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10 Minute Guide to HTML Style Sheets	Zacker, C	: Que, 1997
101 Business Ideas That Will Change The Way You Work - Turning Clever Thinking Into Smart Advice	Weiss, AE	Pearson, 2013
101 Days To Make A Change Daily Strategies To Move From Knowing To Being	Leighton, R; Kilbey, E; Bill, K	Crown House Publishing, 2011
1001 Ways To Get More Customers (Internet Marketing Essentials)	Cardell, C; Jay, J	NABO (UK) Ltd, 2014
20 Ways to Manage Better (3rd Ed)	Leigh, A	CIPD, 2001
5 Star Service (2nd Edition)	Heppell, M	Prentice Hall, 2010
A Handbook of Human Resource Management Practice (10th Ed)	Armstrong, M	Kogan Page, 2006
A Manager's Guide to Leadership: A Self Development Approach	Pedler, M; Burgoyne, J; Boydell, T	McGraw Hill Business, 2003
A Manager's Guide to Self-Development (4th Ed)	Pedler, M; Burgoyne, J	McGraw-Hill, 2001
A Mind For Business - Get Inside Your Head To Transform How You Work	Gibson, A	Pearson, 2015
A Passion for Excellence	Peters, TJ ; Austin, N	: Fontana, 1986
A Primer in Positive Psychology	Peterson, C	Oxford University Press, 2006
A Quality Auditing Manual	Fox, MJ	: Technical Communications Publishing, 1993
A Way of Being	Rogers, CR	Houghton Mifflin, 1996
Achieving Quality Standards: A Step-by-Step Guide to BS5750 ISO 9000	Munro-Faure, L ; Munro-Faure, M ; Bones, E	: Pitman Publishing, 1993
Antifragile: Things That Gain From Disorder	Taleb, NN	Penguin, 2013
Are you Managing?	Stemp, P	: Nicholas Brealey, 1988
Assertiveness: How to Be Strong in Every Situation	Potts, C; Potts, S	Capstone, 2013
<a href="#">Ambition - Why It's Good To Want More And How To Get It</a>	Bridge, R	Capstone, 2016
Authentic Happiness: Using the New Positive Psychology to Realise Your Potential for Lasting Fulfilment	Seligman, MEP	Nicholas Brealey Publishing, 2003

Bank 3.0 - Why Banking Is No Longer Somewhere You Go, But Something You Do	King, B	Marshall Cavendish, 2013
Batteries Included - Creating Legendary Customer Service	Barlow, NM	: Random House, 2000
Be an Entertaining Speaker: the Self-Help Guide to Being Interesting, Effective and Funny	Lowry, R	CreateSpace Independent Publishing, 2012
Becoming a New Manager : Expert Solutions to Everyday Challenges	Hill, LA	Harvard Business School Press, 2008
<a href="#">Black Box Thinking - Marginal Gains And The Secrets Of High Performance</a>	Syed, M	John Murray, 2015
Brilliant Checklists for Managers Your Shortcut to Success	Rowntree, D	Prentice Hall, 2011
Brilliant Communication Skills - What the Best Communicators Know, Do and Say	Hasson, G	Pearson, 2012
Brilliant Customer Service	Stevens, D	Prentice Hall, 2010
Brilliant Manager - What the Best Managers Know, Do and Say (2nd Ed)	Peeling, N	Pearson Prentice Hall, 2008
Brilliant Manager - What the Best Managers Know, Do and Say (3rd Ed)	Peeling, N	Pearson Education Ltd, 2010
Brilliant Marketing - What the Best Marketers Know, Do and Say (2nd Ed)	Hall, R	Pearson, 2012
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Brilliant Personal Development - Your Essential guide to an All-Round Successful Life	Eggert, MA	Pearson, 2013
Brilliant Questions for Great Interviewers How to Make Sure You Hire the Right Person for the Job	Walker, D	Prentice Hall, 2010
<a href="#">Brilliant Strategy For Business</a>	Dalton, C	Pearson Education, 2016
