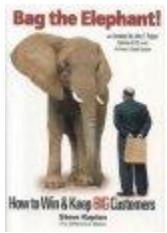


These titles are located in the **nonfiction** area.



**258.812 Kaplan – *Bag the Elephant: How to Win and Keep Big Customers* (2005)**

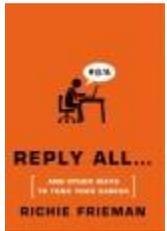
A business consultant shares his insights into sales, presenting techniques and strategies designed to help readers land the "Elephant" client by crafting winning presentations and cultivating contacts.

**294.3 Rinzler – *The Buddha Walks into the Office: A Guide to Livelihood for a New Generation* (2014)**

Does it ever seem that a lot of the people you work with are jerks? This book discusses how the application of Buddhist principles can help you avoid being a jerk and lead to greater personal satisfaction with work and improved relations with fellow employees and bosses.



**395.52 Frieman --- *Reply All...And Other Ways to Tank Your Career* (2013)**



With his signature wit and unique insight, Richie reveals the best ways to handle every sticky office situation with aplomb and class. Case studies, chapter quizzes, and even cartoons help to deliver actionable, easy-to-use etiquette tips to teach young professionals to navigate the minefield of their jobs and come out on top.

**395.52 Martin – *Miss Manners Minds Your Business* (2013)**

This tongue-in-cheek guide to workplace etiquette equips readers with the practical, pertinent and politically correct advice necessary to win the job, keep the job and leave the job with sanity and dignity intact.

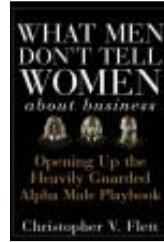


**650.1 Chapman – *Rising Above a Toxic Workplace: Taking Care of Yourself in an Unhealthy Environment* (2013)**

Offers accounts of workers in emotionally unhealthy work environments and how they coped with the situation or left it behind, with practical advice for readers who find themselves in toxic workplaces.



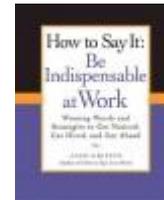
**650.1 Flett – *What Men Don't Tell Women about Business: Opening the Heavily Guarded Alpha Male Playbook* (2008)**



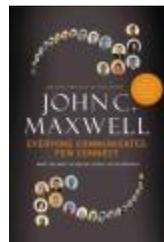
Furnishes a valuable guide for women who want to get ahead in the business world while working with men, offering a revealing analysis of male business attitudes and behavior, how they view women in business, how they communicate with each other, and more.

**650.13 Griffin – *How to Say It: Be Indispensable at Work: Winning Words and Strategies to Get Noticed, Get Hired, and Get Ahead* (2011)**

Provides step-by-step tips and actionable words for how to get ahead in any work environment and prove yourself indispensable to bosses, co-workers and staff.



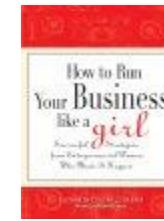
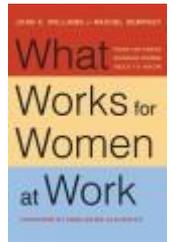
**650.13 Maxwell – *Everyone Communicates, Few Connect: What the Most Effective People Do Differently* (2010)**



Only one thing stands between you and success. It isn't experience. It isn't talent. World-renowned leadership expert John C. Maxwell says if you want to succeed, you must learn how to connect with people. And while it may seem like some folks are just born with it, the fact is *anyone* can learn how to make every communication an opportunity for a powerful connection.

**650.13 Williams – *What Works for Women at Work: Four Patterns Working Women Need to Know* (2014)**

Based on interviews with 127 successful working women, over half of them women of color, this book is a toolkit for getting ahead in today's workplace.

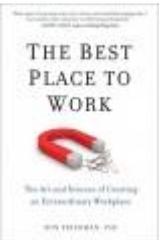


**658 Baskin – *How to Run Your Business Like a Girl* (2005)**

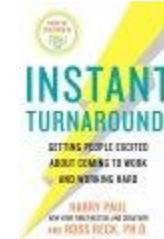
A tour of three successful women-owned companies furnishes firsthand accounts of how these entrepreneurs deal with various stages of the business cycle.

**658.3 Friedman – *The Best Place to Work: The Art and Science of Creating an Extraordinary Workplace* (2014)**

Based on the latest research from the field of psychology, economics, neurobiology, marketing and evolutionary anthropology, an award-winning psychologist, providing counterintuitive revelation and actionable recommendations, shows readers how to achieve workplace happiness, creativity and success.



**658.3 Paul – *Instant Turnaround!: Getting People Excited About Coming to Work and Working Hard* (2009)**



Outlines an approach to management designed to maximize motivation levels in the workplace, showing the most productive workers are happiest, and how managers can bolster productivity by creating a positive work environment.

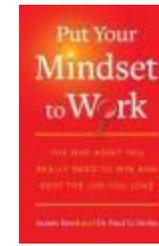
**658.4 Bock – *Work Rules!: Insights from Inside Google That Will Transform How You Live and Lead* (2015)**

Drawing on the latest research in behavioral economics and human psychology, provides teaching examples of how businesses achieve spectacular results by valuing and listening to their employees.

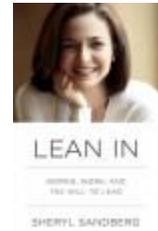


**CAREER 650.1 Reed – *Put Your Mindset to Work: The One Asset You Really Need to Win and Keep the Job You Love* (2011)**

What does it take to get and keep the job you want? Ninety-six percent of employers argue that it's not just about having the right skills for the position- it's all about the right mindset.



# Jobs, Work and Business

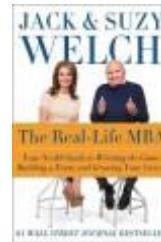


**658.4 Sandberg – *Lean In: Women, Work and the Will to Lead* (2013)**

The Facebook CEO and "Fortune" top-ranked businesswoman shares provocative, anecdotal advice for women that urges them to take risks and seek new challenges in order to find work that they can love and engage in passionately.

**658.4 Welch – *The Real-Life MBA: Your No-BS Guide to Winning the Game, Building a Team, and Growing Your Career* (2015)**

The best-selling authors of *Winning* present a guide to overcoming today's business challenges, drawing on respective experiences to outline recommended for creating effective strategies, leading others and building a thriving career.



**CAREER 650.14 Van Rooy – *Trajectory: 7 Career Strategies to Take You from Where You Are to Where You Want to Be* (2014)**



Van Rooy provides the tools necessary for a lifetime of "fulfillment" and "success" along with advice on how to avoid stagnation while simultaneously building job skills. He combines psychology with "real-world practical guidance" to provide readers with a strategy to take control of their careers.



**CAREER 650.1 Donovan – *Happy @ Work: 60 Simple Ways to Stay Engaged and Be Successful* (2014)**

Tips, advice, and practices to help employees find happiness, fulfillment, and productivity in the workplace, illustrated with vignettes drawn from the author's career and consulting practice.



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