

We Welcome International Best-Selling Author
Dr. Bob Nelson to the Career Press Family

1,001 Ways to Engage Employees

Dr. Bob Nelson, multimillion-selling author of *1,001 Ways to Reward Employees* and many other titles

Foreword by Marshall Goldsmith, #1 *New York Times* best-selling author of *Triggers*

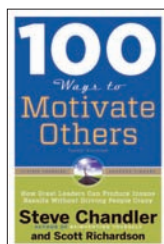
Employee engagement has been consistently cited as a top and growing priority by CEOs, managers, and human resources leaders across the country. This new title from best-selling author Dr. Bob Nelson will help move any organization from just measuring the need to engage employees to actually changing management behaviors that will lead to a stronger culture of engagement. Your organization will become more effective at both attracting and retaining talent and maximizing the contribution of your employees.

1,001 Ways to Engage Employees:

- ☛ Categorizes specific research-based factors proven to impact employee engagement.
- ☛ Cites hundreds of examples of what other companies are doing to enhance employee engagement—ideas you can use right now.
- ☛ Offers practical insights and advice from hundreds of clients Dr. Bob has worked with.
- ☛ Highlights the key research on employee engagement you need to know and use.
- ☛ Is the only resource on the market that guarantees behavioral change on the part of your leaders that will deliver desired results.

Employees are your company's most important asset. Attracting the best, getting them to do their best work, and keeping them in the organization are critical to your company's success. **1,001 Ways to Engage Employees** gives you all the powerful tools you need.

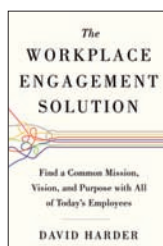
ALSO AVAILABLE :



100 Ways to Motivate Others

THIRD EDITION
Steve Chandler and
Scott Richardson

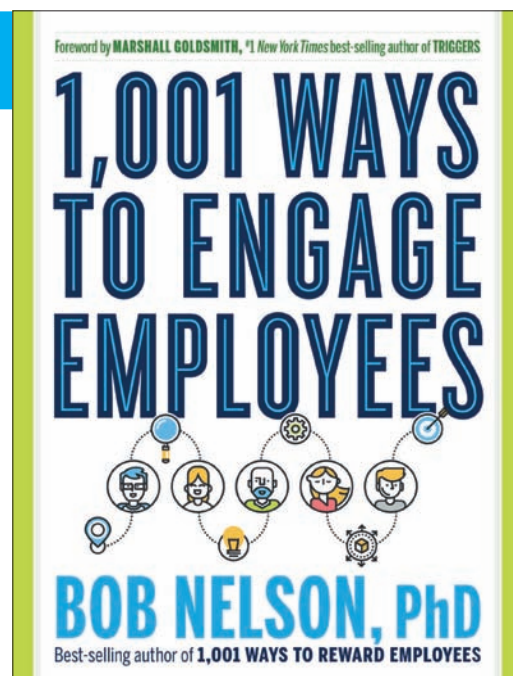
EAN 978-1-60163-243-2
\$15.99 (Can. \$18.50)



The Workplace Engagement Solution

David Harder

EAN 978-1-63265-099-3
\$15.99 (Can. \$20.95)



Pub Date: May 2018
U.S. \$17.99 (Can. \$22.95)

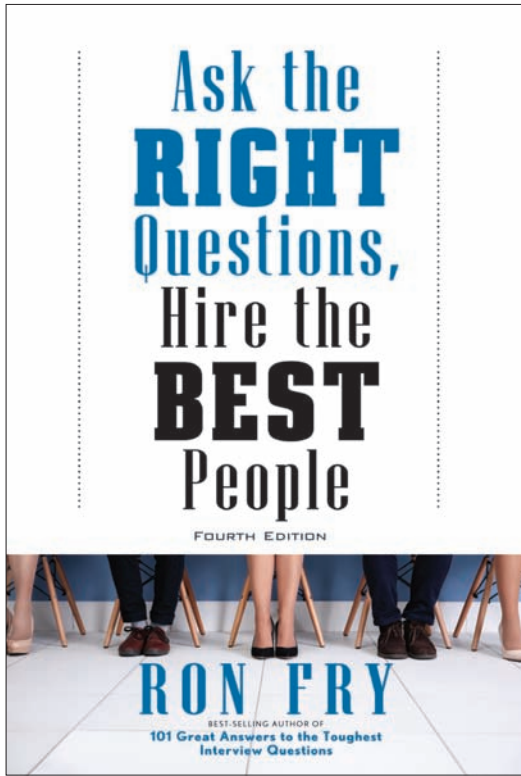
Paper

6 x 8, 304 pp. (est.)

