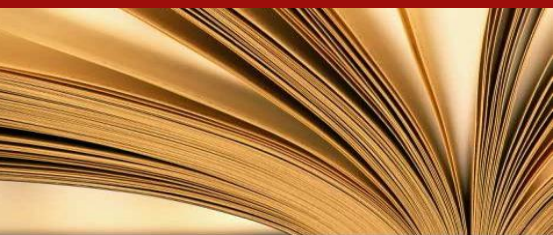


What's NEW FOR YOU @ WORK



Mandurah Library

331 Pinjarra Rd (opposite Centro Mandurah)
Mon-Thur 9-8; Fri 9-6; Sat 9-12
Ph: 9550 3650

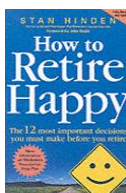
Falcon Library & Community Centre

Cnr Flavia St & Cobblers Rd (opp. Miami Plaza)
Mon-Wed Fri 10-6; Thurs 10-8; Sat 10-4
Ph: 9550 3230

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FREE and all we need is some identification
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NEW RELEASES for JULY 2009



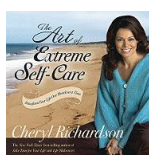
How to retire happy : the 12 most important decisions you must make before you retire / Stan Hinden

Make the most of your retirement-with this comprehensive guide to every aspect of retirement finances. Written by an award-winning Washington Post financial reporter, How to Retire Happy, Second Edition, arms you with easy-to-digest answers to their retirement questions.

Harvard business review on effective communication

Harvard Business Review

With topics that include how to run a successful meeting, change frontline employees' behaviour, and build effective management teams, Harvard Business Review on Effective Communication offers useful tips for all business people.



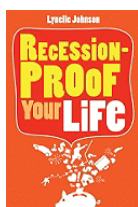
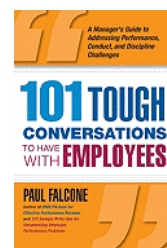
The art of extreme self-care : transform your life one month at a time / Cheryl Richardson.

Offers you 12 strategies to transform your life one month at a time. Designed as a practical, action-oriented program, each chapter challenges you to alter one behavior that keeps getting you in trouble.

101 tough conversations to have with employees : a manager's guide to addressing performance, conduct, and discipline

challenges / Paul Falcone

101 Tough Conversations to Have with Employees offers realistic sample dialogues managers can use to facilitate clear, direct interactions with their employees, helping them sidestep potential awkwardness and meet issues head-on.



Recession-proof your life / Lynelle Johnson

This new book will teach and encourage readers to be proactive in the face of recession. This book covers the practical elements of bullet proofing your job, keeping your career on track and managing your finances.

Making money : the keys to financial success / Paul Clitheroe

Explains how to achieve your financial goals so you can enjoy the good things in life. Even when times are tough, there are plenty of things you can do to make life more comfortable in the short time and ensure your financial security in the future.



Perfect brain training / Philip J. Carter

Perfect Brain Training is essential reading for anyone who wants to improve their mental agility. Containing a series of fun interactive workouts, it helps you develop every aspect of your thinking skills, from logical deduction and creative problem-solving to memory power and verbal dexterity.

