

# Girl Guide Powerpoint Template

EducatedThe Teen Years ExplainedThe Most Magnificent ThingChild Protective ServicesPresentation ZenThe Mysteries of Harris BurdickThe SAS Programmer's PROC REPORT HandbookThe Fundraising CycleMy PowerPoint 2016 (includes Content Update Program)Speaking UpA Newbies Guide to PowerPoint 2013 RTOne Of Us Is LyingBecause of Winn-DixieCan't Beat the Heart of a Carolina GirlLeading Successful ChangeHow To Win Friends And Influence PeopleI Survived the Sinking of the Titanic, 1912 (I Survived #1)Each KindnessDitch That TextbookThe IT Girl's Guide to Becoming an Excel DivaBurro's TortillasGirl, StolenLean Presentation DesignSocial MediaFive StarsPMP Practice Makes PerfectTechnology-mediated Learning Environments for Young English LearnersContent RulesClever Girl FinanceBrown Girl DreamingThe Big Book of Conflict Resolution Games: Quick, Effective Activities to Improve Communication, Trust and CollaborationThe Fault in Our StarsBetter PresentationsBuilding a StoryBrandTemple GrandinThe Presentation BookMarketing Moxie for Librarians: Fresh Ideas, Proven Techniques, and Innovative ApproachesCollaboration Tools for Project ManagersCatching the MoonThe PMP Exam

## Educated

Explains how to use the art of storytelling and the science of journalism to form an authentic message for a company's product and a successful social networking site that can reach a wide audience.

## The Teen Years Explained

We idealize childhood and demonize adolescence, often viewing the typical teenager as a bundle of problems. Yet according to a new book, *The Teen Years Explained: A Guide to Healthy Adolescent Development*, by Clea McNeely, MPH, DrPH and Jayne Blanchard, adolescence can be a time of opportunity, not turmoil. By understanding the developmental stages and changes of adolescence, both teens and adults can get the most out of this second decade of life. In plain English, this guide incorporates the latest scientific findings about physical, emotional, cognitive, identity formation, sexual and spiritual development with tips and strategies on how to use this information in real-life situations involving teens. Whether you have five minutes or five hours, you will find something useful in this book. This practical and colorful guide to healthy adolescent development is an essential resource for parents, teens, and all people who work with young people.

## The Most Magnificent Thing

Jacqueline Woodson is the 2018-2019 National Ambassador for Young People's Literature WINNER OF A CORETTA SCOTT KING HONOR AND THE JANE ADDAMS PEACE AWARD! Each kindness makes the world a little better This unforgettable book is written and illustrated by the award-winning team that created *The Other Side* and the Caldecott Honor winner *Coming On Home Soon*. With its powerful anti-bullying message and striking art, it will resonate with readers long after they've put it down. Chloe and her friends won't play with the new girl, Maya. Every time

Maya tries to join Chloe and her friends, they reject her. Eventually Maya stops coming to school. When Chloe's teacher gives a lesson about how even small acts of kindness can change the world, Chloe is stung by the lost opportunity for friendship, and thinks about how much better it could have been if she'd shown a little kindness toward Maya.

### **Child Protective Services**

Fun and easy to read, this marketing and promotion guide offers you the "big picture" of how best to spend your limited funds and energy to create a successful marketing strategy—from traditional promotions such as advertising and posters to social media marketing. • Takes you through a step-by-step process of creating a marketing campaign that meets the needs of your patrons and your library • Covers conventional marketing strategies such as print and broadcast media along with new social media venues • Includes a guide to marketing plans and content calendars • Offers chapter-by-chapter "Moxie Tips and Tricks" to help you get started and succeed in marketing your library • Presents ways to bolster your creativity toolkit when the ideas just won't come

