The Little Book Of Management Bollocks

The Little Book Of Management Bollocks | e100e04c4829fefba6d8fcd869d7a19


With tips from leading experts in every field, The Little Book of Life Skills is the practical guide on how to solve the trickiest tasks in your day and make life a little easier. We all have areas of our lives that make us feel disorganized, unprepared, or stressed out. From creating a calmer morning routine to setting yourself up for a good night’s sleep, and everything in between, there are easy and proven ways to do things better. Whether you need advice on how to end an argument, iron a shirt, or keep your inbox under control, Erin Zammmet Ruddy has spoken to experts including Rachael Ray, Dr. Oz, Arianna Huffington, and condensed their wisdom into easy to follow steps for all of life’s simple and not-so-simple tasks, such as: Working from Home Effectively Keeping a Houseplant Alive Giving Constructive Feedback Arranging the Perfect Cheese Board, and many more The Little Book of Life Skills offers simple strategies for being better grown-ups. It’s the perfect guide for anybody who wants to get organized, be more efficient throughout the day, and finally learn the best way to fold that fitted sheet.

This ebook is the perfect introduction to the subject of economics and economic ideas throughout history. From the earliest forms of currency to the Industrial Revolution, and from the birth of the stock market to free-market capitalism and globalized trade, The Little Book of Economics brings economic theory and the work of key economists to life. Journeying through centuries of economic thought, it is the perfect e-guide to the subject. Includes infographics and flowcharts that explain complex concepts clearly and simply, The Little Book of Economics offers you the same combination of clear text and hard-working infographics in a portable format that is perfect for reading on the go.

Your go-to-guide to delivering effective and transformative change that lasts All too often, change efforts fail to deliver on their promise. However it is possible to turn an organization around quickly to create a new future — one where people think and behave differently and deliver extraordinary results together. Whether you are the chairman, a board director or an aspiring senior executive, The Little Black Book of Change provides a practical, concise and insightful guide to understanding your organization and inventing something extraordinary. It is not about ‘run of the mill’ change programmes. It is about delivering extraordinary results — something that is not at all predictable. It will be your insight into creating significant shifts in the way people think and behave which can be applied in any area you wish, from improving service levels to cost reductions, innovation or increasing market share. Demystifies organisational transformation in 7 practical steps Based on real business案例 studies Grounded and accessible, rather than purely from theoretical models or processes The authors have 25 years’ experience of implementing and facilitating transformations change Visit http://www.littleblackbookofchange.com/

An accessible look at the art of investing and how to adopt the practices of top professionals What differentiates the highly successful market practitioners—the Market Wizards—from ordinary traders? What traits do they share? What lessons can the average trader learn from those who achieved superior returns for decades while still maintaining strict risk control? Jack Schwager has spent the past 25 years interviewing the market legends in search of the answers—a quest chronicled in four prior Market Wizards volumes totaling nearly 2,000 pages. In The Little Book of Market Wizards, Jack Schwager seeks to distill what he considers the essential lessons he learned in conducting nearly four dozen interviews with some of the world’s best traders. The book delves into the mindset and processes of highly successful traders, providing insights that all traders should find helpful in improving their trading skills and results. Each chapter focuses on a specific theme essential to market success Describes how all market participants can benefit by incorporating the related traits, behaviors, and philosophies of the Market Wizards in their own trading Filled with compelling anecdotes that bring the trading messages to life, and direct quotes from the market greats that resonate with the wisdom born of experience and skill Stepping clearly outside the narrow confines of most investment books, The Little Book of Market Wizards focuses on the value of understanding one’s self within the context of successful investing.

The 13 F-LAWS featured in this little red book are an introduction to Ackoff’s thinking about management. Russell Ackoff, who died in 2009, was one of the world’s leading business thinkers and one of the founding fathers of Systems Thinking. His Management F-Laws (a term coined by Ackoff) expose the conventions and laws of management the hierarchies and power struggles, the ineptitudes and time-wasting, the prejudices and careless thinking as flaws of management: all of which hinder successful strategies for organizational change and development.