Brilliant Teams What to Know, Do and Say to Make a Brilliant Team (2nd Edition)	Miller, D	Prentice Hall, 2011
Brilliant Time Management What the Most Productive People Know, Do and Say	Clayton, M	Pearson Education Ltd, 2011
Business - the Ultimate Resource	Goleman, D	Bloomsbury, 2002
Business Development - How to Win Profitable Customers and Clients	Cooper, I	Pearson Education Ltd, 2012
<a href="#">Business Guide to Effective Compliance and Ethics: Why Compliance isn't Working - and How to Fix it</a>	Hayward, A; Osborn, T	Kogan Page, 2019
Butterflies and Sweaty Palms - 25 Sure-Fire Ways to Speak and Present with Confidence	Apps, J	Crown House Publishing, 2012
Cash Collection Action Kit - A Complete Guide to Recovering Money by Arbitration Proceedings in the	Gegan, P ; Harrison, J	: Kogan Page London, 1990

Change Management in a Week	Bourne, M; Bourne, P	Hodder & Stoughton, 2002
Coaching and Mentoring at Work: Developing Effective Practice (2nd Ed)	Connor, MP; Pokora, JB	Open University Press, 2012
Coaching for performance : GROWing human potential and purpose : the principles and practice of coac	Whitmore, J	Nicholas Brealey, 2009
Common Sense Rules: What You Really Need to Know About Business	Meaden, D	Random House Business Books, 2009
Communication Skills - A Practical Handbook	Wright, C (Ed)	The Industrial Society, 1993
Competitive Advantage - Creating and Sustaining Superior Performance	Porter, ME	: The Free Press, 1985
Competitive Advantage - Creating and Sustaining Superior Performance (New Edition)	Porter, ME	Free Press, 2004
Competitive Strategy - Techniques for Analyzing Industries and Competitors	Porter, ME	: The Free Press, 1980
Contagious - How to Build Word of Mouth in the Digital Age	Berger, J	Simon & Schuster, 2014
Continuing Professional Development in the UK	Friedman, AL; Davis, K; Phillips, M	PARN, 2001
Customer Service and Support	Armistead, C ; Clark, G	: Pitman London, 1992
Customer Service for Dummies (3rd Ed)	Leland, K; Bailey, K	Wiley Publishing, 2006
<a href="#">Customers For Life: How To Turn That One-Time Buyer Into A Lifetime Customer (Revised Edition)</a>	Sewell, C; Brown, P	Crown Business, 2002
Dealing with Difficult People (Revised Edition)	Lilley, R	Kogan Page, 2010
Dealing with the Customer from Hell: A Survival Guide	Belding, S	Kogan Page Ltd; 2005
Decide - Better Ways of Making Better Decisions	Wethey, D	Kogan Page, 2013
Delivering Knock Your Socks Off Service (4th Ed)	Performance Research Associates	Amacom, 2007
<a href="#">Develop Your Leadership Skills (3rd Ed)</a>	Adair, J	Kogan Page, 2016
<a href="#">Develop Your Presentation Skills: How to Inspire and Inform with Clarity and Confidence</a>	Theobald, T	Kogan Page, 2019
Double Your Business: How to Break Through the Barriers to Higher Growth, Turnover and Profit	Duncan, L	FT Publishing, 2012
<a href="#">Drive - The Surprising Truth About What Motivates Us</a>	Pink, DH	Z 1 PIN
ECDL 4 - The Complete Coursebook for Microsoft Office XP	Munnell, B; Holden, P	Prentice Hall, 2003
Effective Leadership - The Fully Revised and Updated Guide to Developing Leadership Skills	Adair, J	: Pan, 1988
Effective Marketing	Randall, G	1994 Routledge

Effective People Management	Wellington, P	Kogan Page, 2011
Effective Records Management: Practical Implementation of BS ISO 15489-1 pt 2	McLeod, J	British Standards Institute, 2002