### **Presentation Zen**

The SAS Programmer's PROC REPORT Handbook: Basic to Advanced Reporting Techniques is intended for programmers of all skill levels. Learn how to link multiple reports, add graphics and logos, and manipulate table of contents values to help refine your programs, macroize where possible, troubleshoot easily, and get great-looking reports every time. From beginner to advanced, the examples in this book will help you harness all the power and capability of PROC REPORT. With dozens of useful examples, this book is completely unique in three ways. First, this book describes the default behavior of table of contents nodes and labels, and how to change the nodes inside of PROC REPORT. The chapter also explains how to use PROC DOCUMENT in conjunction with PROC REPORT. Secondly, an entire chapter is dedicated to the troubleshooting of errors, warnings, and notes that are produced by PROC REPORT, including explanations of what generated the log message and how to avoid it. Third, the book explains how to preprocess your data in order to get the best output from PROC REPORT, and it explores reports that require multiple steps to create. Whether you work in banking/finance, pharmaceuticals, the health and life sciences, or government, this handbook is sure to be your new favorite reporting reference.

### **The Mysteries of Harris Burdick**

'Tightly plotted and brilliantly written, with sharp, believable characters, this whodunit is utterly irresistible' - HEAT THE INTERNATIONAL BESTSELLER Five students go to detention. Only four leave alive. Yale hopeful Bronwyn has never publicly broken a rule. Sports star Cooper only knows what he's doing in the baseball diamond. Bad boy Nate is one misstep away from a life of crime. Prom queen Addy is holding together the cracks in her perfect life. And outsider Simon, creator of the notorious gossip app at Bayview High, won't ever talk about any of them again. He dies 24 hours before he could post their deepest secrets online.

Investigators conclude it's no accident. All of them are suspects. Everyone has secrets, right? What really matters is how far you'll go to protect them. \_\_\_\_\_  
'Twisty plotting, breakneck pacing and intriguing characterisation add up to an exciting single-sitting thrillerish treat' -THE GUARDIAN 'A fantastic murder mystery, packed with cryptic clues and countless plot twists. I could not put this book down'  
- THE SUN 'Pretty Little Liars meets The Breakfast Club' - ENTERTAINMENT WEEKLY

### **The SAS Programmer's PROC REPORT Handbook**

Book + Content Update Program If you want to deliver truly attention-grabbing presentations with PowerPoint 2016, My PowerPoint 2016 is your must-have companion. Friendly, quick, and packed with real-world advice, it walks you through every task you'll want to perform, including: Choosing the right design Creating and inserting shapes and pictures Incorporating effective animations, transitions, and multimedia content Finalizing and printing your presentation Setting up and delivering slide shows Modifying themes and templates to your precise needs And much more Every task is presented step-by-step, using carefully annotated, full-color screenshots, all numbered so there's no chance of getting lost or confused. Everything's clearly organized in modular, self-contained chapters designed to help you get more powerful results from Microsoft's PowerPoint 2016, and get them faster. Throughout, the book is packed with helpful tips and lists - plus quick solutions to the problems you're most likely to encounter. In addition, this book is part of Que's exciting new Content Update Program. As Microsoft updates features of PowerPoint 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit [www.quepublishing.com/CUP](http://www.quepublishing.com/CUP). How to access the free web edition: Follow the instructions within the book to learn how to register your book to access the FREE Web Edition.

### **The Fundraising Cycle**

Make the next presentation you do, the best you've ever done. The Presentation Book shows how you can easily put your nerves behind you and calmly and confidently deliver a clear, sharp and very influential presentation. With Emma Ledden's expert help, quick tips and proven three-step visual approach, you'll learn how to: Plan and prepare properly - learn the secrets of the great presenters and how you can use them too Profile your audience - quickly understand what your audience needs and exactly how to deliver it Shape your message - transform your raw data into three cleverly crafted points Design your slides - get the right visuals in the right place, at the right time Inform, inspire and entertain your audience and deliver your next presentation like a pro.

