

Product ID	Brig ID	Title	Author	Publisher	Year	LCC	Dewey	LC Subject Heading	nL_Subject Heading	ISBN	eISBN
217339	57234	Assert yourself : How to find your voice and make your mark {Steps to success (London, England)}		A & C Black Publishers Limited	2006	HF5386.A87 2006eb	650.1/3	Success in business. ; Assertiveness (Psychology)	Business, Economics and Management	9780713684049	9781408102541
207821	57234	Communicate effectively : 24 lessons for day-to-day business success [McGraw-Hill professional education]	Arredondo, Lani.	McGraw-Hill Professional	2007	HD30.3.A765 2007eb	658.4/5	Communication in management.	Business, Economics and Management	9780071493376	9780071510738
231070	57234	executive guide to e-mail correspondence : including model letters for every situation	Baude, Dawn-Michelle.	The Career Press	2007	HE7551.B38 2007eb	651.7/9	Electronic mail messages. ; Letter writing.	Business, Economics and Management	9781564149107	9781435659285
217268	57234	Get yourself promoted : How to move up the career ladder {Steps to success (London, England)}		A & C Black Publishers Limited	2006	HF5381.G48 2006eb	650.14	Career development. ; Vocational guidance.	Business, Economics and Management	9780713675191	9781408101926
217330	57234	Give great presentations : How to speak confidently and make your point {Steps to success (London, England)}		A & C Black Publishers Limited	2006	HF5718.22.G5 8 2006eb	658.4/52	Business presentations. ; Public speaking.	Business, Economics and Management	9780713682571	9781408101896
217323	57234	Make effective decisions : How to weigh up the options and make the right choice {Steps to success (A & C Black)}		A & C Black Publishers Limited	2007	HD30.23.M35 2007eb	658.4/03	Decision making.	Business, Economics and Management	9780713681482	9781408101841
181407	57234	Make your contacts count : Networking know-how for business and career success {2nd ed.}	Baber, Anne.	AMACOM Books	2007	HF5381.B143 2007eb	650.1/3	Career development. ; Business networks. ; Social networks. ; Interpersonal relations. ; Business etiquette. ; Success in business.	Business, Economics and Management	9780814474020	9780814429761

217271	57234	Manage your career : How to develop your career in the right direction {Steps to success (London, England)}		A & C Black Publishers Limited	2006	HF5381.M36 2006eb	650.14	Career development. ; Success in business.	Business, Economics and Management	9780713675221	9781408101797
213513	57234	Plan and conduct effective meetings : 24 steps to generate meaningful results {McGraw Hill professional}	Streibel, Barbara J.	McGraw-Hill Professional	2007	HD30.3.S7754 2007deb	658.4/56	Communication in management. ; Business meetings.	Business, Economics and Management	9780071498319	9780071596107
217325	57234	Survive office politics : How to steer a course through minefields at work {Steps to success (A & C Black)}		A & C Black Publishers Limited	2006	HF5386.5.S87 2006eb	650.1/3	Office politics.	Business, Economics and Management	9780713682007	9781408101667
212195	57234	Secrets of six-figure women : Surprising strategies to up your earnings and change your life	Stanny, Barbara.	HarperCollins	2007	HD6061.S73 2007eb	650.1/2/082	Women--Employment. ; Career development. ; Success in business. ; Wages--Women. ; Women executives--Salaries, etc. ; Women in the professions--Salaries, etc.	Business, Economics and Management	9780060933463	9780061549984
176263	57234	Succeed on your own terms : Lessons from top achievers around the world on developing your unique potential	Greenberg, Herb.	McGraw-Hill Professional	2006	BJ1611.2.G74 3 2006eb	650.1	Success. ; Success--Case studies. ; Achievement. ; Personality.	Business, Economics and Management	9780071445344	9780071491150
218478	57234	hard truth about soft skills : Workplace lessons smart people wish they'd learned sooner	Klaus, Peggy.	HarperCollins	2007	HD30.3.K584 2007eb	650.1	Communication in management. ; Business communication. ; Interpersonal relations. ; Psychology, Industrial.	Business, Economics and Management	9780061284144	9780061572203

225493	57234	Escape the mid-career doldrums : What to do next when you're bored, burned out, retired, or fired	Worthing, Marcia.	John Wiley & Sons, Inc. (US)	2008	HF5384.W67 2008eb	650.14	Career changes. ; Vocational guidance. ; Mid-career. ; Occupational mobility.	Business, Economics and Management	9780470115152	9780470225028
213511	57234	Drop dead brilliant : Dazzle in the workplace with confidence and panache! [McGraw Hill professional]	Everett, Lesley.	McGraw-Hill Professional	2008	HF5386.E84 2008eb	650.1	Self-presentation. ; Clothing and dress. ; Success in business. ; Business etiquette.	Business, Economics and Management	9780071494274	9780071595308
207806	57234	escape artists : True stories of people who turned their obsessions into professions [McGraw Hill professional]	Piven, Joshua.	McGraw-Hill Professional	2007	HF5384.P575 2007eb	331.702	Vocational guidance. ; Career changes--Case studies.			
213958	57234	Second acts : Creating the life you really want, building the career you truly desire	Pollan, Stephen M.	HarperCollins	2007	HF5384.P648 2007eb	650.14	Self-actualization (Psychology) ; Career development. ; Career changes.			
199943	57234	I didn't see it coming : The only book you'll ever need to avoid being blindsided in business	Widmann, Nancy C.	John Wiley & Sons, Inc. (US)	2007	HD57.7.W53 2007eb	658.4/09	Work environment. ; Success in business--Psychological aspects. ; Leadership. ; Management.			
199955	57234	Career distinction : Stand out by building your brand	Arruda, William.	John Wiley & Sons, Inc. (US)	2007	HF5381.A828 2007eb	650.14	Professions--Marketing. ; Success in business. ; Career development.			