Effective Strategic Leadership	Adair, JE	Pan, 2003
Emotional Intelligence - Why it can Matter More than IQ & Working with Emotional Intelligence	Goleman, D	Bloomsbury, 2004
Emotional Intelligence Coaching: Improving Performance for Leaders, Coaches and the Individual	Neale, S; Spencer-Arnell, L; Wilson, L	Kogan Page, Ltd 2009
Emotional Intelligence: Managing Emotions To Make A Positive Impact On Your Life And Career	Hasson, G	Capstone, 2014
Enchantment: The Art of Changing Hearts, Minds and Actions	Kawasaki, G	Portfolio Penguin, 2011
Ensuring Your Business Achieves and Profits from BS 5750 Registration	Fox, MJ	: Technical Communications Publishing, 1993
Enterprise: Creation Development and Growth	Cannon, T	: Butterworth Heinemann Oxford, 1991
<a href="#">Essential Leadership: Develop Your Leadership Qualities Through Theory and Practice</a>	Cameron, E; Green, M	Kogan Page, 2017
Essential Manager's Manual	Heller, R; Hindle, T	Dorling Kindersley, 2008
Everyone Needs a Mentor: Fostering Talent in Your Organisation	Clutterbuck, D	Chartered Institute of Personnel and Development, 2004
<a href="#">Evidence-Based Management: How to Use Evidence to Make Better Organizational Decisions</a>	Barends, E; Rousseau, DM	Kogan Page, 2018
<a href="#">Faster Disaster Recovery: The Business Owner's Guide to Developing a Business Continuity Plan</a>	Elder, JH; Elder, SF	Wiley, 2019
<a href="#">50 Top Tools For Coaching - A Complete Toolkit For Developing And Empowering People (4th Ed)</a>	Jones, G et al	Kogan Page, 2018
<a href="#">50 Top Tools For Employee Wellbeing - A Complete Toolkit For Developing Happy, Healthy, Productive And Engaged Employees</a>	Mitchell, D	Kogan Page, 2018
Financial Management for the Small Business (6th Ed)	Barrow, C	Kogan Page Ltd, 2006
<a href="#">First, Break All the Rules: What the World's Greatest Managers Do Differently</a>	Buckingham, M; Coffman, C	Gallup Press, 2016 Z 1 BUC
Fish!: A Remarkable Way to Boost Morale and Improve Results with DVD	Lundin, SC; Paul, H; Christensen, J	Hyperion Books, 2003
Focus Groups - A Practical Guide for Applied Research (2nd Ed)	Krueger, RA	: Sage, 1995
Focus Groups - A Practical Guide for Applied Research (3rd Ed)	Krueger, RA; Casey, MA	Sage Publications, 2003

Focus Use the Power of Targeted Thinking to Get More Done (2nd Ed)	Wolff, J	Prentice Hall, 2010
Gear Up: Test Your Business Model Potential and Plan Your Path to Success	Ramfelt, L; Kjellberg, J; Kosnik, T	Capstone, 2014
Genius - Deceptively Simple Ways to Become Instantly Smarter	Bannerman, J	Pearson, 2012
Get Things Done - What Stops Smart People Achieving More and How You Can Change	Kelsey, R	Capstone, 2014
Getting Past No	Ury, W	: Business Books Limited, 1991
Getting to Yes: Negotiating an Agreement Without Giving In (New Ed)	Fisher, R; Ury, W	Random House Business, 2012
<a href="#">Getting Work Done</a>	Harvard Business School	Harvard Business Review Press, 2014
Good Small Business Guide: How to Start and Grow Your Own Business 2Rev Ed edition	A & C Black	A & C Black, 2006
Grass Roots Leaders - The BrainSmart Revolution in Business	Buzan, T; Dottino, T; Israel, R	Gower, 2007
<a href="#">Great Answers to Tough Questions at Work</a>	Dodd, M	Wiley Capstone, 2016
Guide to Software and Resources for Computer Based Learning in Medicine, Nursing and Veterinary Scie	CTI Centre for Medicine University of Bristol	: CTICM, 1992
