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(A brief description or comment about the book is listed below each title to give a little insight about it. These were found on the Barnes and Noble Bookstore and Amazon Bookstore websites.)

Alred, Geof, Bob Garvey, and Richard Smith. *The Mentoring Pocketbook*. Sterling, VA: Management Pocketbooks, 2000. (2 copies)
AAWCC HF 5385 .A47 2000

How to prepare to be a mentor, to conduct mentoring sessions, and to maintain the relationship through the different stages. Primarily aimed at the mentor, although helpful to mentees as well.

Alred, Geof, Bob Garvey, and Richard Smith. *The Mentoring Pocketbook*. Alresford: Management Pocketbooks, 1998.
AAWCC HF 5385 .A47 1998

See description above

Arbinger Institute. *Leadership and Self-Deception*. San Francisco: Berrett-Koehler Publishers, 2002.
AAWCC HD57.7.L4315 2002

The "disease" of self-deception (acting in ways contrary to what one knows is right) underlies all leadership problems in today's organizations, according to the premise of this work. This straightforward book explains how leaders can discover their own self-deceptions and learn how to escape destructive patterns.

Bailey, Edward P. *Writing and Speaking at Work: a Practical Guide for Business Communications*. 2nd ed. Upper Saddle River, NJ: Prentice Hall, 2002.
AAWCC HF5718.B343 2002

The goal of *Writing & Speaking at Work* is to help students roll up their sleeves and actually learn to write and speak. This concise, easy-to-read text focuses directly on these two crucial communication skills. It offers students and professionals practical advice they can apply today and every day.

Ball, Heather. *Great Women Leaders*. Toronto: Second Story Press, 2004. [includes Hatshepsut, Elizabeth Cady Stanton, Mary Ann Shadd Cary, Emily Murhpy, Therese Forget Casgrain, Golda Meir, Rosa Parks, Wangari Maathai, Aung San Suu Kyi, and Roberta Jamieson]
AAWCC HQ1123.B355 2004

Since the days of ancient Egypt, women have shown that they have the skills and strength to be leaders. They have fought uphill battles to make their voices heard, and through hard work and determination have earned respect and the chance to make their world a better place. In the areas of government, human rights, environmentalism, civil rights, Native rights, and last but not least, women's rights, the ten courageous leaders in this book have made their marks on history and proved that women are always up to the job!

Bixler, Susan and Nancy Nix-Rice. *The New Professional Image: from Business Casual to the Ultimate Power Look*. Holbrook, MA: Adams Media, 1997.

AAWCC TT 507 507.B547 1997.

In today's fast paced business world, impressions regarding your competence, intelligence, and reliability are often formed within seconds - based on your appearance. Knowing how to present yourself as effective and confident is as critical as any business skill on your resume.

Susan Bixler is one of America's top corporate image consultants - and an expert on how you can refine your personal appearance for business success.

Along with more traditional standards for office dress, appearance, and behavior, the growing popularity of "business casual" dress policies mean that you face a new set of decisions about what qualifies as appropriate or effective dress. IN *The New Professional Image* Susan Bixler and Nancy Nix-Rice explain the new standards for today's workplace, with guidelines, practical examples, and creative new ideas for making the most of your professional appearance.

Blanchard, Ken, John P. Carlos, and Alan Randolph. *Empowerment Takes More Than a Minute*. New York: MJF Books, 1996.

AAWCC HD50.5.B55 1996b

This book is a step-by-step guide through one manager's struggle to discover the three essential keys to empowerment. By following the manager's odyssey to the Land of Empowerment, listeners discover that they can take the same journey, which, like any heroic journey, is filled with paradox, challenge, and fitful stops and starts. It provides practical and simple concepts that CEOs, COOs, and managers at all levels in organizations both public and private can apply to their particular situations.

Blanchard, Ken, Patricia Zigarmi, and Drea Zigarmi. *Leadership and the One Minute Manager; Increasing Effectiveness through Situational Leadership*. New York: William Morrow and Company, 1985.