### **My PowerPoint 2016 (includes Content Update Program)**

Anyone would be excited to start their freshman year of high school well, minus Riley Houston. After being dubbed the residential ugly duckling of her middle school, high school seems like a nightmare! When a summer vacation makeover occurs that breaks her out of her shell, Riley finds herself making new friends and

finally capturing the attention of her long-time crush, Brett Harvey. Will Riley be able to snag the guy she's been dreaming of as her first boyfriend, or will God direct her to a love she never dreamed was possible?

### **Speaking Up**

Apply Excel daily and smooth out life's wrinkles Who knew a spreadsheet could do as much for you as your favorite moisturizer? Become a Microsoft Excel Diva with this sassy guide and discover what hip IT Girls already know: smart is beautiful. Impress the heck out of everyone at work with your stylish reports. Do a budget and see exactly what you can spend on shoes. Get better organized. Who has time for dull technical manuals? Learn all of Microsoft Excel's secrets in this girl-talk guide. Welcome to the party! Relax, refresh, and reward yourself at the end of each chapter with fun, stress-reducing chats, like why soy Chai lattes are better than regular lattes. Don't miss these gems! \* Meet Microsoft(r) Excel(r) 2007, the Louis Vuitton of spreadsheets \* Join the conversation with these basic Excel terms \* Learn the fine art of Excel formulas and functions \* Dress up Excel data with SmartArt, WordArt, and other chic accessories \* Build a shopping spree budget from scratch \* Show off by adding Excel data into Word and PowerPoint(r)

### **A Newbies Guide to PowerPoint 2013 RT**

Make workplace conflict resolution a game that EVERYBODY wins! Recent studies show that typical managers devote more than a quarter of their time to resolving coworker disputes. The Big Book of Conflict-Resolution Games offers a wealth of activities and exercises for groups of any size that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower you to heal rifts arising from ineffective communication, cultural/personality clashes, and other specific problem areas—before they affect your organization's bottom line. Let The Big Book of Conflict-Resolution Games help you to: Build trust Foster morale Improve processes Overcome diversity issues And more Dozens of physical and verbal activities help create a safe environment for teams to explore several common forms of conflict—and their resolution. Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike, the exercises in The Big Book of Conflict-Resolution Games delivers everything you need to make your workplace more efficient, effective, and engaged.

### **One Of Us Is Lying**

New York Times bestselling author Donald Miller uses the seven universal elements of powerful stories to teach readers how to dramatically improve how they connect with customers and grow their businesses. Donald Miller's StoryBrand process is a proven solution to the struggle business leaders face when talking about their businesses. This revolutionary method for connecting with customers provides readers with the ultimate competitive advantage, revealing the secret for helping their customers understand the compelling benefits of using their products, ideas, or services. Building a StoryBrand does this by teaching readers the seven

universal story points all humans respond to; the real reason customers make purchases; how to simplify a brand message so people understand it; and how to create the most effective messaging for websites, brochures, and social media. Whether you are the marketing director of a multibillion dollar company, the owner of a small business, a politician running for office, or the lead singer of a rock band, Building a StoryBrand will forever transform the way you talk about who you are, what you do, and the unique value you bring to your customers.

### **Because of Winn-Dixie**

FOREWORD BY GUY KAWASAKI Presentation designer and internationally acclaimed communications expert Garr Reynolds, creator of the most popular Web site on presentation design and delivery on the Net — presentationzen.com — shares his experience in a provocative mix of illumination, inspiration, education, and guidance that will change the way you think about making presentations with PowerPoint or Keynote. Presentation Zen challenges the conventional wisdom of making "slide presentations" in today's world and encourages you to think differently and more creatively about the preparation, design, and delivery of your presentations. Garr shares lessons and perspectives that draw upon practical advice from the fields of communication and business. Combining solid principles of design with the tenets of Zen simplicity, this book will help you along the path to simpler, more effective presentations.