Having it All - Make your life what you want it to be. An inspirational and practical guide for wome	Stoker, L	: Bloomsbury, 1991
<a href="#">HBR Guide To Negotiating</a>	Weiss, J	Harvard Business Review Press, 2016
Health Care Computing : A Survival Guide for PC Users	Burnard, P	: Chapman & Hall, 1995
Healthcare Databases - A Simple Guide to Building and Using them	Gillies, A	Radcliffe Medical, 2002
Hollering up a Tree: A Practical Guide to Advertising Creativity and Production for the Smaller Com	Drake, M; Coombes, T	: Management Books 2000, 1998
Hot Spots: Why Some Companies Buzz with Energy and Innovation - and Others Don't	Gratton, L	FT Prentice Hall 2007
How do you Manage?	Nicholson, J	: BBC London, 1992
How People Tick - A guide to Difficult People and How to Handle Them	Leibling, M	Kogn Page, 2005
How the Wealthy get that Way	Silker, EL	Silk Pages Publishing, 2003
How to be a Productivity Ninja: Worry Less, Achieve More, Love What You Do	Allcott, G	Icon Books, 2014
How to be an Even Better Manager - A Complete A-Z of Proven Techniques and Essential Skills	Armstrong, M	Kogan Page, 2014

How To Be Assertive In Any Situation	Hadfield, S; Hasson, G	Prentice Hall Life, 2010
How to be Better at Motivating People	Allan, J ; Industrial Society	: Kogan Page, 1996
How To Deal With Difficult People - Smart Tactics for Overcoming the Problem People in Your Life	Hasson, G	Capstone, 2015 Z 1 HAS
How to Get Clients to Come to You: a seven stage system for attracting and keeping clients	Temple, N	Words at Work, 2007
How to Get Things Done Without Trying Too Hard	Templar, R	Prentice Hall, 2011
How to get to the Top of Google	Kitchen, T	Exposure Ninja, 2013
How to Grow Your Business for Entrepreneurs	Blyth, A	Pearson Prentice Hall Business, 2009
How to Influence - The Art of Making Things Happen	Owen, J	FT Prentice Hall, 2010
How to Manage Meetings	Barker, A	Kogan Page, 2002
<a href="#">How to Manage People (3<sup>rd</sup> Edition)</a>	Armstrong, M	Kogan Page, 2016
How to Manage The Art of Making Things Happen (2nd Edition)	Owen, J	Pearson Prentice Hall Business, 2009
How to Manage The Art of Making Things Happen (3rd Edition)	Owen, J	Prentice Hall, 2012
How to Run a Meeting	Jay, A	Harvard Business Press, 2008
How To Save An Hour Every Day	Heppell, M	Prentice Hall Life, 2011
How to Speak so People Listen – Grab their Attention and get your Message Heard	Clayton, M	Pearson Education Limited, 2013
How to Start Your Own Business for Entrepreneurs	Ashton, R	Pearson Prentice Hall Business, 2009
How To Stress Less - Simple Ways To Stop Worrying And Take Control Of Your Future	Bonetti, B	Capstone, 2014
How To Succeed With People: Remarkably Easy Ways To Engage, Influence and Motivate Almost Anyone	McGee, P	Capstone, 2013
How to Talk to Absolutely Anyone – Confident Communication in Every Situation	Rhodes, M	Capstone, 2013
How to Win - the Argument, The Pitch, The Job, The Race	Yeung, R	Capstone, 2014
<a href="#">How to Write a Business Plan (5th Ed)</a>	Finch, B	Kogan Page, 2016

How to Write a Curriculum Vitae (3rd Ed)	Hughes, R ; Baldwin, M ; Mortimer, D	: University of London Careers Service London, 1994
HTML Sourcebook - A Complete Guide to HTML 3.2 and HTML Extensions (3rd Ed)	Graham, IS	, 1997
Ideas for Enterprising Managers	Archer, M	: Mercury Books, 1988