A manual for building a faster brain and a better you! The Little Book of Talent is an easy-to-use handbook of scientifically proven, field-tested methods to improve skills—your skills, your
kids’ skills, your organization’s skills—in sports, music, art, math, and business. The product of five years of reporting from the world’s greatest talent hotbeds and interviews with successful master coaches, it distills the daunting complexity of skill development into 52 clear, concise directives. Whether you’re age 10 or 100, whether you’re on the sports field or the stage, in the classroom or the corner office, this is an essential guide for anyone who ever asked, “How do I get better?” Praise for The Little Book of Talent “The Little Book of Talent should be given to every graduate at commencement, every new parent in a delivery room, every executive on the first day of work. It is a guidebook—beautiful in its simplicity and backed by hard science—for nurturing excellence.”—Charles Duhigg, bestselling author of The Power of Habit

A smart, small book for any manager’s pocket. In every manager’s career there are moments where decisions need to be made in order to achieve success and this smart, nicely packaged little book can be there to help each time. The trick to succeeding in these moments is to identify each of these situations ahead of time and understand how to act and whatto do to reduce the chances of failure. That is exactly what The Little Black Book for Managers has done. The authors have listed a whole host of situations most managers face, based on thousands of personal experiences, and have mapped out how to deal with each situation. The book contains specific examples of words and phrases that can be used as well as illustrations and exercises to analyse your current performance. It is short on waffle and high on practical wisdom. It is designed to be dipped in and out of—reach for whenever a situation arises. This is a practical support tool for managers at all levels, from shop-floor supervisor to main board director. The Little Black Book for Managers explains how to deal with scenarios such as: Having a lack of confidence to deal with other people in a way that is needed Times when you have to assert your authority more Allocating critical work. Who to choose? Needing to get extra effort from the team when under pressure Incentivising Delegation. Having to deal with under-performers Personality clashes between work colleagues. Managing a meeting with senior leaders.

In 2005, Joel Greenblatt published a book that is already considered one of the classics of finance literature. In The Little Book that Beats the Market—a New York Times bestseller with 300,000 copies in print—Greenblatt explained how investors can outperform the popular market averages by simply and systematically applying a formula that seeks out good businesses when they are available at bargain prices. Now, with a new Introduction and Afterword for 2010, The Little Book that Still Beats the Market updates and expands upon the research findings from the original book. Included are data and analysis covering the recent financial crisis and model performance through the end of 2009. In a straightforward and accessible style, the book explores the basic principles of successful stock market investing and then reveals the author’s time-tested formula that makes buying above average companies at below average prices automatic. Though the formula has been extensively tested and is a breakthrough in the academic and professional world, Greenblatt explains it using 6th grade math, plain language and humor. He shows how to use his method to beat both the market and professional managers by a wide margin. You’ll also learn why success eludes almost all individual and professional investors, and why the formula will continue to work even after everyone “knows” it. While the formula may be simple, understanding why the formula works is the true key to success for investors. The book will take readers on a step-by-step journey so that they can learn the principles of value investing in a way that will provide them with a long term strategy that they can understand and stick with through both good and bad periods for the stock market. As the Wall Street Journal stated about the original edition, “Mr. Greenblatt... says his goal was to provide advice that, while sophisticated, could be understood and followed by his five children, ages 6 to 15. They are in luck. His ‘Little Book’ is one of the best, clearest guides to value investing out there.”

There are many ways to make money in today’s market, but the one strategy that has truly proven itself over the years is value investing. Now, with The Little Book of Value Investing, Christopher Browne shows you how to use this wealth-building strategy to successfully buy bargain stocks around the world.

