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LCI Code	Title, Author & Description	RRP	LCI Price	Availability
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Coaching

WHIT

Title: *Coaching for Performance*

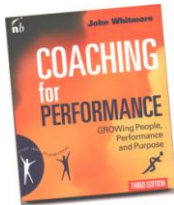
\$39.95

\$39.55

✓

Author: Whitmore, J

ISBN: 978-1857883039



Coaching for Performance is a clear, concise, hands-on and user-friendly coaching guide written in a coaching style. This book will help you learn the skills - and the art - of good coaching, and realise its enormous value in unlocking people's potential to maximize their own performance.

This edition of the definitive guide moves onto new psychological ground with three new chapters on coaching for personal meaning, purpose at work and on corporate values and culture - to GROW people, performance and purpose together. Adopted by many of the world's major corporations, this easy to use title argues persuasively for:

- Using effective questions rather than instructions or commands to raise awareness and responsibility, with extensive examples
- Following the GROW sequence - Goals, Reality, Options, Will - to generate prompt action and peak performance
- The growing need to relate to the individual's sense of meaning and purpose

and examines why:

- Coaches now need enhanced skill levels
- Coaching is the essential team leadership skill.

THIE

Title: *Coaching C.L.U.E.S.*

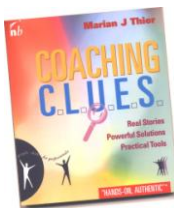
\$39.95

\$20.00

✓

Author: Thier, M., J.

ISBN: 978-1857883374



Coaching C.L.U.E.S. takes a unique birds-eye view of coaching process inside top Fortune 500 companies. The text is framed around five C.L.U.E.S. - Characteristics, Language, Underlying motives, Energy and Stories that focuses on real-world accounts of real people solving real workplace problems.

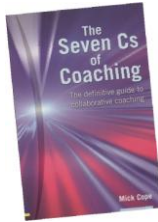
Coaching C.L.U.E.S. shares the insights and techniques, Marian Thier has acquired in fifteen years of service at the frontlines of business. It is a cover-to-cover toolkit of coaching dialogues, skill-building exercises, and 12 unique, field-tested tools. Thier gives voice to how individuals and teams have wrestled with finding new ways to think creatively and to improve their performance by stretching their skills in delegating, brainstorming, personal organization, and customer outreach.

Coaching C.L.U.E.S. delivers the next generation of techniques and tools to transform yesterday's problem into tomorrow's high-performance advantage.



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COPE



Title: *The Seven C's of Coaching*
Author: Cope, M
ISBN: 978-0273681106

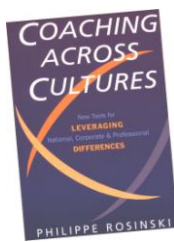
\$39.95 \$18.00



The Seven C's of Coaching offers a collaborative framework to breaking old behaviour patterns and creating new ones. The text demonstrates how building trust, giving feedback, challenging perceptions, highlighting limiting beliefs and surfacing shadows can cut the rubber band that pulls an individual in an unwanted direction.

It also reveals how techniques such as directional setting, creativity tools, rich measures, choice management and planned withdrawal processes can help individuals lock in a new pattern of behaviour.

ROSI



Title: *Coaching Across Cultures*
Author: Rosinki, P.
ISBN: 978-1857883015

\$49.95 \$22.00



Whether you're working across countries or bridging corporate and professional boundaries, the demands of global business require new ways of managing and motivating people.


Coaching Across Cultures introduces a new and more creative form of coaching to meet the demands of today's diverse and international workplace.

The text addresses how we view time, think, organise ourselves, define our purpose, relate to power and cope with uncertainty and presents practical and effective coaching methods with plenty of illustrations, workplace examples, activities, and tools, to help you push beyond the confines of your own culture's norms, values and beliefs when working with colleagues or coaching clients.

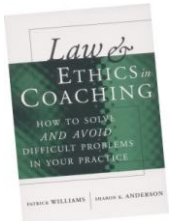
This text is written for coaches, executives, managers and professionals aspiring to become coaches, and for interculturalists who want to enhance their consultation or training sessions.

Coaching Across Cultures demonstrates how coaches and interculturalists can discover creative solutions to problems and leverage cultural differences, and how they can turn these powerful ideas into action to facilitate the high performance of individuals and teams.



