

“The 7 Habits of Highly Effective People”

Restoring the Character Ethic

by Stephen R. Covey

“Accounting Essentials for Career Secretaries”

A system of accounting which can be used in any business office

By Arthur E. Carlson, PhD; James A. Heintz, DBA, CPA; and, Mary E. Burnet, MBA, CPA

“Coping with Difficult People”

Teaching you how to identify, understand, and copy with difficult people

by Robert M. Bramson, PhD

“Corporate Etiquette”

The essential guide to getting along and getting head in the fast-changing business world of today

by Milla Alihan

“Covering the Business Beat”

Strategies for Publishing What you Write

by ABWA member Stephanie Hainsfurther with Emily Esterson

“Creative Decision Making”

Using Positive Uncertainty

by H.B. Gelatt and Carol Gelatt

“Don’t Talk About It, DO IT”

A proven program for financial and personal achievement

by Grant G. Gard

“Effective Human Relations in Organizations”

An expanded introduction to the human side of the working world

by Barry L. Reece and Rhonda Brandt

“Fire Up Your Life!”

With a Wise Man, a Mentor and an Angel”

by Donna Hartley

“Get A Life”

You Don’t Need a Million to Retire Well

by Ralph Warner

“Heart to Heart”

Deepening Women’s Friendships at Midlife

by Patricia Gottlieb Shapiro

“Hit Me with Your Best Shot”

A Fight Plan for Dealing with All of Life’s Hard Knocks
by Jackie Kallen

“Intelligent Business Alliances”

How to profit using today’s most important strategic tool
by “Lorraine Segil”

“Interviewing: More Than a Gut Feeling”

Take the Guesswork out of Hiring!
by Richard S. Deems, PhD

“It’s a Jungle Out There”

Dealing with Difficult Behavior in the Workplace
by Charles Malloy

“The Legal Environment of Business”

A course on the legal environment for those with careers in business and other fields
by Roger E. Meiners; Al H. Ringleb; and, Frances L. Edwards

“Life Compass for Women”

The Indispensable Guidebook on Life Management for Busy Women
by ABWA member Connie Aden and others

“Management of Organizations and Human Resources”

This book describes how to manage people and activities so that goals can be achieved
by James A. F. Stoner and R. Edward Freeman

“The Martha Rules”

10 essentials for achieving success as you start, build, or manage a business
by Martha Stewart

“Motivation in the Workplace”

Inspiring Your Employees
by Lydia Banks

“Nice Girls Don’t Get Rich”

75 Avoidable Mistakes Women Make with Money
by Lois P. Frankel, PhD

“Order From Chaos”

A 6-Step Plan for Organizing Yourself, Your Office, and Your Life
by Liz Davenport

“Pocket Gardening for Your Outdoor Living Spaces”
Tips for Creating the Perfect Garden in Small Spaces
by ABWA member Stephanie Hainsfurther

“Power Networking”
55 Secrets for Personal & Profession Success
by Donna Fischer and Sandy Vilas

“Rightful Termination”
Avoiding Litigation
by Ron Visconti, MA and Richard Stiller

(VHS – Video Training Series)
“Self-Esteem: The Power to Be Your Best”
Gain Confidence and Self-Assurance by Developing High Self-Esteem
With Patricia Wilson (ABWA SuccessNet)

“Selling Is a Woman’s Game”
15 Powerful Reasons Why Women can Outsell Men
by Nicki Joy with Susan Kane-Benson

“Speak with Power and Grace”
A Woman’s Guide to Public Speaking
by Linda D. Swink

“Statistics for Mangers in Insurance Companies”
Provides a meaningful and understandable treatment of the principles and uses of basic statistics.
by Robert D. Mason

“TeamThink”
Using the Sports Connection to Develop, Motivate, and Manage a Winning Business Team
by Don Martin

“Trump Style Negotiation”
Powerful Strategies and Tactics for Mastering Every Deal
by George H. Ross

“The Virtual Office Survival Handbook”
What Telecommuters and Entrepreneurs Need to Succeed in Today’s Nontraditional Workplace
by Alice Bredin

“Why Good Girls Don’t Get Ahead but Gutsy Girls Do”
9 Secrets Every Working Woman Must Know
by Kate White

“Work with Passion”
How To Do What You Love For a Living
by Nancy Anderson

“Yoga”
For Women at Midlife and Beyond
by Pat Shapiro, MSW, RYT