A timely guide to making the best investment strategies even better. A wide variety of strategies have been identified over the years, which purportedly outperform the stock market. Some of these include buying undervalued stocks while others rely on technical analysis techniques. It’s fair to say no one method is fool proof and most go through both up and down periods. The challenge for an investor is picking the right method at the right time. The Little Book of Stock Market Profits shows you how to achieve this elusive goal and make the most of your time in today’s markets. Written by Mitch Zacks, Senior Portfolio Manager of Zacks Investment Management, this latest title in the Little Book series reveals stock market strategies that really work and then shows you how they can be made even better. It skillfully highlights earnings-based investing strategies, the hallmark of the Zacks process, but it also identifies strategies based on valuations, seasonal patterns and price momentum. Specifically, the book: Identifies stock market investment strategies that work, those that don’t, and what it takes for an individual investor to truly succeed in today’s dynamic market. Discusses how the performance of each strategy examined can be improved by combining them into a multifactor approach. Gives investors a clear path to integrating the best investment strategies of all time into their own personal portfolio. Investing can be difficult, but with the right strategies you can improve your overall performance. The Little Book of Stock Market Profits will show you how.

Leaders and Managers want quick answers, quick ways to reach solutions, ways and means to access knowledge that won’t eat into their precious time and quick ideas that deliver a big result. The Little Book of Big Decision Models cuts through all the noise and gives managers access to the very best decision-making models that they need to to keep things moving forward. Every model is quick and easy to read and delivers the essential information and know-how quickly, efficiently and memorably.

“Ann Cunliffe has produced a quite brilliant critical introduction to the study of management. This lucid, innovative and thought-provoking book takes a much needed look at the ethical and philosophical issues facing managers in contemporary organisations. A readable, powerful and intelligent book that students will love” - John Hassard, University of Manchester
Written to inform, challenge and entertain, this book explains alternative ways of thinking about management and managing people in a way that is easy to understand and enjoyable. The book covers topics that are central to management, organizational behaviour or leadership courses: what managers do, motivation, communication, and ethics. Ann Cunliffe breathes fresh air into these topics, emphasizing the importance of relations when thinking about management and drawing on a range of disciplines such as philosophy and linguistics. A trusted and respected academic who has written widely on management, Ann Cunliffe’s book will stretch, surprise and reward undergraduate, postgraduate and MBA students.

Leaders and Managers want quick answers, quick ways to reach solutions, ways and means to access knowledge that won’t eat into their precious time and quick ideas that deliver a big result. The Little Book of Big Coaching Models cuts through all the noise and gives managers access to the very best coaching models that they need to get the best from their team. Every model is quick and easy to read and delivers the essential information and know-how quickly, efficiently and memorably.

As you have probably noticed, there are quite a few investing books out there. Many of them were written by some of the world’s greatest investors. So, why should you read our book? Stock investing is more prevalent than ever, whether directly or indirectly through brokerage accounts, exchange-traded funds, mutual funds, or retirement plans. Despite this, the vast majority of individual investors have no training on how to pick stocks. And, until now, there hasn’t been a truly accessible, easy-to-understand resource available to help them. The Little Book of Investing Like the Pros was written to fill this void. We believe the simplicity and accessibility of our stock picking framework is truly unique. Using real-world examples and actual Wall Street models used by the pros, we teach you how to pick stocks in a highly accessible, step-by-step manner. Our goal is straightforward—to impart the skills necessary for finding high-quality stocks while protecting your portfolio with risk management best practices. Our practical approach is designed to help demystify the investing process, which can be intimidating. This training will help set you apart from others who are largely flying blind. Pilots require extensive training before receiving a license. Doctors must graduate medical school, followed by a multi-year residency. Even those providing professional investment advice require certification. But, anyone can buy a stock without any training whatsoever. While buying stocks on a hunch and a prayer may not endanger your life, it can certainly put your finances at risk.

The Little Book to Land Your Dream Job takes an unconventional and highly effective approach to change what work means by reframing how you understand your career. It is breezy, a bit fun, encouraging yet honest. Are the people who report to you giving you their best? Is each individual on your team performing to his or her fullest potential? For more than thirty years, renowned business consultant and bestselling author Ken Blanchard and legendary NFL coach Don Shula have motivated teams to peak performances. In their classic, authoritative work on coaching, Everyone’s a Coach, they distilled their rich collaborative experience down to its key elements and shared their secrets for inspiring others to greatness. Now, by popular demand, Blanchard and Shula have created The Little Book of Coaching, capturing the essence of their classic in this indispensable motivational gem—a gift to their readers and fans. At the heart of this book is a simple acronym that describes the qualities of an effective leader: Conviction-driven—Never compromise your beliefs. Overlearning—Practice until it’s perfect. Audible-ready—Know when to change. Consistency—Respond predictably to performance. Honesty-based—Walk your talk. Using a highly effective “tag-team” approach, Blanchard and Shula impart the five leadership secrets behind this acronym. Shula tells you how each coaching concept worked on the field, and then Blanchard explains how you can apply each strategy in a leadership situation. Instructive and inspirational, The Little Book of Coaching is the essential handbook that will teach you how to unleash excellence in anyone.

