

PLAN Professional Development Library

Title Name	Authors	Media Format
"I Give You My Body...": How I Write Sex Scenes	Diana Gabaldon	eAudio
100 Ways to Overcome Shyness: Go From Self-Conscious to Self-Confident	Barton Goldsmith, Marlena Hunter	eAudio
1001 Great Ideas for Teaching and Raising Children with Autism or Asperger's	Ellen Notbohm, Veronica Zysk	eAudio
11 Laws of Likability: Relationship Networking . . . Because People Do Business with People They Like, The	Michelle Tillis Lederman	eAudio
12 Disciplines of Leadership Excellence: How Leaders Achieve Sustainable High Performance	Brian Tracy, Peter Chee	eAudio
3-D Negotiation: Powerful Tools for Changing the Game in Your Most Important Deals	David Lax, James K. Sebenius	eAudio
5 Voices: How to Communicate Effectively with Everyone You Lead	Jeremie Kubicek, Steve Cockram	eAudio
7 Lessons for Leading in Crisis	Bill George	eAudio
9 Powerful Practices of Really Great Mentors: How to Inspire and Motivate Anyone	Stephen E. Kohn, Vincent D. O'Connell	eAudio
Accelerate: Building Strategic Agility for a Faster-Moving World	John Kotter	eAudio
Accelerating Performance: How Organizations Can Mobilize, Execute, and Transform with Agility	Colin Price, Sharon Toye	eAudio
Acing the Interview: How to Ask and Answer the Questions That Will Get You the Job	Tony Beshara	eAudio
Adventures of an IT Leader (Updated Edition), The	Richard Austin, Richard L. Nolan, Shannon O'Donnell	eAudio
All Hands on Deck: Navigating Your Team Through Crises, Getting Your Organization Unstuck, and Emerging Victorious	Peter J. Boni	eAudio
All You Can Pay: How Companies Use Our Data to Empty Our Wallets	Anna Bernasek, D.T. Mongan	eAudio
AMA Business Boot Camp: Management and Leadership Fundamentals That Will See You Successfully Through Your Career	Edward T. Reilly	eAudio
Anticipate: The Art of Leading by Looking Ahead	Rob-Jan de Jong	eAudio
Art of Gathering: How We Meet and Why It Matters, The	Priya Parker	eAudio
Art of Insight: How to Have More Aha! Moments, The	Charles Kiefer, Malcolm Constable	eAudio
Art of Selling Yourself: The Simple Step-by-Step Process for Success in Business and Life, The	Adam Riccoboni, Daniel Callaghan	eAudio



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Title Name	Authors	Media Format
Art of Social Selling: Finding and Engaging Customers on Twitter, Facebook, LinkedIn, and Other Social Networks, The	Shannon Belew	eAudio
Art of War for Women: Sun Tzu's Ancient Strategies and Wisdom for Winning at Work	Ching Ning Chu	eAudio
Authentic Leadership: Rediscovering the Secrets to Creating Lasting Value	Bill George	eAudio
Bare Knuckle People Management: Creating Success with the Team You Have—Winners, Losers, Misfits, and All	Sean O'Neil, John Kulisek	eAudio
Be a Network Marketing Leader: Build a Community to Build Your Empire	Mary Christensen	eAudio
Be a Network Marketing Superstar: The One Book You Need to Make More Money Than You Ever Thought Possible	Mary Christensen	eAudio
Be Know Do: Leadership the Army Way	Frances Hesselbein, Richard Cavanagh	eAudio
Be Your Best Boss: Reinvent Yourself from Employee to Entrepreneur	William R. Seagraves	eAudio
Becoming a Resonant Leader	Various	eAudio
Being the Boss: The 3 Imperatives for Becoming a Great Leader	Linda A. Hill, Kent Lineback	eAudio
Better Vocabulary in 30 Minutes a Day	Edie Schwager	eAudio
Big Data at Work: Dispelling the Myths, Uncovering the Opportunities	Thomas H. Davenport	eAudio
Big Data: A Revolution That Will Transform How We Live, Work, and Think	Viktor Mayer-Schonberger, Kenneth Cukier	eAudio
Big Picture MBA: What Every Business School Graduate Knows, The	Professor Peter Navarro	eAudio
Big Pivot: Radically Practical Strategies for a Hotter, Scarcer, and More Open World, The	Andrew Winston	eAudio
Big Think Strategy: How to Leverage Bold Ideas and Leave Small	Bernd H. Schmitt	eAudio
Brain Advantage: Become a More Effective Business Leader Using the Latest Brain Research, The	Madeleine L. Van Hecke, Lisa P. Callahan	eAudio
Brand Aid: A Quick Reference Guide to Solving Your Branding Problems and Strengthening Your Market Position	Brad VanAuken	eAudio
Brand Real: How Smart Companies Live Their Brand Promise and Inspire Fierce Customer Loyalty	Laurence Vincent	eAudio



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Title Name	Authors	Media Format
Breaking Through Bias: Communication Techniques for Women to Succeed at Work	Andrea S. Kramer, Alton B. Harris	eAudio
Breakthrough Thinking	Denis Waitley	eAudio
Business At the Speed of Now: Fire Up Your People, Thrill Your Customers, and Crush Your Competitors	John M. Bernard	eAudio
Business of Belief: How the World's Best Marketers, Designers, Salespeople, Coaches, Fundraisers, Educators, Entrepreneurs and Clutch: Excel Under Pressure	Tom Asacker	eAudio
Coaching for Performance: GROWing Human Potential and Purpose - The Principles and Practice of Coaching and Leadership, 4th Edition	Paul Sullivan	eAudio
Confidence Effect: Every Woman's Guide to the Attitude That Attracts Success, The	John Whitmore	eAudio
Confidence: How Much You Really Need and How to Get It	Grace Killelea	eAudio
Confident Woman: How to Take Charge and Recharge Your Life, The	Tomas Chamorro-Premuzic	eAudio
Connectors: How the World's Most Successful Businesspeople Build Relationships and Win Clients for Life, The	Marjorie Hansen Shaevitz, Morton Shaevitz	eAudio
Content Rules: How to Create Killer Blogs, Podcasts, Videos, Ebooks, Webinars (and More) That Engage Customers and Ignite Your Business	Maribeth Kuzmeski	eAudio
Conversations on Leadership: 6 Leaders on What Drives Excellence	Ann Handley, C.C. Chapman	eAudio
Conversations on Success: 6 Thought Leaders Redefine What It Means to Succeed		eAudio
Creative Conspiracy: The New Rules of Breakthrough Collaboration		eAudio
Customer Loyalty Loop: The Science Behind Creating Great Experiences and Lasting Impressions, The	Leigh Thompson	eAudio
Data and Goliath: The Hidden Battles to Capture Your Data and Control Your World	Noah Fleming	eAudio
Decoded Company: Know Your Talent Better Than You Know Your Customers, The	Bruce Schneier	eAudio
Defining Moments: When Managers Must Choose Between Right and Right	Leerom Segal, Aaron Goldstein, Jay Goldman, Rahaf Harfoush	eAudio
Delight Your Customers: 7 Simple Ways to Raise Your Customer Service from Ordinary to Extraordinary	Joseph L. Badaracco	eAudio



