental
objectives that should

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guide new leaders' actions
in every negotiation they
undertake: create the most
possible value, capture
that value for yourself
and your company,
carefully tend to key

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relationships, and
preserve your reputation.
Watkins lays out hands-on
strategies for becoming a
world-class negotiator,
including how to match
your negotiation strategy

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to the situation,
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influence the perspectives
of key counterparts, shape
negotiation outcomes in
your favor, and create the
learning discipline
necessary to become a

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world-class negotiator.
Navigating the myriad
complex, high-stakes
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that confront new leaders,
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tools readers need to make

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the right moves up the
career ladder—and succeed
in those roles once they
get there.

Nonprofit mergers are on
the rise. Executive
directors and board

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members are discovering
the advantages:
comprehensive service
delivery, better finances,
more powerful fundraising,
increased market share.
Bottom line, mergers make

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more mission possible.
From assessing reasons and
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partner, to negotiating
the best path, to
budgeting and
implementation, author

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David La Piana guides you
through the maze of
options with a steady
hand. Based on experience
with more than sixty
mergers, this handbook is
the perfect starting point

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for any nonprofit
exploring a possible
merger and a basic
resource for all nonprofit
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to decide what kind of
structure from

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collaboration to merger
meets your goals; how to
know your own motivation

and keep your mission
forefront; what kind of
merger best fits your
goals, structure, and

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financial situation; how
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to seek merger partners
and objectively assess the
pros and cons of each; how
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essential role in merger
considerations; how to

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exercise due diligence and
write the merger
agreement; how to deal
with the rumor mill; what
you can do yourself, when
to call in attorneys and
consultants, and how to

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select them; typical
roadblocks and how to beat
them; how to move past old
history and build new
traditions as you
integrate staff,
management, boards,

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systems, and corporate
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cultures; how to budget
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for and raise funds to
implement the merger; and
much more! Full merger
case studies, decision
trees, twenty-two

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worksheets, checklists,
tips, milestones, an
extensive resource section
and many samples including
the minutes of a completed
merger negotiation give
you concrete assistance

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with your own merger plans
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and implementation. A
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special chapter written
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organizational consultants
explains their roles and
responsibilities in

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assisting clients
interested in merger.

How are marriages in your
church? If they're
following the national
pattern, almost half are
bound to end in divorce.

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Help couples in your faith
community beat the odds.

For Christian Lovers Only
is a Bible-based program
that helps African-
American couples develop
greater skills in

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communication, problem
resolution and intimacy,
leading to strong, healthy
and lasting relationships.
Lessons incorporate goals
and home activities, video
and Scripture to empower

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couples to discover and
live within God's plan for
their marriage. Topics
include finance, closeness
vs. independence, friends,
communication, balancing
work and leisure, and

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dealing with extended
family. The Leader's Kit
includes a DVD, Leader's
Guide, Participant's
Workbook and Resource CD.
Marriage is the most
demanding and potentially

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rewarding relationship for
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many adults. Learning to
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navigate its challenges
can be difficult. Staying
One is a practical guide
that not only teaches the
spiritual what and why of

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marriage but also provides
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advice and practice in the
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how. Intended to save
readers from the pain of
learning the hard way, it
illustrates and explains
biblically sound

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approaches to building a
healthy and fulfilling
marriage that lasts. These
include things married
people should and
shouldn't say to each
other. Staying One will

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prove useful to pastors in
their pre-marital
counseling and to the
couples they are
ministering. It will serve
as powerful source
material for marriage

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enrichment workshops,
retreats focused on
marriage, and church-based
growth groups and adult
education classes. The
book will prove of special
interest to engaged

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couples, newlyweds, those
wanting to revitalize
their marriages, and

married people on the
brink of divorce. A key
feature is that each
chapter concludes with a

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response from the author's
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wife, reflecting a woman's
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point of view. We also
offer a Workbook for use
in completing the twenty
hands-on activities
contained in Staying One,

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as well as a comprehensive
Leader's Guide for those
facilitating workshops

based on the book.