AAWCC HD57.7.B56 1985

In clear, simple terms this book teaches managers the art of Situational Leadership®--a simple system that refutes the conventional management mandate of treating all employees equally. Here, you'll learn why tailoring management styles to individual employees is so important; why knowing when to delegate, support, or direct is critical; how to identify the leadership style suited to a particular person; and how consistent use of these techniques will produce better management and enhanced motivation on all levels. This remarkable, easy-to-follow book is a priceless guide to creative, personalized leadership that elicits the best performance from your staff--and the best bottom line for any business.

Bourgeois, Trudy. *Hybrid Leader: Blending the Best of the Male and Female Leadership Styles*. Winchester, VA: Oakhill Press, 2005.

AAWCC HD57.7.B686 2006

Eighty percent of today's workers feel so undervalued, unappreciated and disengaged that they hate to come to work in the morning. According to Gallup research, employee absences cost American businesses between \$257 and \$312 billion dollars a year. Twenty-first century workers need a leader who combines the strengths of both the male and female "leadership styles" - a Hybrid Leader! This insightful book describes how you can change your leadership approach and positively impact the bottom line by: achieving a diversity breakthrough; learning to nurture and serve employees; understanding what motivates employees beyond money; forming collaborative teams; teaching and not telling employees; and building authentic relationships

Clinard, Helen Hall. *Listen to Understand*. Pfafftown, NC: Effectiveness Training & Consulting, 2000.
AAWCC BF323.L5 C55 2000

This book provides you with skills to enhance the quality of any relationship, whether business, social, or family. You will learn how to: 1) tune in to those with whom you communicate; 2) really listen to what is said; and 3) take responsibility for understanding the speaker by letting the speaker know what you understand. Clinard also describes six types of responses that block effective communication.

Cottrell, David. *Monday Morning Leadership: 8 Mentoring Sessions You Can't Afford to Miss*. Dallas, TX: CornerStone Leadership Institute, 2002.
AAWCC HD57.7.C678 2002

This is a story that can help your career! Everyone likes a good story, especially if there are lessons that can be immediately applied to life. This book is one of those stories - about a manager and his mentor. It offers unique encouragement and direction that will help you become a better manager, employee, and person.

Covey, Stephen R. *Living the 7 Habits: Stories of Courage and Inspiration*. New York: Simon & Schuster, 1999.
AAWCC BF637.S8 C668 1999

The author of the self-help classic, *The 7 Habits of Highly Effective People*, presents a collection of personal essays written by people who have successfully applied the seven habits to their lives.

Covey, Stephen R. *Principle-Centered Leadership*. New York: Simon & Schuster, 1992.
AAWCC BF 637.S8 C67 1992

Concentrates on development of people and organizations via a long-term, inside-out approach to increase quality and productivity.

Covey, Stephen R. *The 7 Habits of Highly Effective People*. New York, Fireside Book, 1990.
AAWCC BF637.S8 C68 1990

With a balance of theory and practical examples, this guide to personal and professional life describes seven principles of life management. Targeted toward anyone who is interested in personal change, it guides you through private victory, public victory and renewal.

De Pree, Max. *Leadership Is an Art*. New York: Currency Books, 2004.
AAWCC HD57.7.D46 2004

This book has long been a must-read not only within the business community but also in professions ranging from academia to medical practices, to the political arena. First published in 1989, the book has sold more than 800,000 copies in hardcover and paperback. This revised edition brings Max De Pree's timeless words and practical philosophy to a new generation of readers. De Pree looks at leadership as a kind of stewardship, stressing the importance of building relationships, initiating ideas, and creating a lasting value system within an organization. Rather than focusing on the "hows" of corporate life, he explains the "whys." He shows that the first responsibility of a leader is to define reality and the last is to say thank you. Along the way, the artful leader must stimulate effectiveness by enabling others to reach both their personal potential and their institutional potential; take a role in developing, expressing, and defending civility and values; nurture new leaders and ensure the continuation of the corporate culture.