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Delivering Knock Your Socks Off Service	Performance Research	eAudio
Design Like Apple: Seven Principles For Creating Insanely Great Products, Services, and Experiences	John Edson	eAudio
Discover the Entrepreneur Within: A Step-By-Step Guide To Getting It Done	Verinder K. Syal	eAudio
Do Everything They Tell You Not to Do If You Want to Succeed: Success Is Yours if You Want It	Sanjay Burman	eAudio
Do It! Marketing: 77 Instant-Action Ideas to Boost Sales, Maximize Profits, and Crush Your Competition	David Newman	eAudio
Do More Faster: TechStars Lessons to Accelerate Your Startup	Brad Feld, David Cohen	eAudio
Do More, Spend Less: The New Secrets of Living the Good Life for Less	Brad Wilson	eAudio
Don't Think of an Elephant: Know Your Values and Frame the Debate	George Lakoff	eAudio
Driven by Difference: How Great Companies Fuel Innovation Through Diversity	David Livermore	eAudio
Duct Tape Marketing Revised and Updated: The World's Most Practical Small Business Marketing Guide	John Jantsch	eAudio
Effective Time Management	Omar Periu	eAudio
Elements of Influence: The Art of Getting Others to Follow Your Lead	Terry R. Bacon	eAudio
Elements of Power: Lessons on Leadership and Influence	Terry R. Bacon	eAudio
Elements of Resume Style: Essential Rules for Writing Resumes and Cover Letters That Work, The	Scott Bennett	eAudio
Elements of Style, The	William Strunk, E.B. White	eAudio
Elephant in the Boardroom: How Leaders Use and Manage Conflict to Reach Greater Levels of Success, The	Edgar Papke	eAudio
Emotional Intelligence Activity Kit: 50 Easy and Effective Exercises for Building EQ, The	Adele B. Lynn, Janele R. Lynn	eAudio
Emotional Intelligence for Sales Success: Connect With Customers and Get Results	Colleen Stanley	eAudio
Empowered: Unleash Your Employees, Energize Your Customers, and Transform Your Business: Unleash Your Employees, Energize Your Customers, and Transform Your Business	Josh Bernoff, Ted Schadler	eAudio
Energy Bus: 10 Rules to Fuel Your Life, Work, and Team with Positive Energy, The	Jon Gordon, Ken Blanchard	eAudio



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Essential Workplace Conflict Handbook: A Quick and Handy Resource for Any Manager, Team Leader, HR Professional, Or Anyone Who Wants to Resolve Disputes and Increase Productivity, The	Barbara Mitchell, Cornelia Gamlem	eAudio
Evolve or Die: Seven Steps to Rethink the Way You Do Business	Robin Crow	eAudio
Extreme Dreams Depend on Teams	Pat Williams	eAudio
Extreme Ownership: How U.S. Navy SEALs Lead and Win	Jocko Willink, Leif Babin	eAudio
Extreme Trust: Turning Proactive Honesty and Flawless Execution into Long-Term Profits	Don Peppers, Martha Rogers	eAudio
Fail Better: Design Smart Mistakes and Succeed Sooner	Anjali Sastry, Kara Penn	eAudio
Fail Fast, Fail Often: How Losing Can Help You Win	Ryan Babineaux, John Krumboltz	eAudio
Financial Literacy for Managers: Finance and Accounting for Better Decision-Making	Richard A. Lambert	eAudio
First Time Manager, The	Loren B. Belker, Gary S. Topchik	eAudio
Five Keys to High Performance: Juggle Your Way to Success	Michael J. Gelb	eAudio
Forces for Good: The Six Practices of High-Impact Nonprofits	Leslie R. Crutchfield, Heather McLeod Grant	eAudio
Free Marketing: 101 Low and No-Cost Ways to Grow Your Business, Online and Off	Jim Cockrum	eAudio
From Here to Infinity: An Exploration of Science Fiction Literature	Professor Michael Drout	eAudio
Full Engagement!: Inspire, Motivate, and Bring Out the Best in Your People	Brian Tracy	eAudio
Fun Is Good: How To Create Joy & Passion in Your Workplace & Career	Mike Veeck, Pete Williams	eAudio
Future of Management, The	Gary Hamel, Bill Breen	eAudio
Generations at Work: Managing the Clash of Boomers, Gen Xers, and Gen Yers in the Workplace	Ron Zemke, Claire Raines, Bob Filipczak	eAudio
Get Off Your "But": How to End Self-Sabotage and Stand Up for Yourself	Sean Stephenson	eAudio
Get Organized the Clear and Simple Way: Reclaim Your Home, Your Office, Your Life	Marla Dee	eAudio