EAN 978-1-63265-137-2

Category: Business/Management
Rights: World

Dr. Bob Nelson is a leading authority on the topics of employee engagement, motivation, recognition, and retention. His many books have sold more than 5,000,000 copies and have been translated into 20 languages. He has spent his career researching best practices and helping managers and organizations implement strategies and practices to enhance the employee experience and achieve greater results for both the organization and employees. He frequently presents for corporations, conferences, and associations across the country and around the world and has been featured in national media such as the *New York Times*, the *Wall Street Journal*, and *CBS 60 Minutes*. He lives in San Diego, California.



Pub Date: March 2018
 U.S. \$15.99 (Can. \$20.95)
 Paper
 5 1/4 x 8 1/4, 224 pp. (est.)
 EAN 978-1-63265-130-3
 Category: Human Resources
 Rights: World English
 Replaces Previous Edition 9781601631084



Ron Fry has written more than 40 books, including the best-selling *101 Great Answers to the Toughest Interview Questions* and *101 Smart Questions to Ask on Your Interview*. He is a frequent speaker and seminar leader on a variety of job-search and hiring topics, and the founder and president of Career Press. He lives in New Jersey with his family.

Ask the Right Questions, Hire the Best People

FOURTH EDITION

Ron Fry, best-selling author of *101 Great Answers to the Toughest Interview Questions*

In this completely updated new edition, the best-selling author of *101 Great Answers to the Toughest Interview Questions* and *101 Smart Questions to Ask on Your Interview* takes you step-by-step through the hiring process. Whether you're replacing an employee who's leaving or creating a new position in your organization, Ron Fry shows you how to write a concise and accurate job description, identify key competencies, and how to translate them into a realistic set of search criteria.

Ask the Right Questions, Hire the Best People also shows you:

- How to attract the best applicants.
- What to look for when you're screening resumes, in your office or online.
- What questions you should ask in the interview...and when to ask them.
- How to listen more effectively to what the applicant is really telling you.
- How to probe for information the applicant doesn't want to reveal.
- What questions the law permits and forbids.

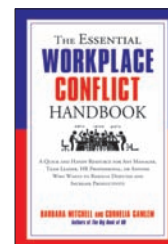
Whether you're an interviewing novice or a seasoned pro, you'll find all the answers you need in **Ask the Right Questions, Hire the Best People**, including new chapters on questions for managers and executives, identifying core competencies, and unearthing hidden objections.

ALSO AVAILABLE :



The Big Book of HR
 REVISED AND EXPANDED EDITION

Barbara Mitchell and Cornelia Gamlem
 EAN 978-1-63265-089-4
 \$21.99 (Can. \$28.95)



The Essential Workplace Conflict Handbook

Barbara Mitchell and Cornelia Gamlem
 EAN 978-1-63265-008-5
 \$14.99 (Can. \$17.95)

The Madoffs Among Us

Combat the Scammers, Con Artists, and Thieves Who Are Plotting to Steal Your Money

William M. Francavilla, CFP®

INCLUDES THE
5 MOST IMPORTANT
QUESTIONS TO ASK
YOUR FINANCIAL
ADVISOR

“The Madoffs Among Us is an excellent book which will empower the reader to recruit and fully engage a financial consultant for maximum effect. I highly recommend this tract. You won’t be sorry you read it!”

