

Professional Education  
Lending Library

**Books:**

***How To Become A Rainmaker: The Rules For Getting & Keeping Customers***  
Jeffrey J. Fox

***High Efficiency Selling: How Superior Sales People Get That Way***  
Stephan Schiffman

***Strategic Planning: What Every Manager Must Know***  
George A. Steiner

***Behavior-Based Interviewing: A Crisp Fifty Minute Book***  
Terry L. Fitzwater

***Managing Stress For Mental Fitness*** (A Crisp Fifty Minute Book)  
Merrill F. Raber/George Dyck

***Understanding Leadership Competencies*** (A Crisp Fifty Minute Book)  
Patricia Guggenheimer/Mary Diana Szulc

***Being Ok Just Isn't Enough: The Power Of Self-Discovery***  
Doris Wild Helmering

***Cold Calling Techniques***  
Stephan Schiffman

***Putting Anger to Work For You***  
Ruth & Joel Schroeder-SkillPath Publications

***Taking Charge-A Personal Guide to Managing Projects & Priorities-***  
Michal E. Feder-SkillPath Publications

***Power Write!-A Practical Guide to Words that Work***  
Helen Hinis-SkillPath Publications

***New & Improved!-25 Ways to be More Creative & More Effective***  
Pam Grout-SkillPath Publications

***Your Total Communication Image-Power Voice, Language, Speech, Talk***  
Janet Signe Olson, Ph.D.-SkillPath Publications

***Stress Control***  
Steve Bell-SkillPath Publications

***Enjoy Your Debt Collecting and Make Friends of Customers***  
Jack Renton

***The Complete Book of Business Plans-Simple Steps to Writing a Powerful Business Plan***  
Joseph A. Covello & Brian Hazelgren

***SmartStart Your Colorado Business***  
From The Oasis Press

***How To Incorporate and Start a Business in Colorado***  
J.W. Dicks, Esq.

***Easy Word-Version 6 for Windows***  
Published by QUE

***A Legal Guide for Small Business – How To Do It Right The First Time***  
Charles P. Lickson-Crisp Publications

***Effective Videoconferencing – Techniques for Better Business Meetings***  
Lynn Diamond, Ph.D., Stephanie Roberts

***Writing A Human Resources Manual – A Reference Guide for Managers***  
Susan L. Brock, Sally R Cabbell

***Managing Change at Work – Leading People Through Organizational Transitions***  
Cynthia D. Scott, Ph.D., M.P.H., Dennis T. Jaffe, Ph.D.

**Audio Tapes:**

***How To Handle Difficult People***  
Joe Gilliam

***How To Discipline Employees & Correct Performance Problems***

***Memory Power***

***How to Excel As A Professional Office Manger***

***Organize Your Life and Get Rid Of Clutter***

**Video Tapes:**

***How to Attract and Keep Skilled Workers***