

DRAKE BOOKS

For When You Leave The Classroom

The importance of training is effective application in the workplace. With this in mind, Drake Training introduces Drake Books as ongoing tools to support successful knowledge transfer for our participants. Drake Books present leadership and management titles from some of Australia's most renowned management thinkers to support our Professional Development offering.

All participants attending our Professional Development programs get discounted offers on Drake Books. Our titles specifically cater to the Australian Business environment and provide a wealth of knowledge to continue your learning.



TOP PICKS

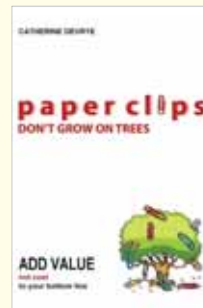
management

Dealing with Difficult People 2/e

Dealing with Difficult People looks at individual behaviour, what drives it and how to cope with it. Roy Lilley covers every angle including: recognizing the seven types of difficult person, what conflict is and how to handle it, handling aggressive people, motivating lazy colleagues, dealing with difficult customers and handling complaints.

Author : Lilley, Roy
RRP : \$19.95
ISBN : 9780749460280

Paperclips Don't Grow on Trees



This book offers readers some practical, positive options to look at what your doing well in terms of adding value - and reducing costs - to your operation. The author worked with IBM globally for a decade and has successfully run a small business for 17 years, and is a best-selling author and winner of the Australian Executive Woman of the Year Award.

Author : DeVrye, Catherine
RRP : \$19.95
ISBN : 9781921606847

Leadership

Full Steam Ahead!

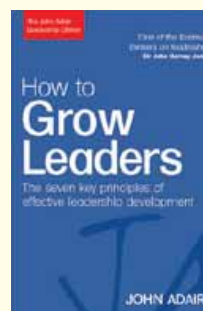
Unleash the Power of Vision in Your Company & Your Life

This book takes the mystery out of creating a clear, compelling vision for your organization and for yourself. Explaining where vision comes from, how it unleashes great power and energy, and how it provides ongoing focus and direction. The authors explain how to create the three key elements of an enduring vision, and describe how to engage people in shaping meaningful visions and putting those visions to work in their organisations and their lives.

Author : Blanchard, Ken et al
RRP : \$32.95
ISBN : 9781576753064

How To Grow Leaders

The Seven Key Principles of Effective Leadership Development



John Adair identifies the seven key principles of leadership development, and answers vital questions on how to select, train and educate leaders at team, operational and strategic leadership levels. Topics include the manager as leader, how people become leaders, how to manage leadership training, learning to be a strategic leader and training team leaders. *How to Grow Leaders* will help you to develop these skills in others, whilst guiding you on your own personal journey towards excellence as a leader.

Author : Adair, John
RRP : \$29.95
ISBN 13 : 9780749454807

HOW TO MANAGE YOUR PEOPLE AND SUCCESS

Management in all business areas and organisational activities is the act of getting people together to accomplish desired goals and objectives effectively. Drake has the books which will guide you to achieving your goals!

How to Deal with Stress 2/e



This book shows how to identify the underlying causes of stress before setting out a clear plan to manage both the causes of stress and their effects. **How to Deal with Stress** is crammed with invaluable tips on topics such as time management, exercise, nutrition and relaxation techniques. It offers not just a structured plan to manage stress but is also a practical handbook for both home and office, to dip into for quick advice, should the need arise.

Author : Palmer, Stephen et al
RRP : \$19.95
ISBN : 9780749460396

How to Motivate People 2/e

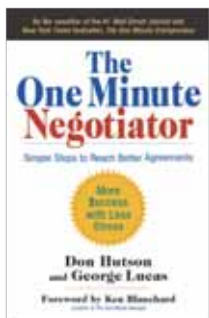


How to Motivate People shows you how to inspire individuals or teams to develop. It clarifies the underlying principles for motivating staff to get results and maximise performance and sets out clear guidelines on how to reduce negativity; boost positive feelings; foster enthusiasm and involvement and focus effort on key issues.

Author : Forsyth, Patrick
RRP : \$19.95
ISBN : 9780749460389

One Minute Negotiator H/C

Simple Steps to Reach Better Agreements



This book uses an engaging business parable to tell the story of a high-level sales professional who learns the value of understanding and executing a simple yet profound approach to negotiations—an approach that can be applied to seeking a fair solution after a hotel messes up your reservation, closing a deal to get your product in a big-box retail store, or settling on the price for your new home.

Author : Hutson, Don et al
RRP : \$29.95
ISBN : 9781605095868

People Glue

Employee Engagement and Retention Solutions that Stick



Leaders need to understand engagement drivers inside out and back to front, so that they can have a one-on-one dialogue with each of their direct reports and really engage them. This book provides a short, sharp, relevant approach and simple tools that will help time-poor leaders to better engage and motivate their people.

Author : Hutchinson, Ian
RRP : \$29.95
ISBN : 9781921606205

The People Pill

The Cure for Every Manager's Number One Problem



The People Pill is a practical, simple guide grounded in the basic element of success with people—being an authentic leader. From dealing with employees with bad attitudes to managers who can't lead, **The People Pill** goes beyond platitudes to provide concrete action steps that bring results. **The People Pill** is the perfect prescription to cure your people problems and achieve unbounded success.

