

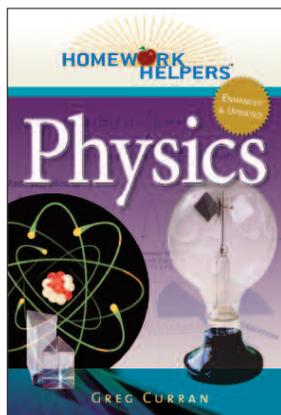
The Hands-Off Manager

How to Mentor People and Allow Them to Be Successful

Steve Chandler and Duane Black
5 1/2 x 8 1/2, paper, 224 pp. (est.)
EAN 978-1-60163-223-4
\$14.99 (Can. \$17.50)
March 2012

“The ‘bible’ for employee empowerment.”
—Rebecca Clement, Soundview
Executive Book Summaries

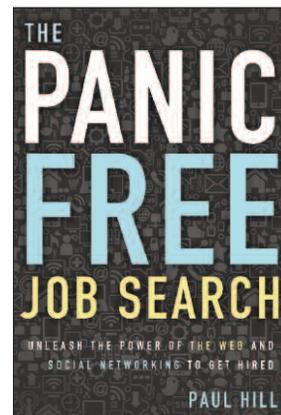
“Steve Chandler and Duane Black present an approach to management that promises to lower your stress level, increase your happiness and allow everyone in your organization to be more creative and productive.”
—Rolf Dobelli, *getAbstract.com*



Homework Helpers: Physics

Greg Curran
7 x 10, paper, 336 pp. (est.)
EAN 978-1-60163-209-8
\$17.99 (Can. \$20.95)
March 2012

Homework Helpers: Physics is the latest book in the popular series to help students master the material and tackle the tests. Now printed in two colors, this comprehensive guide will help any student unravel the formulas that describe the world around him or her.

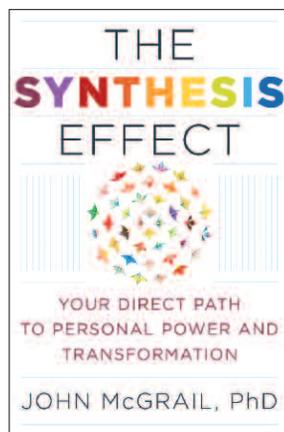


The Panic Free Job Search

Unleash the Power of the Web and Social Networking to Get Hired
Paul Hill
6 x 9, paper, 256 pp. (est.)
EAN 978-1-60163-203-6
\$15.99 (Can. \$18.50)
March 2012

“Transition expert Paul Hill changes the conversation about how to get hired with his innovative use of social media.”
—Libby Gill, best-selling author of *You Unstuck*

Employers are scanning the Web using advanced tools to capture signals from LinkedIn, Facebook, and Twitter to recruit candidates. Based on leading Internet strategies, *The Panic Free Job Search* shows you how to get hired:

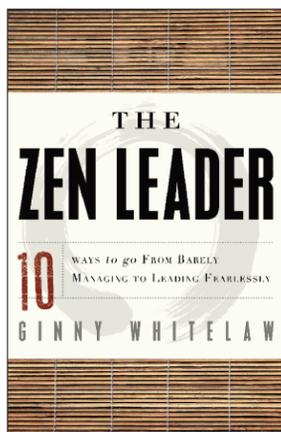


The Synthesis Effect

Your Direct Path to Personal Power and Transformation

John McGrail, Ph.D.
6 x 9, paper, 224 pp. (est.)
EAN 978-1-60163-205-0
\$15.99 (Can. \$18.50)
March 2012

The Synthesis Effect provides simple, powerful, and clinically proven techniques for creating personal change and transformation while outlining a realistic roadmap to help us rediscover our power, save ourselves, and save our planet.



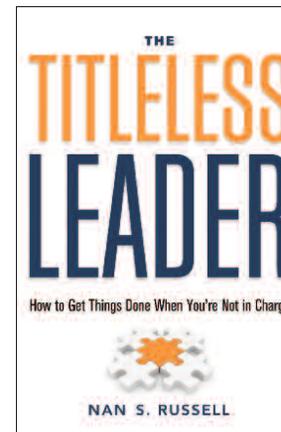
The Zen Leader

From Barely Managing to Mastering Change

Ginny Whitelaw
6 x 9, paper, 256 pp. (est.)
EAN 978-1-60163-211-1
\$16.99 (Can. \$19.50)
April 2012

“This book is an incredible journey through soul-searching ideas, [providing] a laser-focus on critical leadership issues, and practical exercises that embed the understanding and ability to make the flip at our very core. Fascinating!”