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Title Name	Authors	Media Format
Getting (More of) What You Want: How the Secrets of Economics and Psychology Can Help You Negotiate Anything, in Business and in Life	Margaret A. Neale, Thomas Z. Lys	eAudio
Getting Beyond Better: How Social Entrepreneurship Works	Roger L. Martin, Sally Osberg	eAudio
Getting Unstuck: How Dead Ends Become New Paths	Timothy Butler	eAudio
Giants of Irish Literature: Wilde, Yeats, Joyce, and Beckett, The	Professor George O'Brien	eAudio
Giants of Russian Literature: Turgenev, Dostoevsky, Tolstoy, and Chekhov	Professor Liza Knapp	eAudio
Gig Economy: The Complete Guide to Getting Better Work, Taking More Time Off, and Financing the Life You Want, The	Diane Mulcahy	eAudio
Go Team!: Take Your Team to the Next Level	Various	eAudio
Go-Giver: A Little Story About A Powerful Business Idea, The	Bob Burg, John David Mann	eAudio
Going Social: Excite Customers, Generate Buzz, and Energize Your Brand with the Power of Social Media	Jeremy Goldman	eAudio
Google Speaks: Secrets of the World's Greatest Billionaire Entrepreneurs, Sergey Brin and Larry Page	Janet Lowe	eAudio
Got Your Attention?: How to Create Intrigue and Connect with Anyone	Sam Horn	eAudio
Gravitational Marketing: The Science of Attracting Customers	Jimmy Vee, Joel Bauer, Travis Miller	eAudio
Greater than Yourself: The Ultimate Lesson of True Leadership	Steve Farber, Patrick M. Lencioni, Matthew Kelly	eAudio
Groundswell: Winning in a World Transformed by Social Technologies	Charlene Li, Josh Bernoff	eAudio
Group Genius: The Creative Power of Collaboration	Keith Sawyer	eAudio
Grow Your Value: Living and Working to Your Full Potential	Mika Brzezinski	eAudio
Guerrilla Marketing Goes Green: Winning Strategies to Improve Your Profits and Your Planet	Jay Levinson, Shel Horowitz	eAudio
Hacking Marketing: Agile Practices to Make Marketing Smarter, Faster, and More Innovative	Scott Brinker	eAudio
Happy Customers Everywhere: How Your Business Can Profit from the Insights of Positive Psychology	Bernd H. Schmitt, Glenn Van Zutphen	eAudio
Harder Than I Thought: Adventures of a Twenty-First Century Leader	Robert D. Austin, Richard D. Nolan, Shannon O'Donnell, Walter Dixon	eAudio



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Title Name	Authors	Media Format
Hard-Won Wisdom: True Stories from the Management Trenches	Jathan Janove	eAudio
Hidden Leader: Discover and Develop Greatness Within Your Company, The	Scott K. Edinger, Laurie Sain	eAudio
High Impact Communication	Bert Decker	eAudio
High-Impact Human Capital Strategy: Addressing the 12 Major Challenges Today's Organizations Face	Jack Phillips, Patricia Pulliam Phillips	eAudio
Highly Sensitive Person, The	Elaine N. Aron, Ph.D.	eAudio
High-Tech, High-Touch Customer Service: Inspire Timeless Loyalty in the Demanding New World of Social Commerce	Micah Solomon	eAudio
History of the English Language, A	Professor Michael Drout	eAudio
Hit the Ground Running: A Manual for New Leaders	Jason Jennings	eAudio
How the Best Leaders Lead: Proven Secrets to Getting the Most Out of Yourself and Others	Brian Tracy	eAudio
How to Be a Great Communicator: In Person, on Paper, and on the Podium	Nido Qubein	eAudio
How to Be Happy at Work: The Power of Purpose, Hope, and Friendship	Annie McKee	eAudio
How to Change Minds: The Art of Influence without Manipulation	Rob Jolles	eAudio
How to Position Yourself for Success:: 12 Proven Strategies for Uncommon Achievement	Nido Qubein	eAudio
How to Succeed in Business Without Working so Damn Hard: Rethinking the Rules, Reinventing the Game	Robert J. Kriegel	eAudio
How to Think Like Einstein: Simple Ways to Break the Rules and Discover Your Hidden Genius	Scott Thorpe	eAudio
I Don't Know What I Want, But I Know It's Not This: A Step-by-Step Guide to Finding Gratifying Work	Julie Jansen	eAudio
I Hate People!: Kick Loose from the Overbearing and Underhanded Jerks at Work and Get What You Want Out of Your Job	Jonathan Littman, Marc Hershon	eAudio
I Hear You: Repair Communication Breakdowns, Negotiate Successfully, and Build Consensus...In Three Easy Steps	Donny Ebenstein	eAudio
Idea Agent: Leadership that Liberates Creativity and Accelerates Innovation	Lina M. Echeverria	eAudio



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Title Name	Authors	Media Format
Idea Hunter: How to Find the Best Ideas and Make Them Happen, The	Andy Boynton, Bill Fischer, William Bole	eAudio
In the Land of Difficult People: 24 Timeless Tales Reveal How to Tame Beasts at Work	Terrence Gargiulo, Gini Graham Scott	eAudio
Inbound Marketing: Get Found Using Google, Social Media, and Blogs	Brian Halligan, Dharmesh Shah	eAudio
Innovative Sale: Unleash Your Creativity for Better Customer Solutions and Extraordinary Results, The	Mark Donnolo	eAudio
Innovator's Hypothesis: How Cheap Experiments Are Worth More than Good Ideas, The	Michael Schrage	eAudio
Innovator's Method: Bringing the Lean Start-up into Your Organization, The	Nathan Furr, Jeffrey Dyer	eAudio
Innovator's Solution: Creating and Sustaining Successful Growth, The	Clayton Christensen, Michael E. Raynor	eAudio
Inspired Marketing!: The Astonishing Fun New Way to Create	Joe Vitale, Craig Perrine	eAudio
Intention Economy: When Customers Take Charge, The	Doc Searls	eAudio
Into the Storm: Lessons in Teamwork from the Treacherous Sydney to Hobart Ocean Race	Jillian B. Murphy, Dennis N.T. Perkins	eAudio
Job Search Solution, The	Tony Beshara	eAudio
Jobs To Be Done: A Roadmap for Customer-Centered Innovation	Stephen Wunker, Jessica Wattman, David Farber	eAudio
Journey To Ixtlan	Carlos Castaneda	eAudio
Judgment on the Front Line: How Smart Companies Win By Trusting Their People	Chris DeRose, Noel M. Tichy	eAudio
Judgment: How Winning Leaders Make Great Calls	Noel M. Tichy, Warren Bennis	eAudio
Just Listen: Discover the Secret to Getting Through to Absolutely Anyone	Mark Goulston	eAudio
Kiss That Frog: 12 Great Ways to Turn Negatives into Positives in Your Life and Work	Brian Tracy, Christina Tracy Stein	eAudio
Leaders At All Levels: Deepening Your Talent Pool to Solve the Succession Crisis	Ram Charan	eAudio
Leader's Checklist Expanded Edition: 15 Mission-Critical Principles, The	Michael Useem	eAudio
Leaders Open Doors: A Radically Simple Leadership Approach to Lift People, Profits, and Performance	Bill Treasurer	eAudio



