

# The Feminist Bookshop

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## WORK PLACE ISSUES

### **Making Groups Work**

*Joan Benjamin \$35.00*

Essential guide for anyone interested in working with groups.

### **Five Good Minutes**

*Jeffrey Brantley \$28.95*

100 morning practices to help you feel calm and focused all day, either at home or in the workplace.

### **Five Good Minutes In The Evening**

*Jeffrey Bradley \$29.95*

100 mindful practices to help you unwind at end of a busy day.

### **Awake At Work**

*Michael Carroll \$29.95*

Practical Buddhist principles for discovering clarity and balance in the midst of works chaos.

### **Capitalizing On Being Woman Owned**

*Janet Christy \$27.95*

Expert advice for women who have or are starting their own business. USA oriented but useful for local conditions .

### **Everyone Can Win**

*Helena Cornelius & Shoshana Faire \$24.95*

Practical advise on how to resolve conflict, from minor to major.

### **The Gentle Revolution**

*Helena Cornelius \$26.95*

Men and women at work, what goes wrong and how to fix it. Looks at differences in styles of men and women and how to resolve differences, and get the best out of both.

### **The 7 Habits Of Highly Effective People**

*Stephen Covey \$29.95*

Powerful lessons in personal change for personal or professional arenas.

### **Living The 7 Habits**

*Stephen Covey \$24.95*

Stories of inspiration from people who practice the 7 habits, guidance on using these principles in your home and work life.

### **The 7 Habits Workbook**

*Stephen Covey \$29.95*

Useful companion to all Covey books on putting ideas into practice.

### **The Gentle Art Of Verbal Self-Defence**

*Suzette Elgin \$37.95*

A guide through the minefields of workplace communication, and for dealing with verbal attacks and misunderstandings.

### **Controlling People**

*Patricia Evans \$19.95*

How to recognize, understand, and deal with them.

### **The Verbally Abusive Relationship**

*Patricia Evans \$19.95*

How to recognize verbal abuse and how to respond.

### **Workplace Intervention**

*James Fearing \$34.95*

Helping addicted employees become productive again. A book to help managers understand alcoholism and depression in the workplace.

### **How To Stop Backing Down & Start Talking Back**

*Lisa Frankfort \$25.95*

Strategies for assertiveness, and to hold your own with difficult people.

### **Toxic Emotions At Work**

*Peter Frost \$29.95*

Learn how to handle emotions in the stress of the workplace.

### **Consensus**

*Peter Gelderloos \$21.95*

New handbook on decision making and group process for grassroots social, political, and environmental groups. Handbook for anyone aspiring to cooperation without conflict.

### **The Women's Book Of Positive Quotations**

*Leslie Ann Gibson ed \$39.95*

A great collection of more than 6000 positive quotations, useful for speech making, public speaking, coaching etc.

### **Love Your Work**

*Maggie Hamilton \$29.95*

Make changes to your work to avoid stress and burnout. Learn how to make the most of your resources.

### **The Assertiveness Handbook**

*Mary Hartley \$23.95*

How to increase your self-esteem and relate well to other people.

### **The Art Of Networking**

*Jennifer Harwood \$30.00*

Practical easy tools and strategies to promote yourself and grow your business.

### **Meeting Skills For Leaders**

*Marion Haynes \$24.95*

Practical guide for more productive meetings, solutions for common problems.

### **Women Leading**

*Sue Hayward \$49.95*

As women move into leadership positions they must contend with the old boy's network that is still prominent in many work places.

### **Women Who Worry Too Much**

*Holly Hazlett-Stevens \$26.95*

How to stop worry and anxiety from ruining relationships, work, and fun. Stop spoiling your enjoyment of work.

### **The Sexual Harassment Handbook**

*Linda Howard \$29.95*

Protection for workers from realities of sexual harassment. How to take action, investigate, and create policies.

**The Woman's Money Book**

*Vivienne James \$29.95*

How to make the most of your own money, and get on the road to financial security.