### **Can't Beat the Heart of a Carolina Girl**

Whether you are a university professor, researcher at a think tank, graduate student, or analyst at a private firm, chances are that at some point you have presented your work in front of an audience. Most of us approach this task by converting a written document into slides, but the result is often a text-heavy presentation saddled with bullet points, stock images, and graphs too complex for an audience to decipher—much less understand. Presenting is fundamentally different from writing, and with only a little more time, a little more effort, and a little more planning, you can communicate your work with force and clarity. Designed for presenters of scholarly or data-intensive content, Better Presentations details essential strategies for developing clear, sophisticated, and visually captivating presentations. Following three core principles—visualize, unify, and focus—Better Presentations describes how to visualize data effectively, find and use images appropriately, choose sensible fonts and colors, edit text for powerful delivery, and restructure a written argument for maximum engagement and persuasion. With a range of clear examples for what to do (and what not to do), the practical package offered in Better Presentations shares the best techniques to display work and the best tactics for winning over audiences. It pushes presenters past the frustration and intimidation of the process to more effective, memorable, and persuasive presentations.

### **Leading Successful Change**

From John Green, the #1 bestselling author of Turtles All the Way Down "The greatest romance story of this decade." —Entertainment Weekly -Millions of copies

sold- #1 New York Times Bestseller #1 Wall Street Journal Bestseller #1 USA Today Bestseller #1 International Bestseller TIME Magazine's #1 Fiction Book of 2012 TODAY Book Club pick Now a Major Motion Picture Despite the tumor-shrinking medical miracle that has bought her a few years, Hazel has never been anything but terminal, her final chapter inscribed upon diagnosis. But when a gorgeous plot twist named Augustus Waters suddenly appears at Cancer Kid Support Group, Hazel's story is about to be completely rewritten. Insightful, bold, irreverent, and raw, *The Fault in Our Stars* brilliantly explores the funny, thrilling, and tragic business of being alive and in love.

### **How To Win Friends And Influence People**

A classic tale by Newbery Medalist Kate DiCamillo, America's beloved storyteller. One summer's day, ten-year-old India Opal Buloni goes down to the local supermarket for some groceries – and comes home with a dog. But Winn-Dixie is no ordinary dog. It's because of Winn-Dixie that Opal begins to make friends. And it's because of Winn-Dixie that she finally dares to ask her father about her mother, who left when Opal was three. In fact, as Opal admits, just about everything that happens that summer is because of Winn-Dixie. Featuring a new cover illustration by E. B. Lewis and an excerpt of Kate DiCamillo's newest novel, *Raymie Nightingale*.

### **I Survived the Sinking of the Titanic, 1912 (I Survived #1)**

The spirited story of Marcenia Lyle, the African American girl who grew up to become "Toni Stone," the first woman to play for an all-male professional baseball team.

### **Each Kindness**

### **Ditch That Textbook**

The most terrifying events in history are brought vividly to life in this New York Times bestselling series! Ten-year-old George Calder can't believe his luck -- he and his little sister, Phoebe, are on the famous Titanic, crossing the ocean with their Aunt Daisy. The ship is full of exciting places to explore, but when George ventures into the first class storage cabin, a terrible boom shakes the entire boat. Suddenly, water is everywhere, and George's life changes forever. Lauren Tarshis brings history's most exciting and terrifying events to life in this New York Times bestselling series. Readers will be transported by stories of amazing kids and how they survived!

### **The IT Girl's Guide to Becoming an Excel Diva**

"Contains seven new, original poems by the author"--Page [4] of cover.

### **Burro's Tortillas**

When Temple Grandin was born, her parents knew that she was different. Years later she was diagnosed with autism. While Temple's doctor recommended a hospital, her mother believed in her. Temple went to school instead. Today, Dr. Temple Grandin is a scientist and professor of animal science at Colorado State University. Her world-changing career revolutionized the livestock industry. As an advocate for autism, Temple uses her experience as an example of the unique contributions that autistic people can make. This compelling biography complete with Temple's personal photos takes us inside her extraordinary mind and opens the door to a broader understanding of autism.