Author : Wright, Ken
RRP : \$24.95
ISBN : 9780981879420

Successful Project Management 3/e

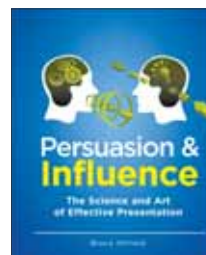


The role of project manager requires maintaining a balance between the demands of the customer, project, team and the organization. This provides a real challenge in the fields of time management and prioritization. **Successful Project Management** will enable any manager to significantly raise the probability of success with their projects and contains practical and well-tested techniques.

Author : Flanagan, Neil et al
RRP : \$19.95
ISBN : 9780749460402

Persuasion and Influence

The Science and Art of Effective Presentation



This book moves away from the traditional hit-and-miss methods of persuasion, by applying real science to this fundamental business and life skill. From a business perspective, the very practical process described in this book allows anyone to rapidly create a truly persuasive message, that is very easy to understand, and highly influential. The techniques described in this book can be used for almost any endeavour.

Author : Hilliard, Bruce
RRP : \$49.95
ISBN : 9781921606663

Successful Time Management 2/e



Successful Time Management is packed with proven tips and techniques, to help anyone review and assess their own time management and adopt new work practices to improve it. Including advice on: controlling paperwork, getting and staying organized, delegating and working with others, and prioritizing to focus on key issues and prompt the best results.

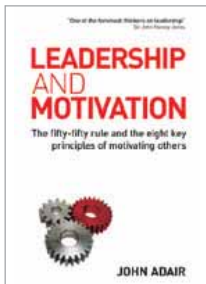
Author : Hutchinson, Ian
RRP : \$19.95
ISBN : 9780749460372

LEADING THE WAY

Effective leadership is a crucial factor in the success of any business. Drake has the books to teach skills in engaging people, shaping visions and applying this to drive organisational success!

Leadership and Motivation H/C

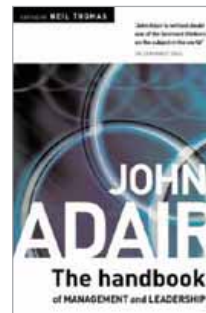
The Fifty-Fifty Rule & the Eight Key Principles of Motivating Others



This book explores the subjects leadership and motivation in depth. Leadership guru John Adair reassesses the theories of Herzberg and Maslow—still the major contributors to our understanding of motivation—in the context of Action-Centered Leadership, the concept pioneered and developed by the author.

Author : Adair, John
RRP : \$39.95
ISBN : 9780749447984

John Adair Handbook of Management and Leadership



This book is a practical master-class in how to manage both yourself and others to provide a team that is motivated, creative and high-performing. Internationally recognised as a writer, teacher and consultant, Professor John Adair has written 27 books and numerous articles on leadership and management development: this is the distillation of a career's thought and practice into one book.

Author : Adair, John
RRP : \$39.95
ISBN : 9781854182043

The Inspirational Leader

How to Motivate, Encourage and Achieve Success

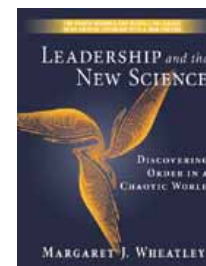


The Inspirational Leader argues that leaders are not born but made. Taking the form of conversations between a young chief executive and the author, it explores the nature and practice of leadership. Each aspect of leadership is studied and discussed, so that the key skills are revealed for anyone to adopt and use to inspire and encourage others. Thought-provoking and accessible, it will help you to develop the necessary charisma and qualities to make you an inspiring leader.

Author : Flanagan, Neil et al
RRP : \$29.95
ISBN : 9780749454784

Leadership and the New Science 3/e

Discovering Order in a Chaotic World

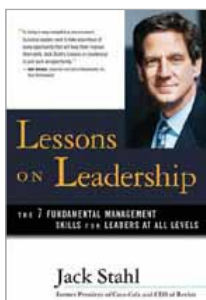


This book shows how to find stability and confidence within a setting of chaos, and uncertainty. It is just a matter of appropriately recreating our lives and work. Wheatley shows how examples of non-linear networks and organisations are flourishing in the modern world, by explaining how numerous companies using self-organising dynamics (such as E-bay and various search engines) are all prospering.

Author : Wheatley, Margaret J.
RRP : \$34.95
ISBN : 9781576753446

Lessons on Leadership

The 7 Fundamental Management Skills for Leaders at All Levels

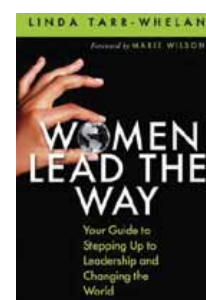


Lessons on Leadership speaks directly to the heart of business leaders bent on improvement and to the mind of the practical executive on the lookout for powerful perspectives. Stahl organises his leadership guidelines into seven categories, what he calls his "Frameworks for Success".