Evans, Gail. *She Wins, You Win: the Most Important Rule Every Businesswoman Needs to Know*. New York: Gotham Books, 2003. (2 hardbound copies; 1 paperbound copy)
AAWCC HD6053.E86 2003

The *New York Times* bestselling author of *Play Like a Man, Win Like a Woman* tells women the ONE RULE they need to know in order to succeed in business. In her first book, Gail Evans showed women how to get ahead in the workplace by learning the unwritten rules of business that men "wrote" and play by. In *She Wins, You Win*, Gail takes her empowering approach to corporate success a step further by telling women that it isn't enough to understand the men's rules-women must create their own. In *She Wins, You Win* Gail shares the secrets of: the importance of being a team player and how to set up your own winning team; when it's okay to break the rules; how to use the resources already at your disposal much more powerfully; rainmaking, and why it's absolutely essential to women's success; when to stay quiet and when to share information; why women should forget networking and start "webbing"; why you have to watch out for Silent Treatment Sophie and Queen Bea; and why you don't have to play golf. Whether you're a top executive or an entry-level assistant, *She Wins, You Win* will give you the tactics and strategies you need to attain your career goals.

Frankel, Lois P. *Nice Girls Don't Get the Corner Office*. New York: Warner Business Books, 2004.

In the bestselling tradition of *Play Like a Man, Win Like a Woman* comes the breakthrough book that teaches women how to stop sabotaging their careers and start getting ahead. For every professional woman who wants to get ahead but feels she is at an impasse *Nice Girls Don't Get The Corner Office* comes to the rescue. When overlooked for that special assignment or promotion, many women point the finger outwardly, looking for someone else to blame. Now, Lois P. Frankel presents a different view in her empowering career primer that helps women identify ingrained habits they learned as girls that may be holding them back, such as couching statements in a question, smiling inappropriately, tilting the head while speaking, and others. Only by overcoming these self-defeating behaviors will the "nice girl" learn to leverage her power in the workplace and claim the corner office she so richly deserves.

Friedman, Caitlin and Kimberly Yorio. *The Girl's Guide to Being a Boss (Without Being a Bitch)*. New York: Morgan Road Books, 2006.
AAWCC HF5549.12.F76 2006

As women, we haven't always had the best role models at work. We've either worked for men or we've had female bosses who are, well, big bitches. Women still don't have much of a road map right now when it comes to taking charge at the office, so the team who brought you the national bestseller *The Girl's Guide to Starting Your Own Business* is drawing one for us. Caitlin Friedman and Kimberly Yorio will teach you to be powerful without being possessive, to be opinionated without being brassy, and to have a strong voice without micromanaging. You'll learn just how to own the role of queen bee in a positive way so that you can be more mentor than manager; one who leads, inspires, and motivates.

Germer, Fawn. *Mustang Sallies: Success Secrets of Women Who Refuse to Run with the Herd*. New York: Berkeley Publishing Group, 2004.
AAWCC HQ1221.G433 2004

Mustangs were the original wild horses of the West: tough, agile, quick to learn and unwilling to run with the herd. And, like the daring woman in the famous song, today's Mustang Sallies question the rules, challenge the status quo, and dare to make a little noise.

Award-winning journalist Fawn Germer has written an engaging, provocative guide for women determined to charge ahead and succeed on their own terms. Based on original interviews with more than 50 world-famous trailblazers-from Hillary Clinton to Erin Brockovich to Martina Navratilova and Susan Sarandon. Now, every woman can harness the tools to becoming a Mustang Sally:

- Be comfortable with discomfort
- Don't sell out-compromise
- Win arguments without making enemies
- Manage the emotional challenges of leaving the herd behind
- Create a sisterhood of support

The world can slow a woman down, but the words of these wise mustangs hold the key to inspiration, motivation, and personal achievement.

Goldsmith, Marshall, Beverly Kaye, and Ken Shelton, eds. *Learning Journeys: Top Management Experts Share Hard-Earned Lessons on Becoming Great Mentors and Leaders*. Palo Alto, CA: Davies-Black Publishing, 2000.

AAWCC HD30.4.L396 2000

This book brings together a who's who of today's most successful leadership experts and consultants who share personal lessons by presenting 37 personal stories from contemporary, prominent management thinkers, all focusing on the idea that continued learning drives success. Each chapter presents a lesson reflecting an important learning moment in the contributor's life and career.