<a href="#">If Disney Ran Your Hospital: 9 1/2 Things You Would Do Differently</a>	Lee, F	Second River Healthcare, 2004
I'm Ok, You're Ok	Harris, T	Arrow, 1995
Improving Employee Performance through Workplace Coaching: A Practical Guide to Performance Managememe	Carter, EMA; McMahon, FA	Kogan Page Ltd 2005
Improving Inventory Record Accuracy	Wild, A	Elsevier Butterworth-Heinemann, 2004
In Search of Excellence	Peters, TJ ; Waterman, RH	: Harper Collins, 1982
Index to Computer-Based Resources in Dental Education ('93-'94)	Eisner, J	: Univ Buffalo Schl of Dental Medicine, 1994
Influence - What it Really Means and How to Make it Work for You	Nabben, J	Pearson, 2014
<a href="#">Innovative Teams</a>	Harvard Business Review	Harvard Business Review Press, 2015
Inspirational Manager - How to Build Relationships that Deliver Results	Leary-Joyce, J	Pearson Prentice Hall, 2007
Inspirational Manager How to Build Relationships that Deliver Results (2nd ed)	Leary-Joyce, J	Prentice Hall, 2011
Instant Motivation: The Surprising Truth Behind What Really Drives Top Performance	Burns, C	Pearson, 2015
<a href="#">Instant Networking - The Simple Way To Build Your Business Network And See Results In Just 6 Months</a>	Thomas, S	Capstone, 2016
Interpersonal Skills - Goal-Directed Behaviour at Work	Hayes, J	: Harper Collins, 1991
Introducing Neuro-Linguistic Programming - Psychological Skills for Understanding and Influencing Pe	O'Connor, J; Seymour, J	Thorsons, 2003
<a href="#">Invisible Women: Exposing Data Bias in a World Designed for Men</a>	Criado Perez, C	Chatto & Windus, 2019
Is Quality Good for You?	Pfeffer, N ; Coote, A	: Institute for Public Policy Research, 1991
Is Your Boss Mad? The Definitive Guide to Coping with Your Boss	Walker, J	Carmarthen, Wales: Crown House Publishing Ltd, 2007
ISO 9000 Quality Systems Handbook (2nd Ed)	Hoyle, D	: Butterworth Heinemann, 1994

<a href="#">Key Management Models - The 75+ Models Every Manager Needs To Know (3rd Ed)</a>	Van den Berg, G; Pietersma, P	Berenschot / Pearson / FT Publishing, 2016
Know Your Net - Intranet and Internet Computing for Your Business	Digital Equipment Corporation	: Digital, 1996
Laughology - Improve Your Life With The Science of Laughter	Davies, S	Crown House Publishing Ltd, 2013
Leaders Eat Last - Why Some Teams Pull Together and Others Don't	Sinek, S	Portfolio Penguin, 2014
<a href="#">Leader's Guide To Negotiation: How To Use Soft Skills To Get Hard Results</a>	Horton, S	FT Publishing, 2016
<a href="#">Leadership</a>	Osborne, C	Dorling Kindersley, 2015
<a href="#">Leadership Skills Handbook - 90 Essential Skills You Need To Be a Leader</a>	Owen, J	Kogan Page, 2017
Leadership: Plain and Simple	Radcliffe, S	FT Prentice Hall, 2010
Leadership: Theory and Practice (5th Ed)	Northouse, PG	Sage Publications Inc, 2010
<a href="#">Leadership Workout - The 10 Steps That Will Build Your Skills As A Leader</a>	Winston, N	Pearson, 2015
Leading in a Culture of Change	Fullan, M	Jossey-Bass, 2001
Leading in a Culture of Change; Personal Action Guide and Workbook	Fullan, M	Jossey-Bass, 2004
<a href="#">Leading Teams - 10 Challenges 10 Solutions</a>	Flint, M et al	Pearson, 2015
Lean In - Women, Work and The Will To Lead	Sandberg, S	WH Allen, 2013
Learning and Being in Person Centred Counselling (2nd ed)	Merry, T	PCCS Books, 2002