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Title Name	Authors	Media Format
Leadership	Doris Kearns Goodwin	eAudio
Leadership 101: What Every Leader Needs to Know	John C. Maxwell	eAudio
Leadership and the Art of Struggle: How Great Leaders Grow Through Challenge and Adversity	Steven Snyder	eAudio
Leadership Challenge: How to Make Extraordinary Things Happen in Organizations, The	James M. Kouzes, Barry Z. Posner	eAudio
Leadership Code: Five Rules to Lead By, The	Dave Ulrich, Norm Smallwood	eAudio
Leadership Contract: The Fine Print to Becoming an Accountable Leader, The	Vince Molinaro	eAudio
Leadership Handbook: 26 Critical Lessons Every Leader Needs, The	John C. Maxwell	eAudio
Leadership on the Line (Revised): Staying Alive Through the Dangers of Change	Ronald A. Heifetz, Marty Linsky	eAudio
Leadership Pipeline: How to Build the Leadership Powered Company, The	Ram Charan, Stephen Drotter, James Noel	eAudio
Leadership Rules: How to Become the Leader You Want to Be	Chris Widener	eAudio
Leading at the Edge-Second Edition: Leadership Lessons from the Extraordinary Saga of Shackleton's Antarctic Expedition	Dennis N.T. Perkins, Margaret P. Holtman, Jillian B. Murphy	eAudio
Leading Brain: Powerful Science-Based Strategies for Achieving Peak Performance, The	Friederike Fabritius, Hans W. Hagemann	eAudio
Leading Digital: Turning Technology Into Business Transformation	George Westerman, Didier Bonnet, Andrew McAfee	eAudio
Leading Out Loud: A Guide for Engaging Others in Creating the Future	Terry Pearce	eAudio
Leading Through Language: Choosing Words That Influence and Inspire	Bart Egnal	eAudio
Leading with Cultural Intelligence, Second Edition: The Real Secret to Success	David Livermore	eAudio
Leading with Noble Purpose: How to Create a Tribe of True Believers	Lisa Earle McLeod	eAudio
Lean Entrepreneur: How Visionaries Create Products, Innovate with New Ventures, and Disrupt Markets, The	Brant Cooper, Patrick Vlaskovits, Eric Ries	eAudio
Liespotting: Proven Techniques to Detect Deception	Pamela Meyer	eAudio



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Life's Missing Instruction Manual: The Guidebook You Should Have Been Given at Birth	Joe Vitale	eAudio
Lighting Their Fires: How Parents and Teachers Can Raise Extraordinary Kids in a Mixed-up, Muddled-up, Shook-up World	Rafe Esquith	eAudio
Lincoln on Leadership: Executive Strategies for Tough Times	Donald T. Phillips	eAudio
Love 'Em or Lose 'Em, Fifth Edition: Getting Good People to Stay	Beverly Kaye, Sharon Jordan-Evans	eAudio
Make Change Work: Staying Nimble, Relevant, and Engaged in a World of Constant Change	Randy Pennington	eAudio
Make it Matter: How Managers Can Motivate by Creating Meaning	Scott Mautz	eAudio
Making Ideas Happen: Overcoming the Obstacles Between Vision and Reality	Scott Belsky	eAudio
Making it in High Heels: Inspiring Stories by Women for Women of All Ages	Kimberlee MacDonald	eAudio
Making Sense	David Crystal	eAudio
Making Work Work: The Positivity Solution for Any Work Environment	Shola Richards	eAudio
Making Yourself Indispensable: The Power of Personal Accountability	Mark Samuel	eAudio
Manager 3.0: A Millennial's Guide to Rewriting the Rules of Management	Brad Karsh, Courtney Templin	eAudio
Managing Transitions: Making the Most of Change	William Bridges	eAudio
Man's Search for Ultimate Meaning	Viktor E. Frankl	eAudio
Marketing Lessons from the Grateful Dead: What Every Business Can Learn from the Most Iconic Band in History	David Meerman Scott, Brian Halligan	eAudio
Marketing: A Love Story: How to Matter to Your Customers	Bernadette Jiwa	eAudio
Marketplace of Attention: How Audiences Take Shape in a Digital Age, The	James G. Webster	eAudio
Master Reader	Edward Fritsch, Nate Rosenblatt	eAudio
Mastering the 7 Hidden Secrets of Motivation	Todd Beeler	eAudio
Mastering the Art of Quitting	Peg Streep, Alan Bernstein	eAudio
Mastering the Challenges of Leading Change: Inspire the People and Succeed Where Others Fail	H. James Dallas	eAudio



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Masterpieces of Medieval Literature	Professor Timothy B. Shutt	eAudio
Maximum Influence 2nd Edition: The 12 Universal Laws of Power Persuasion	Kurt W. Mortensen	eAudio
Meaningful: The Story of Ideas That Fly	Bernadette Jiwa	eAudio
Method Method: Seven Obsessions That Helped Our Scrappy Start-up Turn an Industry Upside Down, The	Eric Ryan, Adam Lowry, Lucas Conley	eAudio
Millennials and Management: The Essential Guide to Making It Work at Work	Lee Caraher	eAudio
Millennials With Kids: Marketing to this Powerful and Surprisingly Different Generation of Parents World of Unrelenting Change	Jeff Fromm, Marissa Vidler	eAudio
Mindfulness at Work: How to Avoid Stress, Achieve More, and Enjoy Life!	Dr. Stephen McKenzie	eAudio
Mindsharing: The Art of Crowdsourcing Everything	Lior Zoref	eAudio
Miss Manners Minds Your Business: Miss Manners Minds Your Business	Judith Martin, Nicholas Ivor Martin	eAudio
Mistakes I Made at Work: 25 Influential Women Reflect on What They Got Out of Getting It Wrong	Jessica Bacal	eAudio
My Life in Leadership: The Journey and Lessons Learned Along the Way	Frances Hesselbein	eAudio
Networking for People: A Field Guide for Introverts, the Overwhelmed, and the Underconnected	Devora Zack	eAudio
New Art of Negotiating: How to Close Any Deal, The	Gerard Nierenberg, Henry H. Calero	eAudio
New Rules of Marketing and PR	David Meerman Scott	eAudio
Next Gen Leader: Cutting Edge Strategies to Make You the Leader You Were Born to Be, The	Robert C. McMillan	eAudio
No Asshole Rule: Building a Civilized Workplace and Surviving One That Isn't, The	Robert I. Sutton	eAudio
No Complaining Rule: Positive Ways to Deal with Negativity at Work, The	Jon Gordon	eAudio
No Excuses!: The Power of Self-Discipline for Success in Your Life	Brian Tracy	eAudio
No Sweat: How the Simple Science of Motivation Can Bring You a Lifetime of Fitness	Michelle Segar, Ph.D.	eAudio
Nonstop Sales Boom: Powerful Strategies to Drive Consistent Growth Year After Year	Colleen Francis	eAudio