The Nonprofit Mergers Part
I

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Only--Leader's Guide
Conflict Management:
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Discipline

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Getting to Yes

Describes a method of negotiation that isolates problems, focuses on interests, creates new options, and uses objective criteria to help two parties reach an agreement

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A positive model for restorative discipline The authors provide a research-based and field-tested model that gives school leaders more productive alternatives to punishment, exclusion, and out-of-school suspension. This positive program helps improve behavior and keep

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students in school. This guide's model covers school-wide prevention, restoration, and intervention needs for students with emotional, behavioral, and conduct disorders (such as bullying) as well as developmental disabilities and autism. Key topics include: The latest research on the

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effectiveness of restorative discipline
How to implement a comprehensive,
school-wide discipline plan Ways to
support and sustain the plan with
teacher teams Networking with
community services such as child
protection, child welfare, juvenile
justice, and mental health

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Presentations are an inevitable part of a leader's day to day. They are fundamental to delivering information, motivating staff and building relationships. The Leader's Guide to Presenting is a highly practical guide to delivering engaging and influential

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presentations. From informal to formal settings, you'll discover how persuasion, influence and communication are critical to your own impact, the motivation and engagement of others and, ultimately, the success of your organisation. How to present when the stakes are high

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How to structure your message to gain
agreement How to deliver with
maximum impact and get the outcome
you want How to pitch for success and
handle difficult conversations

People with Asperger Syndrome (AS)
often struggle with change and this is
magnified when it is part of their

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professional role to manage and lead change. Written by a business leader with Asperger Syndrome, this practical guide provides advice and strategies for coping with and implementing change in the workplace. Combining theory and practice with case studies and hands-on tools, the book aims to

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help those who find change particularly difficult to overcome these challenges and use their unique talents and skills to become change champions in the workplace. The book explores the change management life cycle and how it affects leaders with AS and teaches key skills for

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successfully leading change, preparing staff for change, and dealing with the effects of change on the organisation as a whole. This is a vital leadership development handbook for executive-level business professionals with Asperger Syndrome as well as those who aspire to careers in these roles.

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How to Avoid a Make-Believe
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The Business Leader's Guide to the
Low-carbon Economy

The Only Negotiating Guide You'll
Ever Need, Revised and Updated

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***Master the art of negotiation
and gain the competitive
advantage Now revised and
updated, the second edition of
The Negotiation Book will
teach you about one of the
most important skills in***

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***business. We all have to
negotiate at some point;
whether in the office or at
home and good negotiation
skills can have a profound
effect on our lives - both
financially and personally. No***

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***other skill will give you a
better chance of optimizing
your success and your
organization's success. Every
time you negotiate, you are
looking for an increased
advantage. This book delivers***

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it, whilst ensuring the other party also comes away feeling good about the deal. Nothing will put you in a stronger position to build capacity, build negotiation strategies and facilitate negotiations

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**through to successful
conclusions. The Negotiation
Book: Explains the importance
of planning, dynamics and
strategies Will help you
understand the psychology,
tactics and behaviours of**

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to conduct successful win-win
negotiations Gives you the
competitive advantage
The Leader's Guide to
Emotional Agility takes a new
approach to emotional**

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***intelligence in action and
translates it into critical skills
that every leader needs to get
the most out of themselves
and their people. It outlines 8
steps for achieving emotional
agility and resilience: Step 1:***

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Step 2: Becoming authentic
Step 3: Becoming self-aware
Step 4: Becoming aware of others
Step 5: Using the emotions
Step 6: Understanding the emotions
Step 7: Managing your own emotions

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others Step 8: Mindfulness for
leaders The chapters,
underpinned with scientific
research, offer real-life
illustrations from leaders
facing real challenges and**

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**triumphs, as well as exercises,
case studies, tips and
strategies to put these steps
into action. It also includes a
self-assessment at the start of
the book to help you find out
how emotionally agile you**

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already are. This straight-

**talking guide is the ultimate
guide for busy managers
wanting hard advice on how to
deal with the softer side of
business life.**

This is the best book on

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conflict management
available! Based upon the
latest research, this is perhaps
the greatest tool ever
developed to help leaders and
employees of all-levels
develop the best conflict

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**management skills. Scholars
agree that managing conflict
can be a healthy way of
illuminated new ideas and
helping team members work
better together to bring more
efficiency creativity and**