—Virginia McLaughlin, Oliver Wyman
Leadership Development



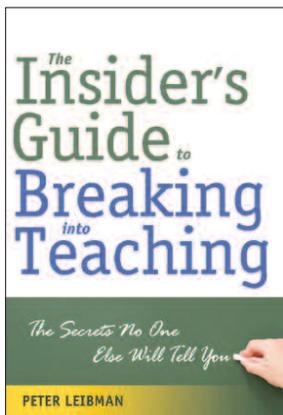
The Titleless Leader

How to Get Things Done When You're Not in Charge

Nan S. Russell
5 1/2 x 8 1/2, paper, 256 pp. (est.)
EAN 978-1-60163-208-1
\$15.99 (Can. \$18.50)
May 2012

“Nan has an uncommon and comprehensive understanding of the workplace. Her talent is embracing and encouraging the diverse gifts of every member of the team, a proven formula for success, and a genuine approach to leadership.”

—Marlene Robinson, Director,
QVC Production Services



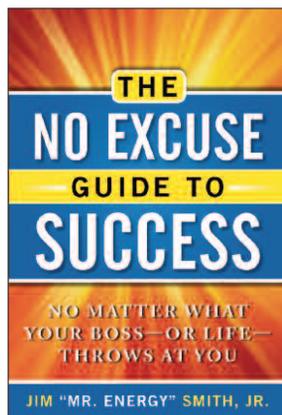
The Insider's Guide to Breaking into Teaching

The Secrets No One Else Will Tell You

Peter Leibman, EdD
6 x 9, paper, 224 pp. (est.)
EAN 978-1-60163-210-4
\$15.99 (Can. \$18.50)

June 2012

In this comprehensive, innovative book, Dr. Peter Leibman, a former K-12 school principal and current college director of student teaching, takes you behind the scenes of the educational system and shares the secrets to landing a teaching job that no one else will tell you.



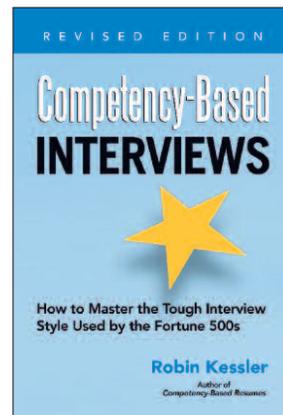
The No Excuse Guide to Success

No Matter What Your Boss—or Life—Throws at You

Jim "Mr. Energy" Smith, Jr.
5 1/2 x 8 1/2, paper, 256 pp. (est.)
EAN 978-1-60163-212-8
\$14.99 (Can. \$17.50)

June 2012

We all know on some level that we are pointing our fingers in the wrong direction, but we just can't seem to help ourselves. *The No Excuse Guide to Success* shows you how to abandon this unworkable routine and stop the destructive pattern of making excuses and blaming others—to stop whining and start winning.



Competency-Based Interviews

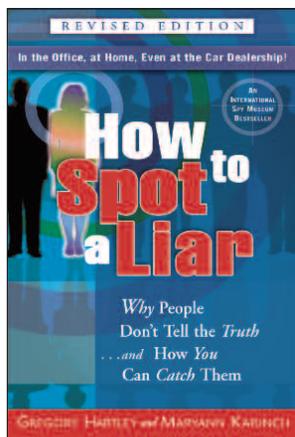
REVISED EDITION

How to Master the Tough Interview Style Used by the Fortune 500s
Robin Kessler
6 x 9, paper, 224 pp. (est.)
EAN 978-1-60163-221-0
\$14.99 (Can. \$17.50)

July 2012

"This book will provide any candidate with a successful game plan to tackle even the most difficult competency-based interview."
—Dennis Donovan, former Executive VP of Human Resources, Home Depot

This revised edition offers you a new and more effective way to handle the tough interviews so that you will emphasize the knowledge, skills, and abilities that you have and that employers demand.



How to Spot a Liar

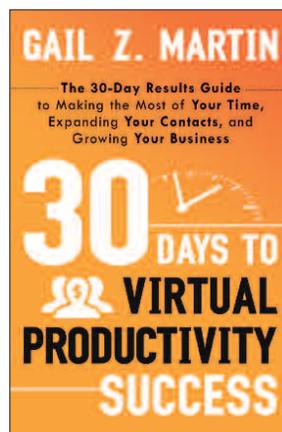
REVISED EDITION

Why People Don't Tell the Truth... and How You Can Catch Them

Gregory Hartley and Maryann Karinch
5 1/2 x 8 1/2, paper, 288 pp. (est.)
EAN 978-1-60163-220-3
\$15.99 (Can. \$18.50)

July 2012

How to Spot a Liar was the first book to give you the tools to figure out what's really going on—to gain the upper hand in salary negotiation, move a prospective client toward the outcome you desire, or find out why you need to end a business or personal relationship. This newly revised edition delves deeper into how and why people lie.



30 Days to Virtual Productivity Success

The 30 Day Results Guide to Making the Most of Your Time, Expanding Your Contacts, and Growing Your Business

Gail Z. Martin
5 1/2 x 8 1/2, paper, 192 pp. (est.)
EAN 978-1-60163-226-5
\$13.99 (Can. \$15.95)

August 2012

30 Days to Virtual Productivity Success is the busy business owner's guide for getting more done with less time, making productive contacts online, and using the power of the Internet to turn productivity into profits. Author Gail Z. Martin has a 26-year marketing career with extensive experience in both virtual and traditional promotion.