**Secrets Of Successful Negotiating For Women**

*Wendy Keller \$29.95*

Smart women know how to negotiate. Simple strategies that are effective.

**Women's Power Pocket Book**

*Joan Kirner & Moira Rayner \$8.95*

Small abridged version of their original book, now out of print. Guidelines for women at work.

**Time Management Secrets For Working Women**

*Ruth Klein \$32.95*

Helping women to get organized to get the most out of every day.

**Job Seekers Handbook**

*Annee Lawrence \$424.95*

Practical advice from Redfern Legal Centre Publishing for job seekers of all ages and levels of experience.

**Leadership Skills For Women**

*Marilyn Manning \$24.95*

How to achieve impact as a manager, leadership is a learned skill.

**Make It Your Business**

*Lucy Martin \$42.95*

The ultimate business start-up guide for women to take the first steps in establishing a business.

**Anger And Conflict In The Workplace**

*Lynn McClure \$29.95*

How to make your workplace less stressful and more productive, by spotting the signs and avoiding trauma.

**Messages**

*Matthew McKay \$36.95*

Communication skills workbook for improving relationships at home or at work, looks at body language, assertiveness, negotiating, influencing others and more.

**Be Bold!**

*Susan Mitchell \$24.95*

Discover the power of praise, in your personal life and in the workplace.

**Workplace Bullying**

*Andrea Needham \$27.95*

Careers can be destroyed by the workplace bully, who will often target "tall poppies" who are seen as competition

**Imagine If**

*Joy Noble \$9.95*

Handbook for activists in developing leadership skills and community strengths.

**Crucial Conversations**

*Kerry Patterson \$29.95*

Tools for talking when the stakes are high. How to negotiate, and be persuasive and not abrasive. Guidelines for those difficult work conversations.

**Preventing Job Burnout**

*Beverly Potter \$24.95*

Guidelines in a workbook for transforming work pressures into productivity.

**Adult Bullying**

*Peter Randall \$49.95*

For managers, counsellors, and social workers. Effective ways to deal with bullying in the community and the workplace.

**Bullying In The Workplace**

*Helene Richards & Sheila Freeman \$27.00*

Bullying is rife and condoned in the adult worlds of politics, sport and in the workplace. Help for victims and employers to deal with it.

**Chained To The Desk**

*Bryan Robinson \$33.95*

Is work costing you the rest of your life? Guidebook for workaholics, their partners, children, and the clinicians who treat them.

**Mentoring**

*Gordon Shea \$24.95*

Develop successful mentoring relationships in your own situation.

**Men & Women : Partners At Work**

*George Simons & Deb Weissman \$24.95*

Ways to improve communications between the sexes in the workplace. Workbook style.

**Working Together**

*George Simons \$24.95*

How to succeed in a multicultural organization. Learning how to accept and enjoy difference in the workplace. Workbook style.

**Doing Leadership Differently**

*Amanda Sinclair \$35.95*

Offers a challenging analysis of the concept of leadership in Australian society. Geared towards executives and managers. Sinclair tackles issues such as gender, power and sexuality in the workplace.

**The End Of Equality**

*Anne Summers \$29.95*

Work, babies and women's choices in 21<sup>st</sup> Century Australia. By groundbreaking feminist author and journalist who interviewed many women to come up with this analysis of the situation for women in Australian society.

**You Just Don't Understand**

*Deborah Tannen \$24.95*

Difficulties in communication between women and men. Explains how and why we are different.

**Creative Problem Solving**

*Donald Treffinger \$48.95*

An introduction to practical ways of solving problems, useful for many workplace dilemmas.

**Raising a Business**

*Sonia Williams \$29.95*

A woman's guide to successfully growing a small business. Covers everything from accounting to marketing to finding a good life-style balance.

**Also have a look at our Self-Esteem / Assertiveness Booklist**

*Prices can change without notice due to publisher increases beyond our control.*