### **Girl, Stolen**

Textbooks are symbols of centuries-old education. They're often outdated as soon as they hit students' desks. Acting "by the textbook" implies compliance and a lack of creativity. It's time to ditch those textbooks--and those textbook assumptions about learning. In *Ditch That Textbook*, teacher and blogger Matt Miller encourages educators to throw out meaningless, pedestrian teaching and learning practices. He empowers them to evolve and improve on old, standard, teaching methods. *Ditch That Textbook* is a support system, toolbox, and manifesto to help educators free their teaching and revolutionize their classrooms.

### **Lean Presentation Design**

In *Collaboration Tools for Project Managers*, Elizabeth Harrin builds upon her 2010 book, *Social Media for Project Managers*, by providing the latest information, success stories, and an easy-to-follow guide to implementing online collaboration tools and helping to overcome obstacles. In order to communicate faster, work virtually with people across the globe, and get better business results, project teams should explore how online collaboration tools can deliver project success and improve business value.

### **Social Media**

A unique learning resource to prepare for the PMP® certification exam Without sufficient practice and preparation for taking the Project Management Institute's (PMI's) PMP® certification exam, you won't be able to actually put your skills into practice in the real world! To help you achieve your goal of passing the exam, this two-part prep book covers all elements of the brand-new Project Management Professional exam. A team of experts presents you with a solid overview of the exam as well as hundreds of questions, detailed answers, and explanations. In addition, each question is accompanied by cross-references, providing you with a thorough preparation foundation for taking the PMP® exam. Features hundreds of short questions-and-answers on some of the most key topics that PMPs should be familiar with before taking the exam Includes more than 800 exam-quality questions with detailed answers and explanations, plus more than 200 fill-in-the-blank, true/false, and short answer questions to help you prepare for the exam Serves as an ideal complement to Sybex's PMP®: Project Management Professional Exam Study Guide, 6th Edition PMP® Practice Makes Perfect prepares you for taking the grueling 200-question, four-hour PMP® exam. (PMBOK, PMI, PMP and

Project Management Professional are registered marks of the Project Management Institute, Inc.)

### **Five Stars**

“As technology threatens to displace countless jobs and skills, the ability to communicate is becoming more important than ever. This book is full of examples to help you get better at transporting your thoughts and emotions into the minds of other people.” —Adam Grant, New York Times bestselling author of Give and Take, Originals, and Option B with Sheryl Sandberg How to master the art of persuasion—from the bestselling author of Talk Like TED. Ideas don’t sell themselves. As the forces of globalization, automation, and artificial intelligence combine to disrupt every field, having a good idea isn’t good enough. Mastering the ancient art of persuasion is the key to standing out, getting ahead, and achieving greatness in the modern world. Communication is no longer a “soft” skill—it is the human edge that will make you unstoppable, irresistible, and irreplaceable—earning you that perfect rating, that fifth star. In Five Stars, Carmine Gallo, bestselling author of Talk Like TED, breaks down how to apply Aristotle’s formula of persuasion to inspire contemporary audiences. As the nature of work changes, and technology carries things across the globe in a moment, communication skills become more valuable—not less. Gallo interviews neuroscientists, economists, historians, billionaires, and business leaders of companies like Google, Nike, and Airbnb to show first-hand how they use their words to captivate your imagination and ignite your dreams. In the knowledge age—the information economy—you are only as valuable as your ideas. Five Stars is a book to help you bridge the gap between mediocrity and exceptionality, and gain your competitive edge in the age of automation. In Five Stars, you will also learn: -The one skill billionaire Warren Buffett says will raise your value by 50 percent. -Why your job might fall into a category where 75 percent or more of your income relies on your ability to sell your idea. -How Airbnb’s founders follow a classic 3-part formula shared by successful Hollywood movies. -Why you should speak in third-grade language to persuade adult listeners. -The one brain hack Steve Jobs, Leonardo da Vinci, and Picasso used to unlock their best ideas.