Greenleaf, Robert K. *The Power of Servant-Leadership: Essays*. San Francisco, CA: Berrett-Koehler Publishers, 1998.

AAWCC HD 57.7 .G687 1998.

This is a collection of Robert Greenleaf's finest and most mature works and an unexpected sequel to his *Servant Leadership*. These pieces were designed to stimulate and inspire people in the practice of a more caring leadership and reflect Greenleaf's continual refinement of his servant-as-leader concept, focusing on issues such as spirit, commitment to vision, and seeing things whole.

Heath, Chip and Dan Heath. *Made to Stick; Why Some Ideas Survive and Others Die*. New York: Random House, 2007.

AAWCC HM1033.H43 2007

Why do some ideas thrive while others die? And how do we improve the chances of worthy ideas? In *Made to Stick*, accomplished educators and idea collectors Chip and Dan Heath tackle head-on these vexing questions. Inside, the Heath brothers reveal the anatomy of ideas that stick and explain ways to make ideas stickier, such as applying the "human scale principle," using the "Velcro theory of memory," and creating "curiosity gaps."

Huba, Mary E. and Jann E. Freed. *Learner-Centered Assessment on College Campuses: Shifting the Focus from Teaching to Learning*. Boston: Allyn and Bacon, 2000.

AAWCC LB2331.H83 2000

This book integrates current thinking and research regarding the learning of undergraduate students with principles of best practice in assessment and teaching. The book will help readers see the connection among three powerful trends in higher education today: the focus on learning and learners, the emphasis on the assessment of learning, and the need to continually improve what those in higher education do. Grounded in principles of constructivist learning theory and continuous improvement, the book provides opportunities for readers to make connections with what they already know about assessment, integrate new information with their current knowledge, and try new approaches to enhance the learning of their students. Readers will consider what it means to shift from a teacher-centered paradigm of instruction to a learner-centered paradigm. The book offers practical approaches to help formulate intended learning outcomes, gather feedback from students to guide instruction, and develop scoring criteria for guiding and evaluating student work. Readers will learn how to assess students' ability to think critically, address enduring and emerging issues and problems in their disciplines, and use portfolios to promote and evaluate student learning. Numerous questions to guide implementation, as well as examples from a variety of disciplines and institutions are provided. For higher education administrators or those in faculty development.

Hudson, Frederic M. and Pamela D. McLean. *LifeLaunch: A Passionate Guide to the Rest of Your Life*. 4th ed. Santa Barbara, CA: Hudson Institute Press, 2001.

AAWCC BF637.S4 H82 2001

There are several times during our adult years when we find compelling reasons to create a new chapter. Whether it is a move out of the corporate climate into an entrepreneurial challenge, a transition from the '24/7' workdays to a balanced lifestyle, a major shift on the home front, a reevaluation of the meaning of money, or a first step into retirement, lives and careers must be redesigned over and over again, - chapter by chapter - as we live them. This book provides a step-by-step plan for doing just that!

Kaufman, Roger. *30 Seconds That Can Change Your Life*. Amherst, MA: HRD Press, 2006.
AAWCC BF448.K375 2006

It takes only a single, 30-second decision to change your work or personal life for the better. Getting to that point is what is more complex. And getting there depends on the decisions you make and the context you use to make those decisions. This book is about getting ready to make that critical, life-changing 30-second decision. The practical, yet rich, guide is based on solid research, practical experience and the insight of psychotherapists and change experts.

Kaye, Beverly L. and Sharon Jordan-Evans. *Love 'Em or Lose 'Em: Getting Good People to Stay*. San Francisco, CA: Berrett-Koehler Publishers, 1999.
AAWCC HF 5549.5 .R58 K39 1999

This bestselling guide provides 26 strategies to keep talented employees happy and productive. Citing research and experience with dozens of organizations, the authors present many examples of how today's companies have applied retention strategies and increased retention rates.

Moore, Linda L. *Release from Powerlessness: a Guide for Taking Charge of Your Life*. Dubuque, IA: Kendall/Hunt Publishing, 2004.
AAWCC HQ1206.M66 2004

Self-care is highly undervalued and even discouraged in female socialization. We are taught that our value is derived from serving others. That is only part of the picture for a whole person. This is a deeply valuable book intended to inform and transform rather than entertain.

