

HR

Human Resources

Communication

Professional Development Library



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Sell Yourself In Any Interview
Sweaty Palms: The Neglected Art of Being Interviewed
Influence: Science and Practice
Influence: The Psychology of Persuasion
The Communicator
Monday Morning Communications: Eight Lessons... Great Results
Phone Me, Fax Me, Beep Me: Teleconnecting Your Way to Success in the New Cyberspaced Workplace
360 Feedback: The Powerful New Model for Employee Assessment & Performance Improvement
2600 Phrases for Effective Performance Reviews
How to Say it at Work
How to Take the Fog Out of Business Writing
Up Close and Crucial
Secrets of Body Language (DVD)
Presentation Design
Crucial Conversations: Tools for Talking When Stakes are High
Bull's Eye: Business Writing: 10 Easy Guides for Getting to Your Writing Target
Lifescrpts: What to Say to Get What You Want in Life's Toughest Situations
The One Page Proposal: How to Get Your Business Pitch onto One Persuasive Page
Persuasive Business Proposals: Writing to Win Customers, Clients, and Contracts
The Essential Guide to Email for Office and Home
Errors in English and Ways to Correct Them
Punctuate it!
Spell it Right!: Through Six Common-Sense Psychologically Tested Methods of Study
Essentials of Engagement
Difficult Conversations: How to Discuss What Matters Most
The Articulate Executive: Learn to Look, Act, and Sound Like a Leader
A Manual for Writers of Term Papers, Theses, and Dissertations
Making Successful Presentations
Never Split the Difference: Negotiating Like Your Life Depended On It
What You Say is What You Get: How to Master Power Talking the Language of Success