### **PMP Practice Makes Perfect**

This book explores issues related to the use of technologies to support young second-language learners and looks at promising areas for research, design, and development. Grounded in a sociocultural theoretical framework, it invites educators, researchers, and educational technology developers to consider a range of social and cultural factors in utilizing technology as a tool to help children from diverse linguistic and cultural backgrounds develop their English-language and reading skills. A major contribution is the authors' consideration of ways that technology outside of school can benefit these students' English-language development in school. The central chapters are counter pointed by invited reflections that bring to the discussion different, yet complementary, perspectives from notable scholars in the field of second-language literacy and learning. Technology-Mediated Learning Environments for Young English-Language Learners is targeted to researchers, educators, and policymakers in the areas of elementary education, after-school learning, second-language teaching and learning, English

language and literacy development, and reading.

## **Technology-mediated Learning Environments for Young English Learners**

Updated to reflect the latest innovations, this third edition of Social Media helps readers understand the foundations of and principles behind social media; manage and participate within online communities; and succeed in the changing field of modern public relations.

### **Content Rules**

#1 NEW YORK TIMES, WALL STREET JOURNAL, AND BOSTON GLOBE BESTSELLER • One of the most acclaimed books of our time: an unforgettable memoir about a young woman who, kept out of school, leaves her survivalist family and goes on to earn a PhD from Cambridge University “An amazing story, and truly inspiring. It’s even better than you’ve heard.”—Bill Gates NAMED ONE OF THE TEN BEST BOOKS OF THE YEAR BY THE NEW YORK TIMES BOOK REVIEW • ONE OF PRESIDENT BARACK OBAMA’S FAVORITE BOOKS OF THE YEAR • BILL GATES’S HOLIDAY READING LIST • FINALIST: National Book Critics Circle’s Award In Autobiography and John Leonard Prize For Best First Book • PEN/Jean Stein Book Award • Los Angeles Times Book Prize Born to survivalists in the mountains of Idaho, Tara Westover was seventeen the first time she set foot in a classroom. Her family was so isolated from mainstream society that there was no one to ensure the children received an education, and no one to intervene when one of Tara’s older brothers became violent. When another brother got himself into college, Tara decided to try a new kind of life. Her quest for knowledge transformed her, taking her over oceans and across continents, to Harvard and to Cambridge University. Only then would she wonder if she’d traveled too far, if there was still a way home. “Beautiful and propulsive . . . Despite the singularity of [Westover’s] childhood, the questions her book poses are universal: How much of ourselves should we give to those we love? And how much must we betray them to grow up?”—Vogue NAMED ONE OF THE BEST BOOKS OF THE YEAR BY The Washington Post • O: The Oprah Magazine • Time • NPR • Good Morning America • San Francisco Chronicle • The Guardian • The Economist • Financial Times • Newsday • New York Post • theSkimm • Refinery29 • Bloomberg • Self • Real Simple • Town & Country • Bustle • Paste • Publishers Weekly • Library Journal • LibraryReads • BookRiot • Pamela Paul, KQED • New York Public Library

### **Clever Girl Finance**

With an enduring grasp of human nature, Dale Carnegie’s How to Win Friends and Influence People teaches his readers how to handle people without letting them feel manipulated, how to make people feel important without inspiring resentment, how win people over to your point of view without causing offence, and how to make a friend out of just about anyone. Published in 1937, Carnegie’s How to Win Friends and Influence People, was originally written as a companion book to his lectures on how to be a good salesperson. However, what began as a basic sales primer, quickly exploded into an overnight success, eventually selling more than

15 million copies worldwide, and pioneering an entire genre of self-help and personal success books. HarperTorch brings great works of non-fiction and the dramatic arts to life in digital format, upholding the highest standards in ebook production and celebrating reading in all its forms. Look for more titles in the HarperTorch collection to build your digital library.