O'Shaughnessy, Michael. *Millennium woman: a guideline to personal security and financial prosperity for today's woman*. Winter Park, FL: The Author; Houston, TX: distributed by Taylor Wilson Publishing, 2000.
AAWCC HG179.O778 2000

As owner of his own highly successful real estate company O'Shaughnessy has observed women struggling to succeed in a man's world and offers strategies and plans to level the playing field. A timely and helpful book to mentor today's woman in business, family, financial and personal life.

Palmer, Parker J. *The Courage to Teach: Exploring the Inner Landscape of a Teacher's Life*. San Francisco: Jossey-Bass, 1998.
AAWCC LB1775.P25 1998

A look at the inner life of the dedicated teacher: what it means to teach, what it takes to truly connect with students, and the importance of self-realization.

Payne, Ruby K. *A Framework for Understanding Poverty*. 4th rev. ed. Highlands, TX: aha! Process, Inc., 2005.
AAWCC HV4045.P39 2005

People in poverty face challenges virtually unknown to those in middle class or wealth—challenges from both obvious and hidden sources. The reality of being poor brings out a survival mentality, and turns attention away from opportunities taken for granted by everyone else. If you work with people in poverty, some understanding of how different their world is from yours will be invaluable. Whether you're an educator or a social, health or legal services professional, this breakthrough book gives you practical, real-world support and guidance to improve your effectiveness in working with people from all socioeconomic backgrounds.

Post, Peggy and Peter Post. *The Etiquette Advantage in Business: Personal Skills for Professional Success*. New York: HarperCollins, 1999.
AAWCC HF5382.7 .P68 1999

In this guide to etiquette for businesspeople, the authors tackle what to do in situations such as job searches, business interactions, conflicts, supervisor-employee relationships, meetings, and social events as well as cultural issues. The authors explain the reasons behind proper etiquette, its importance, and give advice on sexual harassment, telecommuting, appropriate dress, customer relationships, gifts, and written and oral communication.

Pregent, Richard. *Charting Your Course: How to Prepare to Teach More Effectively*. Madison, WS: Atwood Publishing, 2000.

Good teaching begins with good preparation. But many instructors and teaching assistants are unsure about how to plan their courses in order to teach more effectively. This book is a systematic approach to course planning that applies to all disciplines and course types. Prégent stresses analysis, planning, critical thinking, and careful evaluation and provides step-by-step examples of how actual new courses were designed and prepared. Whatever type of course you teach, use *Charting Your Course* to complement your current planning.

Raye-Johnson, Venda. *Effective networking*. Los Altos, CA: Crisp Publications, 1990.
AAWCC HF 5386 .R29 1990

Learn how to share information, resources, and support to build and maintain effective career and personal relationships.

Rhode, Deborah L. (ed.). *The Difference "Difference" Makes; Women and Leadership*. Stanford, CA: Stanford Law and Politics, 2003.
AAWCC HQ1237.5.U6 D54 2003

Why are women so dramatically underrepresented in leadership positions in law, politics, and business—and what can be done to improve the situation? These are the questions this provocative book meets head-on.

Scott, Susan. *Fierce Conversations: Achieving Success at Work and in Life, One Conversation at a Time*. New York: Berkley Book, 2004.
AAWCC BJ2121.S42 2004

Leading executive coach and business consultant Susan Scott says, "Our work, our relationships, and our lives succeed or fail one conversation at a time." In *Fierce Conversation* she gives listeners the principles and tools to engage colleagues, customers, friends, and family to provoke learning, tackle tough challenges, and enrich relationships. They will master the courage and skills and—more importantly—enjoy the benefits of fierce conversations in every aspect of their lives.