—Patrick J. Succi, PhD, former dean, Frank G. Zarb School of Business, Hofstra University

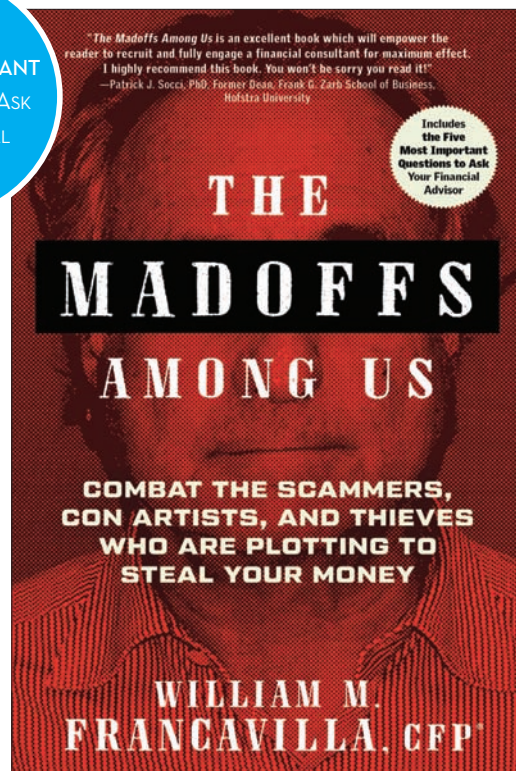
Each year Americans lose billions of dollars to fraudulent activity.

The Madoffs Among Us shows you in graphic detail why and how people fall prey. Most important, it shows you how to easily identify the people who perpetrate these crimes and avoid their deceitful practices. Why do smart people fall for these cons? What are today’s most common scams? And how can you avoid becoming a victim?

Many people abdicate their responsibility to participate in the investment process because they just don’t know much about financial planning, and they rely upon an advisor. **The Madoffs Among Us** arms you with tangible and simple actions to protect your wealth, no matter its size. From the very first chapter, you will appreciate why good advisors are worth their weight in gold and bad advisors could cost you a fortune.

With uncertainty surrounding the potential repeal of some of the most important protections of the Dodd-Frank Act this book will become even more important.

The real-life examples of fraud are numerous and alarming, but **The Madoffs Among Us** gives you the concrete measures you can take to minimize the possibility of being ripped off.



Pub Date: March 2018
U.S. \$15.99 (Can. \$20.95)

Paper
5 ½ x 8 ¼, 224 pp. (est.)
EAN 978-1-63265-128-0

Category: Investing
Rights: World



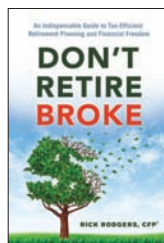
William M. Francavilla is a Certified Financial Planner® with more than 30 years of experience in the financial services industry. He has worked as an investment advisor and professional trainer to several Fortune 500 companies, and retired from Legg Mason as senior vice president and director of corporate wealth management.

Francavilla presently is a consultant to some of the most successful financial advisors and financial firms in the country. He speaks and writes to help clients and advisors better understand how best to succeed. His book is highly acclaimed by leaders in the financial industry.

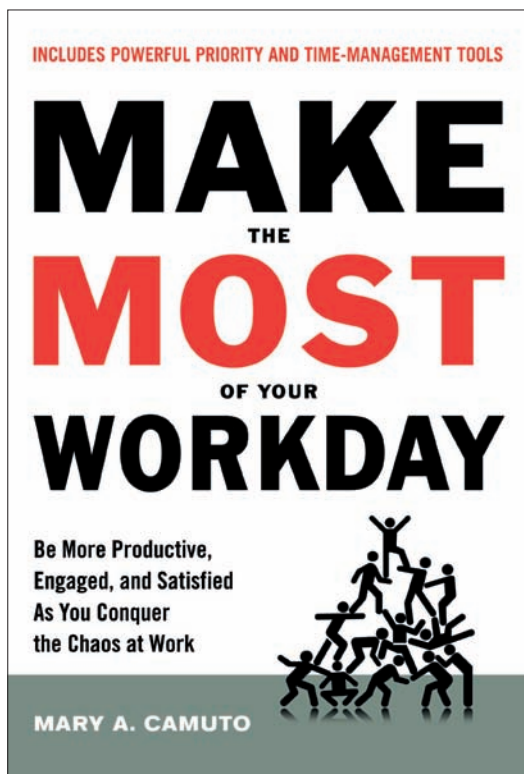
ALSO AVAILABLE:



Financial Statements
REVISED AND EXPANDED EDITION
Thomas Ittelson
EAN 978-1-60163-023-0
\$19.99 (Can. \$24.95)



Don't Retire Broke
Rick Rodgers, CFP®
EAN 978-1-63265-085-6
\$17.99 (Can. \$22.95)



Pub Date: May 2018
 U.S. \$14.99 (Can. \$19.95)
 Paper
 6 x 9, 192 pp. (est.)
 EAN 978-1-63265-129-7
 Category: Time Management
 Rights: World
 10-20 Charts/Tables



Mary A. Camuto is the founder of MC Consulting, a firm specializing in leadership and organization development, training events, and live webinars. Her clients have included thousands of individuals, teams, and leaders from diverse organizations, levels, and generations. Camuto connects in a lively way with her clients' workday frustrations, experiences, and emotions, often tapping her own firsthand experiences working as part of organizations and teams that are understaffed, undergoing drastic changes, or trying to do more with less. She lives in Alexandria, Virginia.