Great things come in little packages: 50 commonsense (but rarely common) ideas for building the leadership potential of others. How many managers have time to plow through big books of leadership development? None! And they’ll never need to with this slender book of 50 simple yet powerful ideas. The Little Book of Leadership Development goes straight to the heart of great leadership. Few of complicated theories, it focuses on what really works to get people motivated, working effectively, and acting as leaders themselves. The book delivers streamlined instructions on modeling behaviors, sharing information, building accountability, stretching teams, providing feedback, and 45 other practical strategies. Readers will be able to design a system of development tailored to their team and organization. Managers with the ability to self-reflect and a willingness to implement these positive, powerful ideas will see quick improvements in communication, efficiency, morale, and every other measure that points to a committed team of emerging leaders.

All the essential tools managers could ever need—in one handy guide! “Describes in simple terms the practical tools . . . to achieve success.” -- Alan Mulally, President and CEO, Ford Motor Company Real-world tested, real-world proven in organizations ranging in size from global titans like Boeing and Motorola to mom-and-pops and home businesses, The Little Black Book of Management is the ideal handbook for busy executives, managers, and entrepreneurs like you. In this unique, practical, and easy-to-use guide, you get nearly 100 potent indispensable tools, organized for ease-of-use, including: • Time management • Brainstorming • Presentations • Process management (Six Sigma, balanced scorecard) • Communication/teambuilding • Save time and money by tackling in-house such critical tasks as brand development, marketing mix, breakeven analysis, or even designing a business excellence framework. Concise, comprehensive, and organized for immediate access to the right tools for the job. The Little Black Book of Management is your one-stop source for all the essential tools managers need to develop the performance of their teams and organizations. Suzanne Turner owns and manages Potenza, Ltd., a management development consulting company, and has also worked with Andersen Consulting. She currently works with a wide range of organizations from global corporations to niche providers.

A detailed guide to overcoming the most frequently encountered psychological pitfalls of investing: Bias, emotion, and overconfidence are just three of the many behavioral traits that can lead investors to lose money or achieve lower returns. Behavioral finance, which recognizes that there is a psychological element to all investor decision-making, can help you overcome this obstacle. In The Little Book of Behavioral Investing, expert James Montier takes you through some of the most important behavioral challenges faced by investors. Montier reveals the
most common psychological barriers, clearly showing how emotion, overconfidence, and a multitude of other behavioral traits, can affect investment decision-making. Offers time-tested ways to identify and avoid the pitfalls of investor bias. Author James Montier is one of the world's foremost behavioral analysts. Discusses how to learn from our investment mistakes instead of repeating them. Explores the behavioral principles that will allow you to maintain a successful investment portfolio. Written in a straightforward and accessible style. The Little Book of Behavioral Investing will enable you to identify and eliminate behavioral traits that can hinder your investment endeavors and show you how to go about achieving superior returns in the process. Praise for The Little Book Of Behavioral Investing “The Little Book of Behavioral Investing is an important book for anyone who is interested in understanding the ways human nature and financial markets interact.” —Dan Ariely, James B. Duke Professor of Behavioral Economics, Duke University, and author of Predictably Irrational “In investing, success means being on the right side of most trades. No book provides a better starting point toward that goal than this one.” —Bruce Greenwald, Robert Heilbrunn Professor of Finance and Asset Management, Columbia Business School “Know thyself. Overcoming human instinct is key to becoming a better investor. If you would be irrational if you did not read this book.” —Edward Bonham-Carter, Chief Executive and Chief Investment Officer, Jupiter Asset Management “There is no investor anywhere who wouldn’t profit from reading this book.” —Jeff Hochman, Director of Technical Strategy, Fidelity Investment Services Limited “James Montier gives us a very accessible version of why we as investors are so predictably irrational, and a guide to help us channel our ‘Inner Spock’ to make better investment decisions. Bravo!” —John Mauldin, President, Millennium Wave Investments