<a href="#">Learning Leadership - The Five Fundamentals Of Becoming An Exemplary Leader</a>	Kouzes, JM; Posner, BZ	The Leadership Challenge/Wiley, 2016
Learning to Fly - Practical Knowledge Management from Some of the World's Leading Learning Organizat	Collison, C; Parcell, G	Capstone Publication, 2004
Life. Business. Just got Easier	Burton, B	Capstone, 2014
Life Inc. How the World Became a Corporation, and How to Take it Back	Rushkoff, D	Bodley Head, 2009
<a href="#">Little Black Book Of Change - The Seven Fundamental Shifts For Change Management That Delivers</a>	Adams, P; Straw, M	Capstone, 2016
Little Green Book of Getting Your Own Way - How to Speak, Write, Present, Persuade, Influence and Se	Gitomer, J	FT Press, 2007
Mail and Internet Surveys - The Tailored Design Method (2nd Ed)	Dillman, DA; Dillman, DA	Wiley, 2004
Making Sense of Business: A No-Nonsense Guide to Business Skills for Managers and Entrepreneurs	Branagan, A	Kogan Page, 2009



<a href="#">Making Sense of Change Management: A Complete Guide to the Models, Tools and Techniques of Organizational Change (5th Edition)</a>	Cameron, E; Green, M	Kogan Page, 2020
Making Sense of Partnerships - The Business Side of General Practice	Ellis, N; Stanton, T (Eds)	: Radcliffe, 1994
Manage Your Time How to Work More Effectively (Revised Edition)		A & C Black, 2010
Making Your Work Work – Everyday Performance Revolution	Gillett, J	Infinite Ideas, 2014
Management (4th Ed)	Boone, LE ; Kurtz, DL	: McGraw Hill, 1992
Management in Ten Words	Leahy, T	Random House Business books, 2013
Management: Concepts and Practices (3rd Ed)	Hannagan, T; Bennett, R	FT Prentice Hall, 2002
<a href="#">Management Starts With You: Gain Confidence and Success as a Leader and Manager</a>	Hester, A	Robinson, 2017
<a href="#">Management Teams: Why they Succeed or Fail (3rd Edition)</a>	Belbin, RM	Routledge, 2010
Managers as Mentors - Building Partnerships for Learning	Bell, CR	Berrett-Koehler, 1996
Managing	Mintzberg, H	FT Prentice Hall, 2011
Managing Change	Heller, R	Dorling Kindersley, 1998
Managing Change and Transition	Harvard Business School	Harvard Business School, 2003
Managing Change: A Strategic Approach to Organisational Dynamics (4th Ed)	Burnes, B	Financial Times Prentice Hall, 2004
Managing for Dummies : A Comprehensive Guide to the Fundamentals of Effective Management	Pettinger, R; Nelson, B; Economy, P	John Wiley & Sons Ltd, 2007
Managing: Fast Track to Success	ONeill, C; Mowll, J	FT Prentice Hall, 2010
<a href="#">Managing People</a>	Hunsaker, PL; Hunsaker, J	Dorling Kindersley, 2015
Managing People & Performance: Fast Track to Success	Ross, D	FT Prentice Hall, 2010
Managing Performance Appraisals	Myland, L	: Croner, 1992
Managing Service Companies - Strategies for Success	Irons, K	: Addison-Wesley, 1993
Managing Time - Focus on What Matters Avoid Distractions Get Things Done	Harvard Business School	Harvard Business Review Press, 2014
Managing Up (20 Minute Manager)	Harvard Business	Harvard Business Review Press, 2014

Marketing on a Beermat - The Essential Guide for all Small Businesses	West, C	London: Random House Business Books, 2008
Marketing Plans (2nd Ed)	McDonald, MHB	: Butterworth Heinemann Oxford, 1989
Marketing Professional Services	Forsyth, P	: Pitman London, 1992
Marketing Professional Services - Practical Approaches to Practice Development	Forsyth, P	: Kogan Page, 1995