Sineta, Marsha. *The Mentor's Spirit: Life Lessons on Leadership and the Art of Encouragement*. New York: St. Martin's Press, 1999. (2 copies)
AAWCC BF637.L4 S54 1999

At a time when our thirst for spiritual guidance has never been greater, Marsha Sinetar has located an oasis of hard-won wisdom that is as close as the neighbors next door. In *The Mentor's Spirit*, Marsha Sinetar shows readers a way to use our inborn "spiritual intelligence" to see the world and everything in it as a potential mentor; a life-affirming source of guidance and inspiration. True mentors are "artists of encouragement" who help us discover what is unique about our calling in life and help us pursue it. These spiritual guides are all around us, waiting to give generously: in children, in nature, in silence, in the lives of historical and contemporary leaders. Sinetar points the way to remain open to them and let them take us to a life enriched by challenges and cooperation.

Snow, Dennis and Teri Yanovitch. *Unleashing Excellence: the Complete Guide to Ultimate Customer Service*. Sanford, FL: DC Press, 2003.
AAWCC HF5415.5.S61 2003

The first edition of this book set the bar for practical solutions and innovative approaches to creating and delivering the best in quality customer service. The response to the book was so outstanding that a second edition was made necessary by the most recent developments in the area of customer service. This 2nd Edition provides additional real examples from successful businesses (in all areas of commerce and of all sizes)—examples that can be put to immediate use. As the first edition demonstrated, you can literally tear any two or three pages out of the book and put the ideas contained to work immediately. The content is no 'ivory tower' in its approach, but down-to-earth and something that employees at various levels can interpret and utilize. The twenty-year Disney World experience is evident throughout. Disney, known the world over for its outstanding examples of customer satisfaction and service, has played a major role in the development of this book. One word describes this book: PRACTICAL.

Steele, David. *Conscious Dating: Finding the Love of Your Life in Today's World*. Campbell, CA: RCN Press, 2006.
AAWCC HQ801.S74 2006

We want to be happy in relationships, but don't know how. The old way of dating and mating simply doesn't work anymore. The rules have changed and most of us don't know what the new rules are. In searching for love, most singles are using trial and error, flying by the seat of their pants, or following bad advice. "Conscious Dating" does not offer manipulative or deceptive practices that compromise who you are, in fact it helps singles celebrate who they are and see being single as an opportunity and not a disease. This is not just another dating book filled with tired ideas about how to 'get' a man or woman. "Conscious Dating" provides relationship information and strategies proven and tested with thousands of singles worldwide from a pioneering leader in the field of relationships.

Whitworth, Laura, Henry Kimsey-House, and Phil Sandahl. *Co-Active Coaching: New Skills for Coaching People toward Success in Work and Life*. Palo Alto, CA: Davies-Black Publishing. 1998.
AAWCC BF637.S4 W484 1998

For professional coaches who want to increase their proficiency as well as those interested in integrating coaching skills into their consulting practice, *Co-Active Coaching* presents a revolutionary collaborative approach for client and coach. The book offers a detailed look at the fundamental principles, skills, and practices critical to coaching success.

Wilson, Marie C. *Closing the Leadership Gap: Why Women Can and Must Help Run the World*. New York: Viking, 2004. (2 copies)
AAWCC HD57.7.W544 2004

Despite the common view that women already permeate every level of leadership in this country, in fact the United States ranks fifty-ninth in the world in terms of female political representation, and women lead only eight Fortune 500 companies. In this inspiring call-to-action, leading women's advocate Marie C. Wilson explains why we need more women leading alongside men now, not just for the sake of fairness but for the larger social good. As Wilson argues, even as our nation sits on a world spinning with crises, we have barely begun to tap our most critical natural resource—women. Written with passion and insight, this handbook shows how we can all make a difference and finally close the leadership gap.

Zachary, Lois J. *Creating a Mentoring Culture: the Organization's Guide*. San Francisco: Jossey-Bass, 2005. Comes with a CD-ROM.
AAWCC HF5385.Z33 2005

In order to succeed in today's competitive environment, corporate and nonprofit institutions must create a workplace climate that encourages employees to continue to learn and grow. From the author of the best-selling *The Mentor's Guide* comes the next-step mentoring resource to ensure personnel at all levels of an organization will teach and learn from each other. Written for anyone who wants to embed mentoring within their organization, *Creating a Mentoring Culture* is filled with step-by-step guidance, practical advice, engaging stories, and includes a wealth of reproducible forms and tools.