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Now Habit at Work: Perform Optimally, Maintain Focus, and Ignite Motivation in Yourself and Others, The	Neil Fiore	eAudio
Now Habit: A Strategic Program for Overcoming Procrastination and Enjoying Guilt-Free Play, The	Neil Fiore	eAudio
Nursing Mother's Companion-7th Edition: The Breastfeeding Book MOthers Trust, from Pregnancy through Weaning, The	Kathleen Huggins	eAudio
Odyssey of the West I: A Classic Education through the Great Books:Hebrews and Greeks	Professor Timothy B. Shutt	eAudio
Odyssey of the West II: A Classic Education through the Great Books: From Athens to Rome and the Gospels	Professor Timothy B. Shutt	eAudio
Odyssey of the West III: A Classic Education through the Great Books: The Medieval World	Professor Timothy B. Shutt	eAudio
Odyssey of the West IV: A Classic Education through the Great Books: Towards Enlightenment	Professor Timothy B. Shutt	eAudio
Open Leadership: How Social Technology Can Transform the Way You Lead	Charlene Li	eAudio
Optimal Thinking	Rosalene Glickman	eAudio
Orange Line: A Woman's Guide to Integrating Career, Family and Life, The	Jodi Detjen, Michelle A. Waters, Kelly Watson	eAudio
Originals: How Non-Conformists Move the World	Adam Grant, Sheryl Sandberg	eAudio
Out Think: How Innovative Leaders Drive Exceptional Outcomes	G. Shawn Hunter	eAudio
Overcoming the Five Dysfunctions of a Team: A Field Guide for Leaders, Managers, and Facilitators	Patrick M. Lencioni	eAudio
Owning Up: The 14 Questions Every Board Member Needs to Ask	Ram Charan	eAudio
Passion for Leadership: Lessons on Change and Reform from Fifty Years of Public Service, A	Robert M. Gates	eAudio
Personal Efficiency Program: How to Stop Feeling Overwhelmed and Win Back Control of Your Work, The	Kerry Gleeson	eAudio
Philosophical Dictionary, The	Voltaire	eAudio
Pitch Like a Girl: How a Woman Can Be Herself and Still Succeed	Ronna Lichtenberg	eAudio
Play at Work: How Games Inspire Breakthrough Thinking	Adam L. Penenberg	eAudio
Power of Being Yourself: A Game Plan for Success—by Putting Passion into Your Life and Work, The	Joe Plumeri	eAudio
Power of Body Language, The	Tonya Reiman	eAudio
Power of Consistency: Prosperity Mindset Training for Sales and Business Professionals, The	Weldon Long	eAudio



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Power of Habit: Why We Do What We Do in Life and Business, The	Charles Duhigg	eAudio
Power of Little Ideas: A Low-Risk, High-Reward Approach to Innovation, The	David Robertson, Kent Lineback	eAudio
Power of Paradox: Harness the Energy of Competing Ideas to Uncover Radically Innovative Solutions, The	Deborah Schroeder-Saulnier	eAudio
Power of Positive Confrontation: The Skills You Need to Know to Handle Conflicts at Work, at Home and in Life, The	Barbara Pachter, Susan Magee	eAudio
Power of Reputation: Strengthen the Asset That Will Make or Break Your Career, The	Chris Komisarjevsky	eAudio
Power of Who: You Already Know Everyone You Need to Know, The	Bob Beaudine	eAudio
Powerful Phrases for Dealing with Difficult People: Over 325 Ready-to-Use Words and Phrases for Working with Challenging Personalities	Renee Evenson	eAudio
Powers of Two: How Relationships Drive Creativity	Joshua Wolf Shenk	eAudio
Practical Drucker: Applying the Wisdom of the World's Greatest Management Thinker, The	William A. Cohen	eAudio
Presentation Advantage: How to Inform and Persuade Any Audience	Kory Kogon, Breck	eAudio
Presentation Masters: Communication Mastery in Speeches, Meetings, and the Media	, Brian Tracy, Zig Ziglar, Dr. Mike Siegel, Les Brown	eAudio
Primary Greatness: The 12 Levers of Success	Stephen R. Covey	eAudio
Quiet Leadership: Six Steps to Transforming Performance at Work	David Rock	eAudio
Reading Magic: Why Reading Aloud to Our Children Will Change Their Lives	Mem Fox	eAudio
Real Influence: Persuade Without Pushing and Gain Without Giving In	Mark Goulston, John Ullmen	eAudio
Reinventing You: Define Your Brand, Imagine Your Future	Dorie Clark	eAudio
Reset: How to Beat the Job-Loss Blues and Get Ready for Your Next Act	Dwain Schenck	eAudio
Resonant Leadership	Richard Boyatzis, Annie McKee	eAudio
Rethinking Reputation: How PR Trumps Marketing and Advertising in the New Media World	Fraser P. Seitel, John Doorley	eAudio
Rings, Swords, and Monsters: Exploring Fantasy Literature	Professor Michael Drout	eAudio
Roger Love's Vocal Power: Speaking with Authority, Clarity and Conviction	Roger Love	eAudio