### **Brown Girl Dreaming**

Ideas have the power to change the world. Presentations are the tools to spread your ideas. Forget long lasting days crafting boring presentations nobody cares about. Craft emotions not slides, become a hero not a presenter, change the world not the font size, it is time to take the leap! Is it possible to: - Trigger unforgettable emotions without saying a word? - Make ideas spread and change people's mind with a single presentation? - Craft presentations twice as fast as anybody else? Indeed, and much more. This is not just another Presentation Design book. Lean Presentation Design is the result of an obsessive quest, spanning years of professional experience with Fortune 500 clients, top multinational market leaders (Google, Youtube, Johnson & Johnson, Adidas, Piaggio, Ferrero, Accenture, Unicredit) and talented digital startups worldwide, to hack Presentation and Communication techniques. The book contains the collective wisdom of industry experts (Rand\_Fishkin, Mark\_Graban, Ernest W. Adams, etc.) and thousands of hours of breathtaking personal experiences. The Author is Member of The Microsoft Power Point Expert Group and he's among the top 5% PowerPoint Elance experts with Elance.com worldwide. He is a top rated freelancer with Upwork.com and member of the exclusive Elance Talent Private Cloud. With this ultimate Presentation Design bible you will learn: - How to change your audience's mind and become a true leader - How to exploit advanced design techniques without necessarily being a designer - How to leverage lean methodologies to make presentations twice as fast as you do today - How to hack traditional presentation design processes leveraging jaw-dropping innovative tools

### **The Big Book of Conflict Resolution Games: Quick, Effective Activities to Improve Communication, Trust and Collaboration**

Provides the foundation for casework practice in Child Protective Services (CPS). Describes the basic stages of the CPS process and the steps necessary to accomplish successfully each stage: intake, initial assessment/investigation, family assessment, case planning, service provision, and evaluation of family progress and case closure. Designed primarily for CPS caseworkers, supervisors, and administrators. Glossary. Bibliography.

### **The Fault in Our Stars**

Why do as many as 75% of change initiatives fail? We live in an era where constant change is the norm rather than the exception. Given globalization, increased competition, and constant technological turnover, no organization can run in place: change is not optional. However, the sad fact is that the vast majority of change efforts fail. As authors Gregory P. Shea and Cassie A. Solomon argue, they do not fail for a lack of trying or leadership. Chances are you have led or been part of a

failed change. But why did it fail and how can the next change be successfully implemented? In this essential guide, authors Gregory P. Shea and Cassie A. Solomon deal with the real reasons change efforts fail--and how that failure can be avoided. They argue that change--real change--means changes in behavior and that the work environment itself is the greatest obstacle to making behavioral change stick. They reveal a tested method for leading successful change, which they have developed over a combined 50 years of helping organizations do just that. In *Leading Successful Change*, they share the 2 tenets for making successful change; how to create a scene that will provide a vision of the future; the 8 Levers of Change, a tried-and-true method for designing the work environment to support the changes; and how winning companies--from IKEA to a hospital near you--are successfully implementing change. Change is not optional and it is difficult--but it is also not impossible. Shea and Solomon present a thorough, well-researched explanation of how to make change work.

### **Better Presentations**

Learn the Rules of the Executive Suite! If you are in middle management, to get anything done you must present your ideas to decision makers, and those presentations can be brutal. The stakes are high—one presentation can make or break a career—but the rules are utterly unclear. Tactics and techniques that work well with peers, subordinates, and immediate supervisors can actually work against you when presenting up the chain. *Speaking Up* is an indispensable resource for anyone who needs to know how to present to those at the highest levels. Psychologist and coach Frederick Gilbert offers revelatory insights into the minds of the men and women at the top—information that is crucial to understanding what they're looking for from presenters. Based on ten years of research and hundreds of interviews, *Speaking Up* features extensive comments from executives explaining exactly what they want and don't want in a presentation and includes nine chapters containing QR codes for free videos on the chapter topics. This is a must-read book for surviving high-stakes meetings. "I wish I had access to these insights when I was on the other side of the table. Now I will recommend this book to my entire management team." —John Kispert, CEO, Spansion "Speaking Up is to presentations what the Boy Scout motto is to life: be prepared." —Todd Lutwak, Partner, Andreessen Horowitz, and former Vice President of Seller Experience, eBay "Impressive in its breadth and yet very much 'on point.'" —Don Eilers, Managing Director, Vanguard Ventures "Speaking Up has outstanding insights for successful presentations not only in the boardrooms of corporate America but also in the briefing rooms within the Department of Defense." —Winston Copeland, Jr., President, WWC Consulting, and Rear Admiral, US Navy (Retired)