It is difficult to think of a business process that is as widely unpopular, dysfunctional, and discredited as traditional budgeting - yet over a decade after the creation of the Beyond Budgeting movement, many business people are unaware of its existence. And many of those that have heard of it find the Beyond Budgeting ideas difficult to grasp because they have been conditioned by experience to think in a very narrow way about the process of management. This book fills in these gaps in awareness and understanding by answering the question “what is Beyond Budgeting?” in a clear and succinct way to help you make informed choices about the way that you run your business, as an alternative to blindly copying your predecessors. Amongst the things you will discover are: How the financial operating model used to organise and run the affairs of an enterprise impacts many aspects of corporate life, not just the level of business performance. The universal law of complexity that explains why traditional budgeting will always fail to deliver what it promises: predictable performance. How the Beyond Budgeting process model is better equipped to deal with the complexity of modern organisational life and the uncertainty of the world. Why and how an organisation has to be designed to complement the processes used to plan and control its activities. How to bring about change. The goal is to help build healthier, more adaptive organisations, better able to meet the challenges and exploit the opportunities thrown up by the modern world.

Showing the same incisive and outrageous wit as in his previous books, where he first took on the self-help craze then New Labour’s addiction to spin, Alistair Beaton now tackles the management gurus. Read this book and you will be transformed overnight into a successful modern manager, capable of talking authentic management bollocks at any hour of the day or night, because, let’s face it, talking bollocks is what modern management is all about. Below are a few of the gems contained within THE LITTLE BOOK OF MANAGEMENT BOLLOCKS RISK MANAGEMENT Improve risk management outcomes by never investing in anything. INSPIRING OTHERS As a manager, it’s your job to inspire others. If there’s nothing inspiring about you, just use fear instead.

For nearly twenty years, The Little Black Book of Project Management has provided businesspeople everywhere with a quick and effective introduction to project management tools and methodology. The revised and updated third edition reflects the newest techniques, the latest project management software, as well as the most recent changes to the Project Management Body of Knowledge (PMBOKTM). Readers will find invaluable strategies for: Organizing any project Choosing the project team Preparing a budget and sticking to it Scheduling, flowcharting, and controlling a project Preparing project documentation Managing communications And much more A fast-read solution for both seasoned and first-time project managers. The Little Black Book of Project Management can help any professional achieve on-time results, superior organizational ability, consistent profit generation, and a reputation for both quality and dependability.

The Little Book of Spiritualism is your spiritual guide. This mini manual provides the perfect introduction to spiritualism and the spirit world, full of techniques, thoughts, terminology and quotes to guide you in your own spiritual journey. From spirit guides to mediums and angels to affirmations, this little book is a fascinating insight into spirituality and how it can transform your life. The Ranks of the Angels In total, there are said to be nine levels of angels, and this is a brief summary and hierarchy of the angels, from highest to lowest. Seraphim Seraphim are the highest order of the hierarchy of angels. These angelic beings spend their time worshipping and praising God. Cherubim Cherubim are the second highest order. They are depicted on the Ark of the Covenant as its guardians. God sent them to guard Eden after the expulsion of Adam and Eve.