LCI Code	Title, Author & Description	RRP	LCI Price	Availability
BENCH	<p>Title: <i>Career Coaching: An Insider's Guide</i> Authors: Bench, Marcia A. ISBN: 978-0981700502</p>  <p>This newly expanded edition of Career Coaching is the only textbook on career coaching in print today and is used as a text for the training programs offered by Career Coach Institute, founded by the author. It will help the reader learn how to become a successful career coach by mastering the 26 areas of expertise required in career coaching. The book is divided into four key Parts: the field of career coaching, the Authentic VocationT Model of Career Design, the QuantumShift! Coaching Model, and all aspects of Job Search Mechanics - the job search from A to Z. Updated resumes and cover letters, new sections on personal branding and social networking, and much more make this a "must have" volume for any career or human resource professional.</p> <p>This new edition also features coaching examples, dozens of powerful coaching questions, career coaching tips and traps, and a Career Coach's Toolbox containing more than 30 worksheets, exercises, and forms to use with clients and help you build a successful practice.</p>	\$67.00	\$53.95	✓

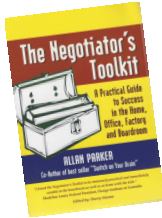


WILL	<p>Title: <i>Law and Ethics in Coaching</i> Authors: Williams, P., Anderson, S., K. ISBN: 978-0471716143</p>  <p>Law and Ethics in Coaching is the first text to comprehensively look at ethical and legal issues in coaching. From coaching client conflicts to conflicts of interest, from assessments to informed consent, the authors detail the breadth of ethical quandaries in coaching and provide highly practical advice for avoiding problems – and solving them. With contributions from leaders in law, ethics and coaching, the text includes coverage of:</p> <ul style="list-style-type: none"> → the emergence of the coaching profession and its intersection with ethics and law → foundation of ethics for professions → making ethical choices → getting, growing and measuring coaching ability → developing and maintaining client trust → multiple-role relationship in coaching → ethical use of assessments in coaching → legal issues and solutions for coaches → the intersection of culture and ethics in organisations → coaching into the future <p>This comprehensive text is filled with a dynamic blend of case studies, discussion questions and illuminating quotes. It is both a trailblazing professional reference and an unparalleled text book for coaching students.</p>	\$59.95	\$27.00	✓
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Negotiating

PARK1



Title: *The Negotiator's Toolkit*
Authors: Parker, A.
ISBN: 0-646-31817-9

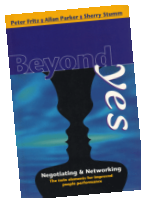
\$27.45 \$20.40



The Negotiator's Toolkit looks at negotiation skills as a critical set of tools that can be employed within any environment and which can be used for the betterment of all individuals.

This text is a tool for managing your interactions and your relationships with others. Essentially, it's about how to get more out of your life in general. How to make it more productive, how to be cooperative, receive cooperation, give and receive support and how to develop greater consideration to and for others.

PARK2



Title: *Beyond Yes – Negotiating and Networking*
Authors: Parker, A.
ISBN: 978-0975176405

\$27.45 \$20.40



Beyond Yes is about putting the process of living and improving the performance of people into a new light. While much has been written about the need for a well thought-out planning process and a closely related financial plan addressing budget and cash flows, these elements are not the only ingredients of business success. This book is about the growing importance of the people side of business – the need for sound negotiation skills and the art of building alliances and strong long-term networks. The importance of these twin elements for lifting human performance rests on the notion that it is the skilled management of people that makes the difference between success and failure, and between short and long-term success.

Executive Coaching

SKIF1



Title: *The Complete Guide to Coaching at Work*
Authors: Skiffington S & Zeus, P.
ISBN: 978-0074708422

\$29.95 \$26.00



The Complete Guide to Coaching at Work offers people stepping into the dynamic and progressive area of coaching, an introduction to coaching, with a step-by-step blueprint of successful coaching methods, models and tools.

It includes insights on how to permanently enhance personal and organizational effectiveness, performance, and growth in the workplace.

This concise guide uses case studies and an accessible format to make it easy to use and informative. It contains useful insights on how to permanently enhance personal and organizational effectiveness, performance and growth in the work place.



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SKIF2



Title: *The Coaching at Work Toolkit: A Complete Guide to Techniques & Practices*

Authors: Skiffington S. & Zeus, P.

