

Audio Tapes By Title

TITLE	AUTHOR
Creation Teamwork: Proven Techniques For Increasing the Output, Quality and Creativity of Your Staff	Shelton, Lee
Getting Things Done: Strategies You Can Use Immediately to Save Time and Achieve More Every Day	Bliss, Ed
How to Deal With Difficult People: Strategies for Getting Results with the Hard-To-Handle People in Your Life	Brinkman Dr., Rick and Kirschner Dr., Rick
How to Listen Powerfully: Reduce misunderstandings, sharpen your concentration, and hear more of what people are saying.	Battles, Brian
How to Set and Achieve Goals: Strategies for Taking Control of Your Life and Getting What You Want	Sommer, Ph.D., Bobbe
Salary Negotiation: How to Make \$1000 A Minute	Chapman, Jack