Marketing the Professional Services Firm	Young, L	John Wiley & Sons, 2005
<a href="#">Mastering Communication in Dentistry : The Secret to Long-Term Patient Retention</a>	Chotai, M	Createspace Independent Pub Platform, 2016
Medical Journalism - The Writer's Guide	Albert, T	: Radcliffe Oxford, 1993
Medicine and the Internet - The Essential Guide for Doctors (3rd Ed)	McKenzie, BC	Oxford University Press, 2002
Meeting ISO 9000 in a Total Quality World	Sayle, AJ	: A.J. Sayle Assoc, 1994
Meetings	Parry, H	: Croner, 1991
Mind Maps for Business - Revolutionise Your Business Thinking and Practise	Buzan, T; Griffiths, C	BBC Active, 2010
Mind Power - Change Your Thinking, Change Your Life	Borg, J	Pearson, 2013
Mindfulness for Busy People - Turning Frantic and Frazzled into Calm and Composed	Sinclair, M; Seydel, J	Pearson, 2013
<a href="#">Motivation And Performance - A Guide To Motivating A Diverse Workforce</a>	Macrae, I; Furnham, A	Kogan Page, 2017
<a href="#">Myths Of Management - What People Get Wrong About Being The Boss</a>	Stern, S; Cooper, C	Kogan Page, 2018
<a href="#">Myths Of Work: The Stereotypes And Assumptions Holding Your Organization Back</a>	MacRae, I; Furnham, A	Kogan Page, 2018
<a href="#">New One Minute Manager</a>	Blanchard, K	Thorsons, 2015
No More Consultants	Parcell, G; Collison, C	John Wiley, 2009
Obsessive Branding Disorder - The Business of Illusion and the Illusion of Business	Conley, L	PublicAffairs, 2008
Office Politics - How to Thrive in a World of Lying, Backstabbing and Dirty Tricks	James, O	Vermilion, 2013
<a href="#">One Mission - How Leaders Build A Team Of Teams</a>	Fussell, C; Goodyear, CW	Macmillan, 2017
Organizations Don't Tweet, People Do - A Manager's Guide to the Social Web	Semple, E	Wiley, 2012
Organized Uncertainty : Designing a World of Risk Management	Power, M	Oxford University Press, 2007
<a href="#">Our Iceberg is Melting: Changing and Succeeding Under Any Conditions</a>	Kotter, J; Rathgeber, H	Macmillan, 2006

Outliers - The Story of Success	Gladwell, M	Penguin, 2008
Overwhelmed: Work, Love and Play When No One Has The Time	Schulte, B	Bloomsbury Publishing, 2014
People Management Secrets	Slater, R	Collins, 2010
<a href="#">People with Purpose: How Great Leaders Use Purpose to Build Thriving Organizations</a>	Murray, K	Kogan Page, 2017
Perfect Recruitment - All You Need to get it Right First Time	Oates, D ; Shackleton, V	: Arrow Business Books, 1994
Performance management and appraisal in health services	Edis, M	: Kogan Page London, 1996
Permission Marketing	Godin, S	: Simon & Schuster New York, 1999
Person-Centred Communication: Theory, Skills & Practice	Motschnig, R; Nykl, L	Open University Press, 2014
Person Centred Counselling in Action (3rd Ed)	Mearnes, D and Thorne, B	Sage, 2007
Persuasion - The Art of Influencing People (3rd Ed)	Borg, J	Prentice Hall, 2010
Persuasion – the Art of Influencing People (4th Edition)	Borg, J	Pearson Education Limited, 2013
Pocket Guides to the Internet (Volume 2): Transferring Files with File Transfer Protocol (FTP)	Veljkov, M ; Hartnell, G	: Mecklermedia, 1994
Politico's Guide to How to be a Civil Servant (2nd Ed)	Stanley, M	Politico's Publishing Ltd, 2000
<a href="#">Powerhouse</a>	MacNiece, B; Bowen, J	Kogan Page, 2016
Powerhouse: Turbo Boost Your Effectiveness and Start Making a Serious Impact	Clayton, M	Capstone, 2014