ISBN: 978-0074711033

\$29.95

\$25.00



The **Coaching at Work Toolkit** is a comprehensive, practical resource for coaches in the use of theories, tools, techniques and practices that affect learning and change. This text offers coaching tools and psychology-based techniques and is a much-needed guide to understanding the practice of coaching and applying the theories and language associated with it. Anyone interested in achieving their best and staying ahead of the competition should read this book.

This text is a priceless toolkit of validated coaching tools and psychology-based techniques with case studies, models, practical instructions and application guidelines.

Business Coaching

HARG



Title: *Masterful Coaching Fieldbook*

Author: Hargrove, R

ISBN: 978-0787947552

\$71.95

\$53.00



The **Masterful Coaching Fieldbook** gives you the tools you need to complement and augment your existing coaching skills and make you a masterful coach. It's a hands-on guide that will teach you how to:

- Attract and retain the best talent in your industry;
- Elicit maximum performance from your employees and;
- Encourage employees to think and work better together

This book aims to expand what you already know about managing by distinguishing the specific roles masterful coaches play in producing extraordinary and tangible results amid change and complexity.

The book focuses on coaching both individuals and teams and provides guidelines each in multiple media, face-to-face, phone and email forums.

JAUN



Title: *Managing Yourself and Others*

Authors: Jauncey, P

ISBN: 978-1876344047

\$19.80

\$16.20



Managing Yourself and Others addresses the major issues confronting businesses today, which seem to be understanding staff and clients, communication, self-motivation, personnel (staff retention/ dismissal, discrimination/harassment, etc.), time management, dealing with difficult clients/staff, negotiation/persuasion and handling others.

The text is the result of consultancies, seminars and workshops that Dr Phil Jauncey has been involved in over the past decade.



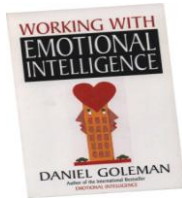
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Personal Development

GOLE

Title: *Working with Emotional Intelligence*
Author: Goleman, D
ISBN: 978-0747543848

\$24.95 \$19.05



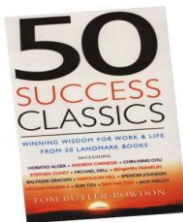
Working with Emotional Intelligence reveals the skills that distinguish star performers from entry-level workers to top executives. It shows that the single most important factor is not IQ, advanced degrees, or technical expertise, but the quality Goleman calls emotional intelligence. Self-awareness, self-confidence, and self-control; commitment, integrity and the ability to communicate, influence and accept and initiate and change.

This text shows that we all possess the potential to improve our emotional intelligence, at any stage in our career. Goleman provides guidelines for cultivating these capabilities and explains why corporate training must change if it is to be effective.

BUTL

Title: *50 Success Classics*
Author: Butler-Bowden, T.
ISBN: 978-1857883336

\$29.95 \$24.50



50 Success Classics maps the road to achievement and prosperity. It is a bite-sized guide to 50 of the most important and inspiring books that have helped legions of readers unleash their potential and discover the secrets to success in work and life.

From amusing and enlightening parables to inspirational rags-to-riches stories of industrialists, philanthropists, and entrepreneurs - Henry Ford to John Paul Getty, Andrew Carnegie to Sir Ernest Shackleton, Michael Dell to Sam Walton - **50 Success Classics** will leave you inspired and yearning for more insights from the featured landmark books and renowned authors.

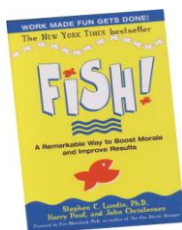
LUND

Title: *Fish! A Remarkable Way to Boost Morale and Improve Results*

\$17.95 \$14.70



Authors: Lundin, S., C.
ISBN: 978-0786866021



Fish! Is an engrossing parable of a fictional manager who has the responsibility of turning a chronically unenthusiastic and unhelpful department into an effective team. Seattle's Pike Place Fish is a world famous market that is wildly successful thanks to its fun, bustling, joyful atmosphere and great customer service. By applying ingeniously simple lessons learned from the Pike Place, the manager discovers how to energise and transform her workplace.

The easy to read text addresses some of today's most pressing work issues with an engaging metaphor and an appealing message. **Fish!** offers wisdom that is easy to grasp, instantly applicable, and profound.



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Total				\$

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