### **Building a StoryBrand**

Cheyenne, a blind sixteen year-old, is kidnapped and held for ransom; she must outwit her captors to get out alive. Sixteen year-old Cheyenne Wilder is sleeping in the back of a car while her mom fills her prescription at the pharmacy. Before Cheyenne realizes what's happening, their car is being stolen--with her inside! Griffin hadn't meant to kidnap Cheyenne, all he needed to do was steal a car for the others. But once Griffin's dad finds out that Cheyenne's father is the president

of a powerful corporation, everything changes—now there's a reason to keep her. What Griffin doesn't know is that Cheyenne is not only sick with pneumonia, she is blind. How will Cheyenne survive this nightmare, and if she does, at what price? Prepare yourself for a fast-paced and hard-edged thriller full of nail-biting suspense. This title has Common Core connections.

### **Temple Grandin**

A study guide for the Project Management Professional (PMP) certification exam, this book provides all the information project managers need to thoroughly prepare for the test. Review materials cover all the processes, inputs, tools, and outputs that will be tested, and extra help is offered with insider secrets, test tricks and tips, hundreds of sample questions, and exercises designed to strengthen mastery of key concepts and help candidates pass the exam on the first attempt.

### **The Presentation Book**

Take charge of your finances and achieve financial independence – the Clever Girl way Join the ranks of thousands of smart and savvy women who have turned to money expert and author Bola Sokunbi for guidance on ditching debt, saving money, and building real wealth. Sokunbi, the force behind the hugely popular Clever Girl Finance website, draws on her personal money mistakes and financial redemption to educate and empower a new generation of women on their journey to financial freedom. Lighthearted and accessible, Clever Girl Finance encourages women to talk about money and financial wellness and shows them how to navigate their own murky financial waters and come out afloat on the other side. Monitor your expenses, build a budget, and stick with it Make the most of a modest salary and still have money to spare Keep your credit in check and clean up credit card chaos Start and succeed at your side hustle Build a nest egg and invest in your future Transform your money mindset and be accountable for your financial well-being Feel the power of real-world stories from other “clever girls” Put yourself on the path to financial success with the valuable lessons learned from Clever Girl Finance.

### **Marketing Moxie for Librarians: Fresh Ideas, Proven Techniques, and Innovative Approaches**

In a Southwestern retelling of "The Little Red Hen," Burro finds it difficult to get any help from his friends as he diligently works to turn corn into tortillas, in a text that includes a Spanish/English glossary and a simple recipe for making tortillas.

### **Collaboration Tools for Project Managers**

### **Catching the Moon**

A little girl and her canine assistant set out to make the most magnificent thing. But after much hard work, the end result is not what the girl had in mind. Frustrated, she quits. Her assistant suggests a long walk, and as they walk, it

slowly becomes clear what the girl needs to do to succeed. A charming story that will give kids the most magnificent thing: perspective!

### **The PMP Exam**

Fourteen black-and-white drawings, each accompanied by a title and a caption, entice readers to make up his or her own story.

[ROMANCE](#) [ACTION & ADVENTURE](#) [MYSTERY & THRILLER](#) [BIOGRAPHIES & HISTORY](#) [CHILDREN'S](#) [YOUNG ADULT](#) [FANTASY](#) [HISTORICAL FICTION](#) [HORROR](#) [LITERARY FICTION](#) [NON-FICTION](#) [SCIENCE FICTION](#)