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**effectiveness to the
workplace. Just like
leadership, conflict
management is a skill anybody
can acquire through both
training program and
experiences. Training program**

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***has the advantage of being
able to address specific needs
or circumstances in***

***accordance to recognized
potential problems in
organizational life. This
workbook breaks down key***

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***concepts in plain easy-to-read
and easy-to-follow lessons to
help you grow your leadership
skills. Read the short lessons,
reflect, and then build your
skills by doing the short
writing assignments at your***

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**Every organization faces
challenges and hardships. The
Only Leadership Book You'll
Ever Need teaches leaders
how to overcome their most
difficult obstacle: employee**

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**engagement. By pinpointing
specific areas leaders can
focus on and change, this book
shows how one leader can
effectively change the entire
workplace environment-- for
the better. Topics addressed**

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This innovative resource introduces a transformative leadership model that supports student development by focusing on key factors such as cognition, metacognition, motivation, affect,

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and individual differences.
Anointed and Sealed with the
Spirit is a confirmation program
for Catholic parishes. This book
is a practical guide to prepare for
Catholic confirmation of
candidates ages 7 to adult.

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Rather than providing
“everything you need to know
about being Catholic, ” it gives
candidates the preparation the
Rite calls for. Confirmation:
Anointed and Sealed with the
Spirit offers lots of options so

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confirmation preparation can be
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customized to meet the needs of
candidates and the parish.

Included are a solid theological
foundation, a reflection for adult
leaders, and a host of creative
activities through which children,

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young people and adults can be
led into deeper understanding
and commitment.

The Leader's Guide to Followers
is written from the unique
perspective of a follower sharing
with leaders how to lead their

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people well. It offers insights as
to why character is a prerequisite
for effective leadership, and why
earning trust and respect creates
influence, a crucial aspect of
leading people well. A leader's
motivations and agendas are

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examined to show which ones
draw followers to a leader, and
which ones turn followers away
from him. Throughout the book,
practical examples are given for
leadership styles and
perspectives which build loyalty

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and energize followers to give their best efforts. Leading is compared and contrasted with controlling, and the followers' response to each is examined. The book also includes an exploration of leadership as a

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strategy for individuals,
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organizations, and the country as
a whole. Dean Duvall is a native
Oregonian who has experienced
great leadership under some
excellent coaches, teachers and
employers throughout his life. He

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has been involved in a wide range of organizations including "mom and pop" businesses, international franchises, non-profits, state government, and Fortune 500 companies. His leadership experience is mainly

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in the computer business but
Hard Results (Financial Times
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includes some non-traditional
roles such as guiding week-long
mountaineering trips in British
Columbia and skippering sailboat
trips from Hawaii to Seattle and
San Francisco. He continues to

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encourage leaders to be their best by writing and speaking about what leaders can do to bring out the best in those they lead.

Some of the emerging views brought up in this e-book are:

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The paradox and the necessity
of pursuing sustaining and
disruptive innovation
simultaneously require a new
kind of talent called integral
leadership, the usual tools of
persuasion -- reason, statistics,

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and bullet-points of logic -- fail to cause the necessary changes in management culture to allow disruptive innovation to thrive. Leaders must guide companies through an emotional leap to embrace a future based upon

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disruptive innovation in
technology and work practices
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and the search for viable
disruptive innovationnew
customer values, new markets,
new business modelsstarts by
systematically exploring a

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companys strategic frontier.
Negotiating Skills. Workshop
leader guide
Staying One: Leader ' s Guide
A Woman's Guide to Negotiating
Five Key Challenges to
Leadership Success

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Shaping the Game
Confirmation-Anointed & Sealed
with the Spirit Leader Guide
Her Place at the Table
Mastering the Art and Science of
Negotiation

"Whether you're going for

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that promotion, looking to
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entirely, Michael Watkins'

Your Next Move is a book
you'll want to read." So
starts the positive review
of Your Next Move on the
influential 800 CEO Read

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*website. It's true that all
leaders--no matter how
seasoned--need guidance
through the professional
changes that define a
career. In fact, transitions
into new roles are the
crucibles in which leaders*