Practical Financial Management: Key Financial Statements Tools of Financial Analysis Business Planning	Barrow, C	Kogan Page, 2011
Presentations And Public Speaking - The Lessons From Stand-Up Comedy	Lowry, RJ	Createspace, 2014
Principles of Marketing: European Edition (4th Ed)	Kotler, P; Wong, V; Saunders, JA; Armstrong, G	FT Prentice Hall, 2004
Profitable Social Media Marketing – How to Grow your Business using Facebook, Twitter, Google+, Link	Kitchen, T; Mirza, T	Exposure Ninja, 2013
Provocative Coaching - Making Things Better By Making Them Worse	Hollander, J	Crown House Publishing Ltd, 2013
Quality Without Tears - The Art of Hassle-Free Management	Crosby, PB	: McGraw Hill, 1984
Quiet Impact: How To Be A Successful Introvert	Loehken, S	John Murray Learning, 2014

Real Delegation: How to Get People to Do Things for You - and Do Them Well	Smart, JK	Prentice Hall Business, 2002
Re-Imagine: Business Excellence in a Disruptive Age	Peters, T	DK Publishing, 2003
Re-Inventing the Corporation - Transforming your Job and your Company for the New Information Societ	Naisbitt, J; Aburdene, P	: Macdonald, 1985
Report Writing	Macdonald, JW	: Croner, 1992
<a href="#">Results - Think Less - Achieve More</a>	Smart, J	Z 1 SMA
Rich Dad, Poor Dad: What the Rich Teach Their Kids About Money That the Poor and Middle Class Don't	Kiyosaki, RT	TechPress Incorporated, 2004
Sams Teach Yourself HTML 4 in 24 Hours	Oliver, D	: Sams, 1999
<a href="#">Scrum - The Art Of Doing Twice The Work In Half The Time</a>	Sutherland, J	Random House, 2015
Secrets of Confident Communicators - 50 Techniques to be Heard	Mather, D	Hodder & Stoughton, 2014
Secrets of Success at Work - 50 Techniques to Excel	Cumberland, N	Hodder & Stoughton, 2014
Self-Confidence - The Remarkable Truth of Why a Small Change Can Make a Big Difference (2nd Ed)	McGee, P	Capstone, 2012
Selling the Invisible - A Field Guide to Modern Marketing	Beckwith, H	: Warner Books Inc, 1997
Selling to Win (3rd Ed)	Denny, R	Kogan Page, 2006
Set Up A Successful Small Business	Hughes, V; Weller, D	Teach Yourself Books, 2010
Small Business Home Consultancy Series - Quality Management Systems for Dentists - BS EN ISO 9002:	Kite Consultants Ltd ; Isoplan	: Kite Consultants Ltd/Isoplan, 1994
<a href="#">Social Media Strategy: A Practical Guide to Social Media Marketing and Customer Engagement</a>	Atherton, J	Kogan Page, 2019
Start It Up - Why Running Your Own Business is Easier Than You Think	Johnson, L	Portfolio Penguin, 2013
<a href="#">Stepping Up - How To Accelerate Your Leadership Potential</a>	Wood, S; O'Keefe, N	Pearson Education, 2018
Sticky Marketing: Why Everything In Marketing Has Changed and What To Do About It	Leboff, G	Kogan Page, 2011
Stop Talking Start Doing - A Kick In The Pants In Six Parts	Wasmund, S; Newton, R	Capstone, 2012
Strategic Planning in the Small Business	Stoner, CR ; Fry, FL	: South Western Publishing, 1987
Stuff I Wish I'd Known When I Started Working	O'Connell, F	Capstone, 2015
Succeed as a New Manager: How to Inspire Your Team and be a Great Boss (Revised Edition)		A & C Black Publishers, 2009
Successful Business Plans in a Week	Maitland, I	Hodder Education, 2012
Successful Business Presentations	Parry, H	: Croner, 1991

Successful Marketing in a Week	Davies, E ; Davies, B	: Hodder & Stoughton, 1992
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