Make the Most of Your Workday

Be More Productive, Engaged, and Satisfied as You Conquer the Chaos at Work

Mary A. Camuto

Even if you don't have your dream job, every day is precious and filled with opportunities. **Make the Most of Your Workday** challenges you to actively manage and make the most of workday possibilities and problems. With drive, determination, and optimism, it offers solutions to workday predicaments. You can take control; you don't have to wait for leaders, people, or circumstances to change. No matter your level, situation, or dilemma, Mary Camuto shows you how to regroup, reframe, and bounce back.

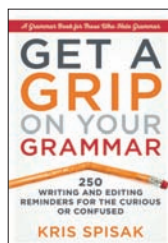
Make the Most of Your Workday begins with six common scenarios. Can you relate to any of the following challenges?

- Getting caught up in office dramas.
- Watching workloads increase while resources decrease.
- Feeling your interest, enthusiasm, and focus fade.
- Yearning for effective leadership.
- Wanting to avoid working with certain people.
- Feeling at the mercy of technology.

Make the Most of Your Workday contains powerful strategies and tools from several key areas and combines them into a concise practical guide, from strengthening your mindset and self-awareness to identifying needs and goals, from prioritizing your time and energy to communicating effectively and managing the unexpected.

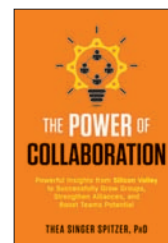
INCLUDES
 POWERFUL
 PRIORITY AND
 TIME-MANAGEMENT
 TOOLS

ALSO AVAILABLE:



Get a Grip on Your Grammar

Kris Spisak
 EAN 978-1-63265-091-7
 \$14.99 (Can. \$19.95)



The Power of Collaboration

Thea Singer Spitzer
 EAN 978-1-63265-123-5
 \$15.99 (Can. \$20.95)

What Self-Made Millionaires Do that Most People Don't

52 Ways to Create Your Own Success

Ann Marie Sabath

Confucius said that a thousand-mile journey begins with a single step. The same principle applies to becoming a self-made millionaire, except this journey is a little shorter, comprising just 52 commonsense practices.

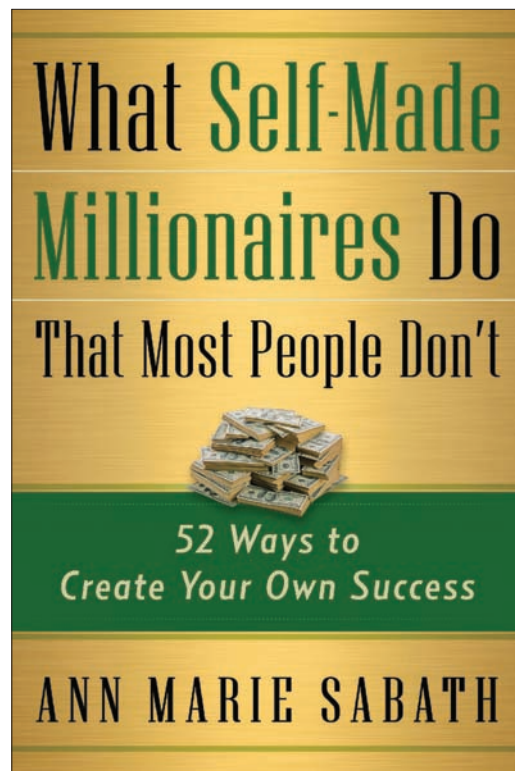
Featuring interviews with a wide-ranging list of self-made millionaires, you will be astonished to see how anyone can achieve this status by creating the right mindset. You will learn how white-collar professionals, blue-collar workers, small business owners, even teenagers alike have joined this million-dollar net worth club by methodically and consistently putting into practice the self-made millionaire game plan revealed in this book.