There are many ways to make money in today's market, but the one strategy that has truly proven itself over the years is value investing. No book provides a better starting point toward that goal than this one. —Bruce Greenwald, Robert Heilbrunn Professor of Finance and Asset Management, Columbia Business School “Know thyself. Overcoming human instinct is key to becoming a better investor. If you would be irrational if you did not read this book.” —Edward Bonham-Carter, Chief Executive and Chief Investment Officer, Jupiter Asset Management “There is no investor anywhere who wouldn’t profit from reading this book.” —Jeff Hochman, Director of Technical Strategy, Fidelity Investment Services Limited “James Montier gives us a very accessible version of why we as investors are so predictably irrational, and a guide to help us channel our ‘Inner Spock’ to make better investment decisions. Bravo!” —John Mauldin, President, Millennium Wave Investments
the most for American investors, the hands-down choice should be Jack Bogle. For decades, Jack has urged investors to invest in ultra-low-cost index funds. . . . Today, however, he has the satisfaction of knowing that he helped millions of investors realize far better returns on their savings than they otherwise would have earned. He is a hero to them and to me." Bogle shows you how to make index investing work for you and help you achieve your financial goals, and finds support from some of the world's best financial minds: not only Warren Buffett, but Benjamin Graham, Paul Samuelson, Burton Malkiel, Yale's David Swensen, Cliff Asness of AQR, and many others. This new edition of The Little Book of Common Sense Investing offers you the same solid strategy as its predecessor for building your financial future. Build a broadly diversified, low-cost portfolio without the risks of individual stocks, manager selection, or sector rotation. Forget the fads and marketing hype, and focus on what works in the real world. Understand that stock returns are generated by three sources (dividend yield, earnings growth, and change in market valuation) in order to establish rational expectations for stock returns over the coming decade. Recognize that in the long run, business reality trumps market expectations. Learn how to harness the magic of compounding returns while avoiding the tyranny of compounding costs. While index investing allows you to sit back and let the market do the work for you, too many investors trade frantically, turning a winner's game into a loser's game. The Little Book of Common Sense Investing is a solid guidebook to your financial future.

"A gem from one of the most brilliant minds in personal finance." — Ben Stein, author, actor, TV personality, and New York Times columnist In a financial world gone mad, you still need to manage your money, put your kids through college, and save for retirement. To the rescue comes Jonathan Clements with 21 easy-to-follow rules to help you secure your financial future. Clements has spent a quarter century demystifying Wall Street for ordinary, real people on Main Street, including more than thirteen years as the Wall Street Journal's hugely popular personal-finance columnist. In The Little Book of Main Street Money, Clements brings us back to basics, with commonsense suggestions for intelligent money management. Check-full of financial guidance that will stand up in any market, the book also reflects a financial philosophy that Clements has developed over a lifetime of watching Wall Street and writing about money—and that is even more important in the current volatile market. From the big picture (home, retirement, financial happiness) to the micro (taxes, inflation, investment costs), he offers clear-cut advice for taking control of your financial life, detailing the strategies needed to thrive in today's tough economic times. The 21 truths outlined throughout this book are a guiding light for everyone, young and old, whether starting out or soon retiring. Each chapter reads like a Clements column—clear, pithy, and feisty. From the obvious to the counterintuitive, the truths will bolster your returns, cut your costs, and give you financial peace of mind. Collectively, the 21 truths show you how to think about your entire financial life—not just stocks and bonds, but your home, your debts, your financial promises to your children, your income-earning ability, and so much more. They will help you not only survive today's treacherous financial terrain, but also prepare you for success tomorrow. Renowned for his spirited writing and shrewd investment guidance, Clements is the same voice investors need to stay grounded in the midst of so much financial insanity.

101 management theories from the world's best management thinkers – the fast, focussed and express route to success. As a busy manager, you need solutions to everyday work problems fast. The Little Book of Big Management Theories gives you access to the very best theories and models that every manager should know and be able to use. Cutting through the waffle and hype, McGrath and Bates concentrate on the theories that really matter to managers day-to-day. Each theory is covered in two pages – telling you what it is, how to use it and the questions you should be asking – so you can immediately apply your new knowledge in the real world. The Little Book of Big Management Theories will ensure you can quickly resolve a wide range of practical management problems. Be a better, more decisive manager who gets the job done. Better motivate and influence your staff, colleagues and stakeholders. Improve your standing and demonstrate that you are ready for promotion. All you need to know and how to apply it – in a nutshell.