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Say Anything to Anyone, Anywhere: 5 Keys to Successful Cross-Cultural Communication	Gayle Cotton	eAudio
Science of Managing Our Digital Stuff, The	Ofer Bergman, Steve Whitaker	eAudio
Science of Success: How Market-Based Management Built the World's Largest Private Company, The	Charles Koch	eAudio
Scorecard Solution: Measure What Matters and Drive Sustainable	Dan E. King	eAudio
Screw Business As Usual	Richard Branson	eAudio
Secrets of Power Negotiating	Roger Dawson	eAudio
Secrets of Success, The	Various	eAudio
SEO for Growth: The Ultimate Guide for Marketers, Web Designers & Entrepreneurs	John Jantsch, Phil Singleton	eAudio
Service Failure: The Real Reasons Employees Struggle with Customer Service and What You Can Do About It	Jeff Toister	eAudio
Seven Hidden Secrets of Motivation: Unlocking the Genius Within, The	Todd Beeler	eAudio
Shaping the Game: The New Leader's Guide to Effective Negotiating	Michael Watkins	eAudio
Sharp Solution: A Brain-Based Approach for Optimal Performance, The	Heidi Hanna	eAudio
Shine: Using Brain Science to Get the Best From Your People	Edward M. Hallowell, M.D.	eAudio
Simple is the New Smart: 26 Success Strategies to Build Confidence, Inspire Yourself, and Reach Your Ultimate Potential	Rob Fazio	eAudio
Six Pixels of Separation: Everyone Is Connected. Connect Your Business to Everyone.	Mitch Joel	eAudio
Six Secrets of Change: What the Best Leaders Do to Help Their Organizations Survive and Thrive, The	Michael Fullan	eAudio
Smart Collaboration: How Professionals and Their Firms Succeed by Breaking Down Silos	Heidi K. Gardner	eAudio
Smart Thinking: Three Essential Keys to Solve Problems, Innovate, and Get Things Done	Art Markman, Ph.D.	eAudio
Smarter, Faster, Cheaper: Non-Boring, Fluff-Free Strategies for Marketing and Promoting Your Business	David Siteman Garland	eAudio
Social Media 101: Tactics and Tips to Develop Your Business Online	Chris Brogan	eAudio
Solving the Procrastination Puzzle: A Concise Guide to Strategies for Change	Timothy A. Pynchyl	eAudio
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Title Name	Authors	Media Format
Speak to Win: How to Present with Power in Any Situation	Brian Tracy	eAudio
Squirrel, Inc.: A Fable of Leadership Through Storytelling	Stephen Denning	eAudio
Starfish and the Spider: The Unstoppable Power of Leaderless Organizations, The	Ori Brafman, Rod A. Beckstrom	eAudio
Storyteller's Secret: From TED Speakers to Business Legends, Why Some Ideas Catch On and Others Don't, The	Carmine Gallo	eAudio
Strategic Leader's Roadmap: 6 Steps for Integrating Leadership and Strategy, The	Harbir Singh, Michael Useem	eAudio
Supercommunicator: Explaining the Complicated So Anyone Can Understand	Frank Pietrucha	eAudio
Swiped: How to Protect Yourself in a World Full of Scammers, Phishers, and Identity Thieves	Adam Levin	eAudio
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Take Charge of Your Talent: Three Keys to Thriving in Your Career, Organization, and Life	Don Maruska, Jay Perry	eAudio
Taking People With You: The Only Way to Make Big Things Happen	David Novak	eAudio
Taking Smart Risks: How Sharp Leaders Win When Stakes are High	Doug Sundheim	eAudio
Teach Like a Champion: 49 Techniques that Put Students on the Path to College (K-12)	Doug Lemov	eAudio
Team of Leaders: Empowering Every Member to Take Ownership, Demonstrate Initiative, and Deliver Results, A	Paul Gustavson, Steward Liff	eAudio
Ten Things Every Child with Autism Wishes You Knew	Ellen Notbohm	eAudio
Ten Things Your Student with Autism Wishes You Knew	Ellen Notbohm	eAudio
There's Always a Way: How to Develop a Positive Mindset and Succeed in Business and Life	Tony Little	eAudio
Think Again: Why Good Leaders Make Bad Decisions	Sydney Finkelstein, Jo Whitehead, Andrew Campbell	eAudio
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Title Name	Authors	Media Format
Three Laws of Performance: Rewriting the Future of Your Organization and Your Life	Steve Zaffron, Dave Logan	eAudio
Three Tensions: Winning the Struggle to Perform Without Compromise, The	Dominic Dodd, Ken Favaro	eAudio
Three-Box Solution: A Strategy for Leading Innovation, The	Vijay Govindarajan	eAudio
Time Power: A Proven System for Getting More Done in Less Time Than You Ever Thought Possible	Brian Tracy	eAudio
Training in Motion: How to Use Movement to Create Engaging and Effective Learning	Mike Kuczala	eAudio
Transparency: How Leaders Create a Culture of Candor	Warren Bennis, Daniel Goleman, Ph.D., James O'Toole, Patricia Ward Biederman	eAudio
True North: Discover Your Authentic Leadership	Bill George, Peter Sims	eAudio
True Tails of Baker and Taylor: The Library Cats Who Left Their Pawprints on a Small Town..And the World, The	Jan Louch, Lisa Rogak	eAudio
Trust Agents: Using the Web to Build Influence, Improve Reputation, and Earn Trust	Chris Brogan, Julien Smith	eAudio
Trust and Betrayal in the Workplace: Building Effective Relationships in Your Organization	Dennis Reina, Michelle Reina	eAudio
Twitter Power: How to Dominate Your Market	Joel Comm	eAudio
Uncertainty: Turning Fear and Doubt into Fuel for Brilliance	Jonathan Fields	eAudio
Under New Management: How Leading Organizations Are Upending Business as Usual	David Burkus	eAudio
Use Your Head to Get Your Foot in the Door: Job Search Secrets No One Else Will Tell You	Harvey Mackay	eAudio
Verbal Judo, Updated Edition: The Gentle Art of Persuasion	George J. Thompson, Ph.D., Jerry B. Jenkins	eAudio
Virgin Way: Everything I Know about Leadership, The	Richard Branson	eAudio
Way With Words III: Grammar, A	Professor Michael Drout	eAudio
Way With Words: Writing, Rhetoric, and the Art of Persuasion, A	Professor Michael Drout	eAudio
What to Do When You're New: How to Be Comfortable, Confident, and Successful in New Situations	Keith Rollag	eAudio