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*get their toughest tests,
and they're the defining
factor in professional
careers today. Yet far too
often, leaders fail to
transition effectively into
new roles. The resulting
costs are high, for*

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guru Watkins shows how you
can survive and thrive in
all the major transitions
you will face during your
career-including promotions,

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leading former peers, on-boarding into a new organization, making an international move, or turning around or realigning an organization. With real-life examples and case studies, Watkins illustrates

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the defining hurdles
associated with each type of
transition. He then provides

the insights, strategies,
and tools you'll need to
accelerate through these
crucial turning points and
continue moving up in your

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*career. The necessary
complement to the author's
bestselling guide The First
90 Days, which has been
translated in more than 20
languages worldwide, Your
Next Move offers the keen
observations, tried-and-true*

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management wisdom, and practical good sense Watkins is renowned for. It's a vital resource for any manager or executive seeking to maintain career momentum. To quote the reviewer from above: "It's not just about

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"moving" but about what happens when those actions are taken. Success or

failure are the two options, and which option you emerge with will determine what happens going forward.

Watkins' book definitely has

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the research and insight to
equip you for the better of
the two paths."

PLAY ON YOUR TERMS

*Negotiation is THE core
business skill. It is
fundamental to everything we
do that involves other*

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people, whether that's
asking for a raise, pitching
an idea or deciding who gets
the coffee. The Leader's
Guide to Negotiation is a
highly practical guide to
getting the most out of your
business interactions,

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whilst building stronger relationships to boot. From achieving win-win outcomes to problem-solving and building trust, it equips you with failsafe strategies for conducting successful and positive negotiations.

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*'An entertaining,
immediately useful book that
goes beyond advocating for
win-win - Simon Horton shows
us how to get there.'* Adam
Grant, Wharton Professor and
New York Times bestselling
author of Give and Take

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'Reading this book has made me think about how I negotiate and I have learned a lot ... If you want to benefit your relationships while improving your business, then this is worth studying.' Simon Woodroffe,

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founder of Yo!
Leveraging Diversity:

Strategic Learning
Capabilities for
Breakthrough Performance is
designed to help business
leaders and diversity
practitioners alike conquer

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*the complexity and take
advantage of the
opportunities associated
with working productively
with diversity. The book
presents a clear direction
for building the strategic
learning capabilities needed*

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*to create and sustain
adaptive organizations that
effectively respond to
today's competitive demands.
It provides a practical
guide that features a
variety of proven learning
practices for leveraging*

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*diversity with case examples
and planning tools. The book
is structured in four parts
and each chapter addresses
one of the three strategic
learning capabilities:
contextual awareness,
conceptual clarity, and*

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taking informed action. Each
chapter presents cutting
edge practices in support of
building the targeted
learning capability. They
contain case examples and
sample tools to assist the
reader as they internalize

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*the practices and provide
guidelines for applying the
tools to their specific work
situations. In the final
part of the book, the reader
is introduced to the three
critical success factors
necessary to support the*

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*successful execution of the
strategic learning
capabilities for leveraging
diversity examined in this
book. Whether the reader is
new to diversity work or
wishes to learn how to
further leverage existing*

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*diversity initiatives with
other strategically
important business
priorities, this book
provides a comprehensive
blueprint for navigating the
complex and changing nature
of situations involving*

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*diversity. * Integrates
practical lessons from
leading diversity experts *
Places strategic learning at
the core of leveraging
diversity * Provides a
comprehensive blueprint for
navigating the complex and*

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changing nature of
situations involving
diversity.