The Five Rules for Successful Stock Investing “By resisting both the popular tendency to use gimmicks that oversimplify securities analysis and the academic tendency to use jargon that obfuscates common sense, Pat Dorsey has written a substantial and useful book. His methodology is sound, his examples clear, and his approach timeless.” --Christopher C. Davis Portfolio Manager and Chairman, Davis Advisors Over the years, people from around the world have turned to Morningstar for strong, independent, and reliable advice. The Five Rules for Successful Stock Investing provides the kind of savvy financial guidance only a company like Morningstar could offer. Based on the philosophy that “investing should be fun, but not a game.” This comprehensive guide will put even the most cautious investors back on the right track by helping them pick the right stocks, find great companies, and understand the driving forces behind different industries — without paying too much for their investments. Written by Morningstar's Director of Stock Analysis, Pat Dorsey, The Five Rules for Successful Stock Investing includes unparalleled stock research and investment strategies covering a wide range of stock-related topics. Investors will profit from such tips as: * How to dig into a financial statement and find hidden gold . . . and deception * How to find great companies that will create shareholder wealth * How to analyze every corner of the market, from banks to health care informative and highly accessible, The Five Rules for Successful Stock Investing should be required reading for anyone looking for the right investment opportunities in today's ever-changing market.

The Little Book of Hedge Funds that's big on explanations even the casual investor can use An accessible overview of hedge funds, from their historical origin, to their perceived effect on the global economy, to why individual investors should understand how they work. The Little Book of Hedge Funds is essential reading for anyone looking the tools and information needed to invest in hedge funds, this book is a must read for anyone with
outstanding questions about this key part of the twenty-first century economy.

The Little Black Book of Human Resources Management is loaded with lessons not learned in a book. Instead, it is the product of over 20 years of scraped knuckles and attaboys earned while leading HR in public and private organizations. The book shares hard-won advice on what works in a wide range of HR topics—from reductions in force to paying for performance to managing workers' compensation to leadership training. But readers will also benefit from experience in the often surprising aspects of HR work that are rarely discussed but are invaluable to success in the role, such as: What all organizations expect from the HR leader. How to spot the A players and the problem children in the first month on a new job. How to answer the employee who asks if layoffs are coming—and they are. Written in a conversational, often humorous style, the Little Black Book of Human Resources Management will make a powerful, proven investment strategy. The Little Book That Makes You Rich is the latest book in the popular "Little Book, Big Profits" series. Written by Louis Navellier—a one of the most well-respected and successful growth investors of our day—this book offers a fundamental understanding of how to get rich using the best in growth investing strategies.

Leaders and Managers want quick answers, quick ways to reach solutions, ways and means to access knowledge that won't eat into their precious time and quick ideas that deliver a big result. The Little Book of Big Coaching Models cuts through all the noise and gives managers access to the very best coaching models that they need to get the best from their team. Every model is quick and easy to read and delivers the essential information and know-how quickly, efficiently and memorably.

Leaders and Managers want quick answers, quick ways to reach solutions, ways and means to access knowledge that won't eat into their precious time and quick ideas that deliver a big result. The Little Book of Big Coaching Models cuts through all the noise and gives managers access to the very best coaching models that they need to get the best from their team. Every model is quick and easy to read and delivers the essential information and know-how quickly, efficiently and memorably.

Are you new to a board and have no idea what's expected of you? Do you know what a board's six key responsibilities are? Do you know what your relationship with the Executive Director should be? If not, this book is for you. So many board members—especially of small nonprofits—want to support a nonprofit and readily accept the invitation to join the board. It's only then that they discover they are in over their heads, with no idea of their expectations and responsibilities. The Little Book of Boards is here to throw that drowning board member a rope. Told with a conversational style, this book will lead you through the basics of being on a board, how meetings work, and what's expected between meetings. In addition, at the back of the book are several in-depth resources for understanding Roberts Rules of Order, bylaws, committee structures, board leadership, and much more. Perfect for any new board member—or for an entire board that is feeling lost—this book and its common sense approach will serve you every year you are on the board.