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Why Motivating People Doesn't Work...and What Does: The New Science of Leading, Energizing, and Engaging	Susan Fowler	eAudio
Win the Customer: 70 Simple Rules for Sensational Service	Flavio Martins	eAudio
Winning the Long Game: How Strategic Leaders Shape the Future	Steven Krupp, Paul J.H. Schoemaker	eAudio
Winston Churchill CEO: 25 Lessons for Bold Business Leaders	Alan Axelrod	eAudio
Work Like Da Vinci: Gaining the Creative Advantage in Your Business and Career	Michael J. Gelb	eAudio
Work Rules!: Insights from Inside Google That Will Transform How You Live and Lead	Laszlo Bock	eAudio
Working for You Isn't Working for Me: The Ultimate Guide to Managing Your Boss	Katherine Crowley, Kathi Elster	eAudio
Working with Difficult People, Second Revised Edition: Handling the Ten Types of Problem People Without Losing Your Mind	Amy Cooper Hakim, Muriel Solomon	eAudio
World Wide Rave: Creating Triggers that Get Millions of People to Spread Your Ideas and Share Your Stories	David Meerman Scott	eAudio
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You Can't Fire Everyone: And Other Lessons from an Accidental Manager	Hank Gilman	eAudio
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Youtility: Why Smart Marketing Is about Help Not Hype	Jay Baer	eAudio
Zilch: How Businesses and Not-for-Profits Can Get More Bang with Less Buck	Nancy Lublin	eAudio
101 Social Media Tactics for Nonprofits: A Field Guide	Melanie Mathos, Chad Norman, Beth Kanter	eBook
27 Challenges Managers Face: Step-by-Step Solutions to (Nearly) All of Your Management Problems, The	Bruce Tulgan	eBook

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Title Name	Authors	Media Format
50 Digital Team-Building Games: Fast, Fun Meeting Openers, Group Activities and Adventures using Social Media, Smart Phones, GPS, Tablets, and More	John Chen	eBook
50 Management Ideas You Really Need to Know	Edward Russell-Walling	eBook
60 Second Leader: Everything You Need to Know About Leadership, in 60 Second Bites, The	Phil Dourado	eBook
99 Ways to Get Kids to Love Reading: And 100 Books They'll Love	Mary Leonhardt	eBook
Applied Research Methods in Public and Nonprofit Organizations	Mitchell Brown, Kathleen Hale	eBook
Art of Invisibility: The World's Most Famous Hacker Teaches You How to Be Safe in the Age of Big Brother and Big Data, The	Kevin Mitnick	eBook
Ask: How to Ask for Support for Your Nonprofit Cause, Creative Project, or Business Venture, The	Laura Fredricks	eBook
Bare Knuckle People Management: Creating Success with the Team You Have—Winners, Losers, Misfits, and All	Sean O'Neil, John Kulisek	eBook
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Beyond Fundraising: New Strategies for Nonprofit Innovation and Investment	Kay Sprinkel Grace	eBook
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Book Lust: Recommended Reading for Every Mood, Moment, and Reason	Nancy Pearl	eBook
Born Reading: Bringing Up Bookworms in a Digital Age—From Picture Books to eBooks and Everything in Between	Jason Boog, Betsy Bird	eBook
Brandraising: How Nonprofits Raise Visibility and Money Through Smart Communications	Sarah Durham	eBook
Charismatic Organization: Eight Ways to Grow a Nonprofit that Builds Buzz, Delights Donors, and Energizes Employees, The	Shirley Sagawa, Deborah Jospin, Jonathan M. Tisch	eBook
Content Marketing for Nonprofits: A Communications Map for Engaging Your Community, Becoming a Favorite Cause, and Raising More Money	Kivi Leroux Miller	eBook



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Creating Your Strategic Plan: A Workbook for Public and Nonprofit Organizations	John M. Bryson, Farnum K. Alston	eBook
Designing for the Greater Good: The Best of Non-Profit and Cause-Related Marketing and Nonprofit Design	Peleg Top, Jonathan Cleveland	eBook
DK Essential Managers: Leadership	Christina Osborne	eBook
Don't Manage Your Time-Manage Your Life: Lesson 13 from Leadership Gold	John C. Maxwell	eBook
Don't Send Your Ducks to Eagle School: Lesson 10 from Leadership Gold	John C. Maxwell	eBook
Dragonfly Effect: Quick, Effective, and Powerful Ways To Use Social Media to Drive Social Change, The	Jennifer Aaker, Andy Smith, Carlye Adler, Chip Heath, Dan Ariely	eBook
Effective Time Management In a Day For Dummies	Dirk Zeller	eBook
Executive's Guide to Project Management: Organizational Processes and Practices for Supporting Complex Projects	Robert K. Wysocki	eBook
Factfulness: Ten Reasons We're Wrong About the World--and Why Things Are Better Than You Think	Hans Rosling, Ola Rosling, Anna Rosling Ronnlund	eBook
Fast Forward: How Women Can Achieve Power and Purpose	Melanne Vermeer, Kim K. Azzarelli	eBook
Female Advantage: Women's Ways of Leadership, The	Sally Helgesen	eBook
Find Your Extraordinary: Dream Bigger, Live Happier, and Achieve Success on Your Own Terms	Jessica Dilullo Herrin	eBook
First Two Rules of Leadership: Don't be Stupid, Don't be a Jerk, The	David Cottrell	eBook
Fundraising Guide for Nonprofit Board Members, A	Julia I. Walker	eBook
Future of Nonprofits: Innovate and Thrive in the Digital Age, The	David J. Neff, Randal C. Moss	eBook
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Gen Y Now: Millennials and the Evolution of Leadership	Buddy Hobart, Herb Sendek	eBook
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Good Profit: How Creating Value for Others Built One of the World's Most Successful Companies	Charles G. Koch	eBook
Grit to Great: How Perseverance, Passion, and Pluck Take You from Ordinary to Extraordinary	Linda Kaplan Thaler, Robin Koval	eBook
Guerrilla Marketing for Nonprofits: 250 Tactics to Promote, Motivate, and Raise More Money	Jay Levinson, Chris Forbes, Frank Adkins	eBook