*“ Chained No More is a
program that will minister
healing and hope to anyone
who has been touched by the
pain of divorce. Robyn*

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*Besemann has developed
biblically based materials
that provide a framework for
personal growth, a tool for
helping others, and a step-
by-step grid that produces
transformational results.
Every church needs this*

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*program and I highly
recommend this ministry.” –*

*Carol Kent, Speaker and
Author “For years we have
touted that children are
resilient. Now we are
finding that adult children
of divorce were not so*

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*resilient after all. Many
struggle with heavy issues
that have been carried over
into their adult lives. From
exploring the chain of grief
that has held adult children
of divorce bound to their
childhoods to healing*

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*through Jesus Christ, Robyn
has done a phenomenal job of
helping adult children of
divorce release the links in
their chain that have held
them captive for years.” -
Linda Ranson Jacobs, Creator
and Developer of DivorceCare*

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for Kids “ Chained No More
will help you break free and
find healing for the hurt

you've experienced. If you
are the adult child of
divorced parents, dive into
this material, and with
God's help, find hope for

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*the future while building a
foundation for successful
relationships in your life.”*

*- Steve Grissom, Founder of
DivorceCare/Church
Initiative*

*The Physician Leader's Guide
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The Only Leadership Book

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How to Build Organizations

*Where Employees Love to Come
to Work*

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chapter leaders "The Chapter
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Management "breaks down the

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easy-to-understand solutions to
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simplified explanations of the
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with communication techniques
to help foster a strong and
successful partnership between
survey coordinator and chapter
leader. Plus, to make staff
training easy, this guide
includes a downloadable

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PowerPoint(R) presentation
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highlighting key compliance
takeaways. Benefits of" The
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management requirements
Pinpoint compliance loopholes
in your current emergency
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Understand what it means to be
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key role in emergency

preparedness Ensure the
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within your community What's

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nationally recognized expert in
the field The most up-to-date
regulatory requirements
resulting from recent national
and international disasters Tips

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Methods to incorporate
regulatory requirements into
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emergency management THE
AGENDA Part I: State of
Preparedness Role of leaders
Understanding community
Understanding healthcare It
shouldn't take a crisis to make a

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National Response Plan The
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Extending survivability Part III:
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National Commission on
Children and Disasters Appendix

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Emergency Management
Standard Checklist Who will
benefit? Accreditation
coordinator, accreditation
specialist, survey coordinator,

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coordinator, emergency
management chapter leader,
emergency management
coordinator, facility manager,
and disaster preparedness
coordinator Earn Continuing

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Education Credits National
Association for Healthcare
Quality (NAHQ) This activity is
pending approval by the
National Association of
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credits.

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The must-read summary of
Michael Watkins' book:

"Shaping the Game: The New
Leader's Guide to Effective
Negotiating". This complete
summary of the ideas from
Michael Watkins' book "Shaping

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the Game" shows that the only
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real source of business
momentum comes from
effective negotiation with
others: the most powerful
leaders are always the most
successful negotiators. In his

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book, the author explains that good negotiators are always aware of four key objectives: adding value, capturing a fair share of that value, building relationships and enhancing personal credibility. This

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summary demonstrates four
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strategic imperatives that can
be used to achieve these key
objectives and how you can
adapt your approach to get
what you want out of every
negotiation. Added-value of this

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shaping negotiations and
making a successful deal.

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their path to leadership success.
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A Woman's Guide to Taking Her
Place at the Leadership Table

"It's time for women to take
their places at the leadership
tables alongside men. Why?
Because the skills we developed

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at the foot of the
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table—bringing people together, building bridges across differences, and thinking outside the box—are in great demand. But to use this time and these skills to the greatest

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advantage, read this book. The
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authors have set a great meal
for you...just devour it." —Marie
C. Wilson, president and
founder, The White House
Project "Does she have the right
stuff? That question follows

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women whenever they are
promoted to visible leadership
positions. Her Place at the Table
lays out the pragmatic moves
that can help any woman in
business show she has the right
stuff. I encourage all women

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with leadership aspirations to
use this book as a guide."

—Patricia Fili-Krushel, executive
vice president, Time Warner
"Women roar—they are the
leaders we need in corporations
today, but there are still some

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barriers. This book will help individual women negotiate what they need to succeed as leaders and help their firms support them in their efforts. That way we all win!" —Tom Peters, management consultant

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Deals and Resolving Conflict
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A timely, must-have guide to understanding and overcoming bias in the workplace, from

the experts at FranklinCovey. Unconscious bias affects everyone. It can look like the disappointment of an HR

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professional when a
candidate for a new position
asks about maternity leave.