In **What Self-Made Millionaires Do that Most People Don't**, Ann Marie Sabath makes it easy for you to implement these simple strategies by giving you an action step at the end of each section to help you begin your own self-made millionaire journey.

What Self-Made Millionaires Do that Most People Don't will teach you:

- How to create a self-made millionaire mindset.
- The 25 habits all accomplished individuals have in common.
- How self-made millionaires benefit from “failure.”
- Powerful advice for anyone ready to begin their self-made millionaire journey.

OK, you've been given the rod, now go fish!



Pub Date: May 2018
U.S. \$14.99 (Can. \$19.95)

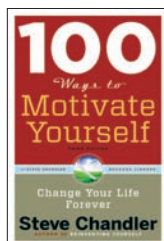
Paper
5 1/4 x 8 1/4, 192 pp. (est.)

EAN 978-1-63265-134-1

Category: Business/Motivation

Rights: World

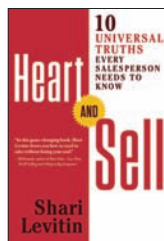
ALSO AVAILABLE:



100 Ways to Motivate Yourself

THIRD EDITION
Steve Chandler

EAN 978-1-60163-244-9
\$15.99 (Can. \$18.50)



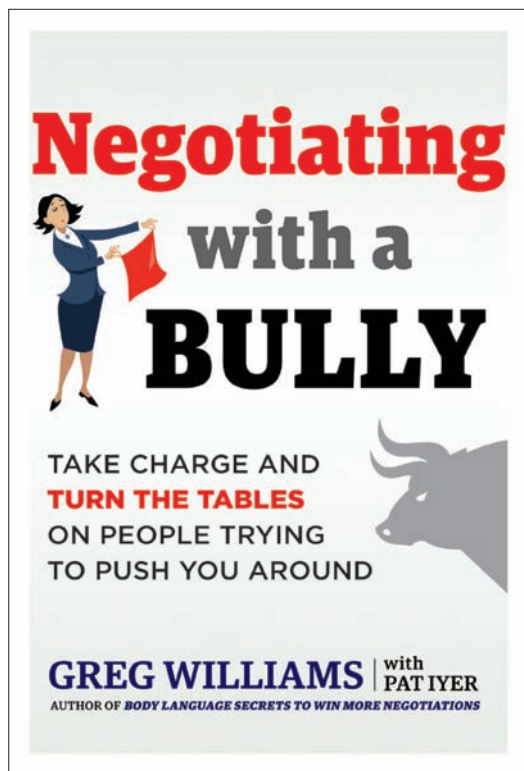
Heart and Sell

Shari Levitin

EAN 978-1-63265-074-0
\$15.99 (Can. \$20.95)



Ann Marie Sabath is the founder of At Ease Inc., a 30-year-old New York-based business consulting firm. Sabath has given more than 200,000 individuals representing Fortune 500 companies across the globe that added polish to help build their organization's profits. Her goal for writing this book is to now assist individuals in learning how to become masters of their own personal success. She is the author of *Business Etiquette* and other business titles for Career Press and has appeared in numerous media, including *Oprah*.



Pub Date: June 2018
 U.S. \$15.99 (Can. \$20.95)
 Paper
 6 x 9, 192 pp. (est.)
 EAN 978-1-63265-135-8
 Category: Negotiating
 Rights: World



Greg Williams is a master negotiator and body language expert. The practical content in this book is driven by the author's deep knowledge of negotiation principles. The author of *Body Language Secrets to Win More Negotiations*, Greg is an internationally known and sought-after consultant and has appeared on numerous television and radio programs. As an author, coach, trainer, and keynote speaker, he teaches negotiation tactics and strategies that anyone can use to achieve better outcomes in every negotiation. He lives in New Jersey.

Negotiating with a Bully

Take Charge and Turn the Tables on People Trying to Push You Around

Greg Williams, author of *Body Language Secrets to Win More Negotiations*
 With Pat Iyer

Everyone has felt bullied at some point in their lives, whether by a family member, childhood acquaintance, colleague, boss, or client. You know you have been bullied when you feel pressured, demeaned, and angered. You walked away from a negotiation feeling like you lost ground. You gave into demands and agreed to something that was not in your best interests. And you resented the way you felt.