Leaders and Managers want quick answers, quick ways to reach solutions, ways and means to access knowledge that won't eat into their precious time and quick ideas that deliver a big result. The Little Book of Big Coaching Models cuts through all the noise and gives managers access to the very best coaching models that they need to get the best from their team. Every model is quick and easy to read and delivers the essential information and know-how quickly, efficiently and memorably.

Little changes can make a big, big difference! In The Little Book of Big Change, psychologist Amy Johnson shows you how to rewire your brain and overcome your bad habits—once and for all. No matter what your bad habit is, you have the power to change it. Drawing on a powerful combination of neuroscience and spirituality, this book will show you that you are not your habits. Rather, your habits and addictions are the result of simple brain wiring that is easily reversed. By learning to stop bad habits at the source, you will take charge of your habits and addictions for good. Anything done repeatedly has the potential to form neural circuitry in the brain. In this light, habits and addictions are impersonal brain wiring problems that result from taking your habitual thinking as truth, and acting on that thinking in the form of doing your habit—over and over. This book offers a number of small changes you can make in your everyday life that will help you stop your bad habit in its tracks. If you want to understand the science behind your habit, make the decision to end it, and commit to real, lasting change, this book will help you to finally take charge of your life—once and for all.

In The Little Book That Builds Wealth, author Pat Dorsey—the Director of Equity Research for leading independent investment research provider Morningstar, Inc.—reveals why competitive advantages, or economic moats, are such strong indicators of great long-term investments and examines four of their most common sources: intangible assets, cost advantages, customer-switching costs, and network economics. Along the way, he skillfully outlines this proven approach and reveals how you can effectively apply it to your own investment endeavors.

Profit from a powerful, proven investment strategy. The Little Book That Makes You Rich is the latest book in the popular "Little Book, Big Profits" series. Written by Louis Navellier—a one of the most well-respected and successful growth investors of our day—this book offers a fundamental understanding of how to get rich using the best in growth investing strategies.

Navellier has made a living by picking top, actively traded stocks and capturing unparalleled profits from them in the process. Now, with The Little Book That Makes You Rich, he shows you how to find stocks that are poised for rapid price increases, regardless of overall stock market direction. Navellier also offers the statistical and quantitative measures needed to
measure risk and reward along the path to profitable growth stock investing. Filled with in-depth insights and practical advice, The Little Book That Makes You Rich gives individual investors specific tools for selecting stocks based on the factors that years of research have proven to lead to growth stock profits. These factors include analysts' moves, profit margins expansion, and rapid sales growth. In addition to offering you tips for not paying too much for growth, the author also addresses essential issues that every growth investor must be aware of, including which signs will tell you when it's time to get rid of a stock and how to monitor a portfolio in order to maintain its overall quality. Accessible and engaging, The Little Book That Makes You Rich outlines an effective approach to building true wealth in today's markets. Louis Navellier (Reno, NV) has one of the most exceptional long-term track records of any financial newsletter editor in America. As a financial analyst and editor of investment newsletters since 1980, Navellier's recommendations (published in Emerging Growth) have gained over 4,806 percent in the last 22 years, as confirmed by a leading independent newsletter rating service, The Hulbert Financial Digest. Emerging Growth is one of Navellier's four services, which also includes his Blue Chip Growth service for large-cap stock investors, his Quantum Growth service for active traders seeking shorter-term gains, and his Global Growth service for active traders focused on high growth global stocks.

'It is easier to complicate than to simplify' - this book takes up that challenge and aims to refine and clarify the theories in the original Results to produce a more succinct route to clarity and better results for the reader - because we all want to see results at home, at work and in life! Using transformational coaching techniques, examples, exercises and metaphors, Jamie talks the reader through the three key changes they need to achieve the results they are after and inspire others to do the same. Based on the principles of The Clarity Coaching Model, the reader will learn how to de-congest their mind to think more clearly, make better decisions and improve performance – achieving the 'flow' state attributed to the results of top-flight individuals. Clearer thinking removes the stress and anxiety from decision making and allows you to focus on your goals. Rather than a step-by-step process, the reader is encouraged to form a deep understanding of themselves to awaken their inner potential and improve their innate abilities including better listening, deeper connections, more motivation and greater innovation and creativity.