It can look like preferring
the application of an Ivy
League graduate over one
from a state school. It can
look like assuming a man is

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more entitled to speak in a meeting than his female junior colleague. Ideal for

every manager who wants to understand and move past their own preconceived ideas, The Leader's Guide to Unconscious Bias explains

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that bias is the result of
mental shortcuts, our likes
and dislikes, and is a
natural part of the human
condition. And what we
assume about each other and
how we interact with one
another has vast effects on

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our organizational
success—especially in the
workplace. Teaching you how

to overcome unconscious
bias, this book provides
more than thirty unique
tools, such as a prep
worksheet and a list of ways

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to reframe your unconscious thoughts. According to the experts at FranklinCovey,

your workplace can achieve its highest performance rate once you start to overcome your biases and allow your employees to be whole

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people. By recognizing bias,
emphasizing empathy and
curiosity, and making true

understanding a priority in
the workplace, we can unlock
the potential of every
person we encounter.

This text will address the

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role of the hospital case manager from a business perspective rather than a nursing perspective. Will engage all areas that are involved with the health care system, in pursuit of global objectives on behalf

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of every stakeholder.

Rising energy prices and
concerns about climate

change are driving us
towards a new kind of
economy - a low-carbon
economy. What will this low-
carbon economy be like, and

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what does your business have
to do to prosper in this new
business environment? Larry
Reynolds shows how
successful organisations are
already learning to be more
energy efficient, manage
their carbon footprint,

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adapt to climate change and
become truly sustainable. As
well as explaining how to
future-proof your
organisation against
possible threats, The
Business Leader's Guide to
the Low-carbon Economy,

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tells you how to make the
most of the many

opportunities that the low-
carbon economy will bring,
especially in growing
profits from new products
and services. It is your
guide to creating an

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organisation that will
thrive in the twenty-first
century. While there are

plenty of published books
about 'going green', there
are none which explain the
low-carbon economy and how
to thrive in it. This book

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will fill that important
gap. Drawing on examples
from across industries,
including businesses such as
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Cola, Co-operative Group,
Eurostar, Marks and Spencer,
Tesco, Tesla, Walker's

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Crisps, Walmart and ZipCar,
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Larry Reynolds shows how
today's successful

organisations are already
benefiting from the coming
low-carbon economy.

Advice for women from women
for negotiating their own

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Summary)

leadership careers This is a
practical guide for any
woman dealing with a

demanding role. Drawing on
extensive interviews with
women leaders, the authors
isolate five key challenges:
Intelligence; Backing;

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Resources; Buy-In; and
Making a Difference. The
three expert authors reveal
what women have to teach us
about the challenges and
opportunities of leadership.
As Tom Peters said of this
book, "Women roar

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will help individual women
negotiate what they need to

success as leaders and help
their firms support them in
their efforts. That way we
all win!" Describes five key
actions for leadership
success: Drill Deep, Start

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from Strength, Assemble the
Building Blocks, Gather

Momentum, and Make Your Mark

Filled with prescriptive
advice and a wide range of
approaches for helping women
with leadership challenges

Lead authors wrote the The

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Shadow Negotiation, which was then released in paperback as *Everyday Negotiation*. The book includes interviews with high-profile women leaders including Ann Moore (CEO of Time Inc.), Ann Mulcahy (CEO of Xerox), and

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successful implementation of the Common
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Discover what students should learn and how they should learn it. Comprehensive research-affirmed analysis tools and strategies will help collaborative teams develop and assess student demonstrations of deep conceptual understanding and

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procedural fluency.

There ' s been a revolution in negotiating tactics. The world ' s best negotiators have moved beyond How to Win Friends & Influence People and Getting to Yes. For over twenty years. David Sally has been teaching the art of negotiation at leading business schools and to executives at top

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companies. Now, he delivers the proven,
clear, actionable insights you need to stay
competitive in an ever-changing

marketplace. One Step Ahead offers the
fundamental wisdom that elevates the
sophisticated negotiator above everyone
else. Readers will gain the advantage in
everything from determining when to

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negotiate and deciphering a game
strategically, to understanding which
personality traits matter, why emotions are
not necessarily to be avoided, and how to
be tough and fair. You ' ll learn to be
round on the outside and square on the
inside, how to command the idiom, why to
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