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How to Read Literature Like a Professor Revised: A Lively and Entertaining Guide to Reading Between the Lines	Thomas C. Foster	eBook
How To Talk To Absolutely Anyone: Confident Communication in Every Situation	Mark Rhodes	eBook
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How Women Decide: What's True, What's Not, and What Strategies Spark the Best Choices	Therese Huston	eBook
Joy of Reading: A Passionate Guide to 189 of the World's Best Authors and Their Works, The	Charles Van Doren	eBook
Kids' Book Club Book: Reading Ideas, Recipes, Activities, and Smart Tips for Organizing Terrific Kids' Book Clubs, The	Judy Gelman, Vicki Levy Krupp	eBook
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Leading: Learning from Life and My Years at Manchester United	Alex Ferguson, Michael Moritz	eBook
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Message Not Received: Why Business Communication Is Broken and How to Fix It	Phil Simon	eBook
More Book Lust: Recommended Reading for Every Mood, Moment, and Reason	Nancy Pearl	eBook
My Reading Life	Pat Conroy	eBook
Networked Nonprofit: Connecting with Social Media to Drive Change, The	Beth Kanter, Allison Fine, Randi Zuckerberg	eBook
Networking to Win: How to Use the Power of Social Media to Sign New Clients and Build New Business	Steve Bookbinder, John K. Waters, Joe Doran	eBook
No Fears, No Excuses: What You Need to Do to Have a Great Career	Larry Smith	eBook
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Nonprofit Finance for Hard Times: Leadership Strategies When Economies Falter	Susan U. Raymond, Michael P. Hoffman	eBook
Nonprofit Fundraising 101: A Practical Guide to Easy to Implement Ideas and Tips from Industry Experts	Darian Rodriguez Heyman	eBook
Nonprofit Fundraising Strategy: A Guide to Ethical Decision Making and Regulation for Nonprofit Organizations	none	eBook
Nonprofit Guide to Going Green	Ted Hart	eBook
Nonprofit Leadership Tools for Uncertain Times e-book Set: The Essential Collection	Susan U. Raymond, Julia I. Walker, Robert M. Sheehan	eBook
Nonprofit Marketing Guide: High-Impact, Low-Cost Ways to Build	Kivi Leroux Miller,	eBook
Nonprofit Organization: Step-by-Step Startup Guide		eBook
Organize Tomorrow Today: 8 Ways to Retrain Your Mind to Optimize Performance at Work and in Life	Jason Selk, Tom Bartow, Matthew Rudy	eBook
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Pivot: The Only Move That Matters Is Your Next One	Jenny Blake	eBook
Power of Habit: Why We Do What We Do in Life and Business, The	Charles Duhigg	eBook
Power of Legacy and Planned Gifts: How Nonprofits and Donors Work Together to Change the World, The	Kevin Johnson	eBook
Practical Project Management for Agile Nonprofits: Approaches and Templates to Help You Manage with Limited Resources	Karen R.J. White, Pamela Puleo	eBook
Productivity Project: Accomplishing More by Managing Your Time, Attention, and Energy, The	Chris Bailey	eBook
Project Management Accounting: Budgeting, Tracking, and Reporting Costs and Profitability	Kevin R. Callahan, Gary S. Stetz, Lynne M. Brooks	eBook
Project Management Checklists For Dummies	Nick Graham	eBook
Project Management for the Unofficial Project Manager: A FranklinCovey Title	Kory Kogon, Suzette Blakemore, James Wood	eBook
Reading in the Wild: The Book Whisperer's Keys to Cultivating Lifelong Reading Habits	Donalyn Miller, Susan Kelley	eBook

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Reading Reconsidered: A Practical Guide to Rigorous Literacy Instruction	Doug Lemov, Colleen Driggs, Erica Woolway	eBook
Reading Smart, 2nd Edition: Simple Strategies for Improved Reading		eBook
Reading with Babies, Toddlers and Twos: A Guide to Laughing, Learning and Growing Together Through Books	Susan Straub, K.J. Dell'Antonia, Rachel Payne	eBook
Signals Are Talking: Why Today's Fringe Is Tomorrow's Mainstream, The	Amy Webb	eBook
Smarter Faster Better: The Transformative Power of Real Productivity	Charles Duhigg	eBook
Social Media for School Leaders: A Comprehensive Guide to Getting the Most Out of Facebook, Twitter, and Other Essential Web Tools	Brian Dixon	eBook
Social Media in the Public Sector: A Guide to Participation, Collaboration and Transparency in The Networked World	Ines Mergel	eBook
Social Organism: A Radical Understanding of Social Media to Transform Your Business and Life, The	Oliver Lockett, Michael J. Casey	eBook
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Strategic Communications for Nonprofits: A Step-by-Step Guide to Working with the Media	Kathy Bonk, Emily Tynes, Henry Griggs, Phil Sparks	eBook
Strategic Planning for Nonprofit Organizations: A Practical Guide for Dynamic Times	Michael Allison, Jude Kaye	eBook
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Successful Marketing Strategies for Nonprofit Organizations: Winning in the Age of the Elusive Donor	Barry J. McLeish	eBook
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Team Rodent: How Disney Devours the World	Carl Hiaasen	eBook
TED Talks: The Official TED Guide to Public Speaking	Chris Anderson	eBook
That's Not How We Do It Here!: A Story about How Organizations Rise and Fall--and Can Rise Again	John Kotter, Holger Rathgeber	eBook



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Think Simple: How Smart Leaders Defeat Complexity	Ken Segall	eBook
Tipping Point: How Little Things Can Make a Big Difference, The	Malcolm Gladwell	eBook
Tools for Project Management, Workshops and Consulting: A Must-Have Compendium of Essential Tools and Techniques	Nicolai Andler	eBook
Trees on Mars: Our Obsession with the Future	Hal Niedzviecki	eBook
Tribe: On Homecoming and Belonging	Sebastian Junger	eBook
Truth About What Nonprofit Boards Want: The Nine Little Things That Matter Most, The	June J. Bradham	eBook
Under New Management: How Leading Organizations Are Upending Business as Usual	David Burkus	eBook
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What Successful People Know about Leadership: Advice from America's #1 Leadership Authority	John C. Maxwell	eBook
Why the Best Man for the Job Is a Woman: The Unique Female Qualities of Leadership	Esther Wachs Book	eBook
Writing For a Good Cause: The Complete Guide to Crafting Proposals and Other Persuasive Pieces for NonProfits	Danielle Furlich, Joseph Barbato	eBook
Year of Reading: A Month-by-Month Guide to Classics and Crowd-Pleasers for You or Your Book Group, A	Elisabeth Ellington, Jane Freimiller	eBook
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