Negotiating with a Bully will teach you how to skillfully deal with bullies in different forms and environments. You'll explore the mind-set of a bully and understand the motivations and behavior so that you can gain an advantage over him or her.

Negotiating with a Bully will give you the answers you need to become a more effective negotiator when you are confronted by a bully. You will learn how to quickly and easily:

- ☛ Recognize the tactics of a bully—before you yield ground in a negotiation.
- ☛ Employ an arsenal of negotiation strategies, including some you may have never considered using before.
- ☛ Plan a negotiation with a bully so that you feel prepared to tackle the situation.
- ☛ Interpret the body language of the bully—and his or her target—to better assess his or her intentions.

ALSO AVAILABLE:



Secrets of Power Negotiating
 THIRD ED., 15TH ANN.
 Roger Dawson
 EAN 978-1-60163-139-8
 \$16.99 (Can. \$19.50)



Body Language Secrets to Win More Negotiations
 Greg Williams with Pat Iyer
 EAN 978-1-63265-059-7
 \$16.99 (Can. \$21.95)

The Manager's Answer Book

Powerful Tools to Build Trust and Teams, Maximize Your Impact and Influence, and Respond to Challenges

Barbara Mitchell and Cornelia Gamlem,
authors of *The Big Book of HR*

Congratulations, you're a manager! Of course you have expertise in the field you're managing, but what about everything else? There's so much more to know!

Whether you're a new or seasoned manager, your responsibilities can become overwhelming at times. There are days and new situations that will leave you feeling vulnerable. You don't know where to start or even what to ask!

The Manager's Answer Book can help. In question-and-answer format, this easy-to-use guide provides information on many aspects of managing. You will learn about:

- Getting started: moving from peer to manager, setting goals, managing projects, resources, and much more.
- Developing your management skills: communicating, delegating, motivating, and facilitating.
- Building and managing your team: hiring, firing, and everything in between.
- Creating your personal brand: building credibility for yourself, your team, and your department.
- Managing up, down, and around: working with people and functions in your organization.
- Potential land mines: conflict, change, and risk.
- Legal pitfalls: navigating the miasma of laws and regulations.

The Manager's Answer Book will help any manager stay informed and avoid unknowingly tripping over a new situation. It's a natural complement to *The Big Book of HR*.

THE ULTIMATE
RESOURCE FOR
MANAGERS AT
ALL LEVELS

THE ULTIMATE RESOURCE FOR
MANAGERS AT ALL LEVELS

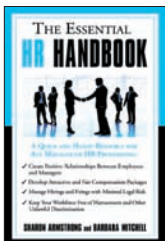
THE MANAGER'S ANSWER BOOK

Powerful Tools to Maximize
Your Impact and Influence,
Build Trust and Teams,
and Respond to Challenges

BARBARA MITCHELL
AND CORNELIA GAMLEM
AUTHORS OF *THE BIG BOOK OF HR*

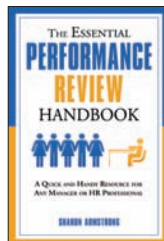
Pub Date: June 2018
U.S. \$16.99 (Can. \$21.95)
Paper
6 x 9, 224 pp. (est.)
EAN 978-1-63265-141-9
Category: Management
Rights: World

ALSO AVAILABLE:



The Essential HR Handbook

Sharon Armstrong and
Barbara Mitchell
EAN 978-1-56414-990-9
\$14.99 (Can. \$16.95)



The Essential Performance Review Handbook

Sharon Armstrong
EAN 978-1-60163-113-8
\$14.99 (Can. \$18.95)



Barbara Mitchell is an author, speaker, and human resources consultant. She is the coauthor of *The Big Book of HR*, *The Essential Workplace Conflict Handbook*, *The Conflict Resolution Phrase Book*, and *The Essential HR Handbook*. Most

of her HR career was spent with Marriott International. Barbara is managing partner of The Mitchell Group and an innovative career transition coach.



Cornelia Gamlem, SPHR, president of The GEMS Group, Ltd., consults, speaks, and writes on human resource and management issues. A recognized expert in employee relations and human resources, she has coauthored

four books, three with Barbara. Cornelia spent most of her HR career with a Fortune 500 IT services company with a global presence.