Author : Adair, John
RRP : \$39.95
ISBN : 9780793194742

Women Lead the Way H/C

Your Guide to Stepping Up to Leadership and Changing the World

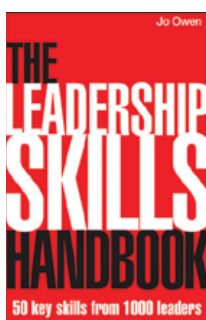


Women Lead the Way presents argument, research, and tactical guidance to help readers wedge the door open and bring more women through and up. This book helps readers get started on a win-win women-led strategy to bring about the leadership balance we all need.

Author : Stahl, Jack
RRP : \$44.95
ISBN : 9781605091358

Leadership Skills Handbook

50 Key Skills from 1000 Leaders

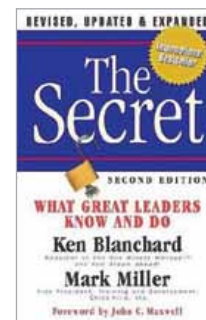


The Leadership Skills Handbook identifies the core skills leaders need to develop. Each skill is placed in context to help readers think about how they should be used. It also takes a new approach: there is space for recording notes and real life examples of skills in action, so that readers can develop their own unique formula for success. This book can become a personal guide and coach on the road to leadership.

Author : Owen, Jo
RRP : \$29.95
ISBN : 9780749448271

The Secret 2/e H/C

What Great Leaders Know And Do

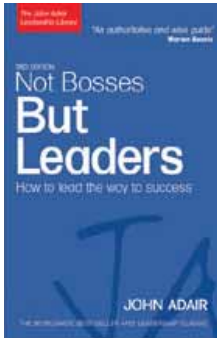


'What is the secret of great leaders?' In this classic book it is explained that the secret is rooted in an attitude and one must be willing to become a serving leader rather than a self-serving leader. The secret is that all great leaders Serve, and to Serve is a choice. This book will teach you to move from being a self-serving leader, but to be a serving leader!''

Author : Blanchard, Ken et al
RRP : \$34.95
ISBN : 9781605092683

Not Bosses But Leaders 3/e

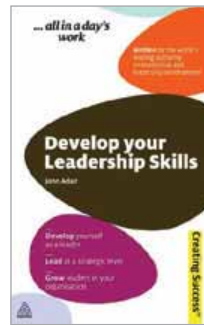
How to Lead the Way to Success



Leadership expert John Adair has transformed our understanding of how leadership works and how executives can become business leaders. Accessible guidance on exactly what you need to become a leader is presented in the form of a dialogue with a young business executive, and each fundamental aspect of leadership is discussed in detail.

Author : Adair, John
RRP : \$29.95
ISBN : 9780749454814

Develop Your Leadership Skills 2/e

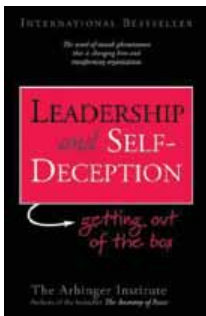


Develop Your Leadership Skills is John Adair's most accessible title on leadership. Full of exercises and checklists, it can help to boost confidence levels and guide and inspire anyone on their journey to becoming a leader of excellence. Acknowledged as a world expert, John Adair offers stimulating insights into recognizing and developing individual leadership qualities, acquiring personal authority and, most importantly, mastering core leadership functions such as planning, communicating and motivating.

Author : Adair, John
RRP : \$19.95
ISBN : 9780749460266

Leadership and Self-Deception Australian Edition

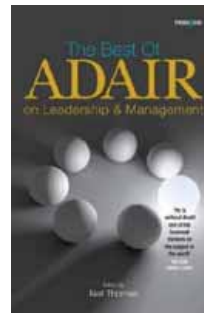
Getting Out of the Box



Leadership and Self-Deception reveals that there are only two ways for leaders to be: the source of leadership problems, or the source of leadership success. Through an entertaining and highly instructive story Leadership and Self-Deception the book clearly demonstrates how people can stop undermining themselves and what amazing things happen when they do freely and fully putting to work all the behavioural skills, systems, and techniques that will bring success to them and their organizations.

Author : The Arbinger Institute
RRP : \$29.95
ISBN : 9781921203527

Best of Adair on Leadership and Management

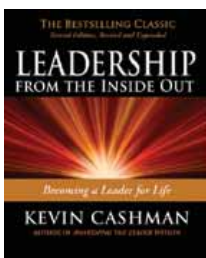


This is a goldmine of ideas, advice and techniques from one of the world's leading writers on management and leadership. It brings together all of John Adair's thinking on leadership, team building, creativity and innovation, problem-solving, motivation, communication and time-management. Full of practical guidance experience and insight, it's packed with a large number of charts, diagrams and forms. This is a repackaged and updated edition of the best-selling *John Adair Handbook*.

Author : Edited by Thomas, Neil
RRP : \$29.95
ISBN : 9781854186089

Leadership from the Inside Out

Becoming a Leader for Life



In this 10th Anniversary Edition of Leadership from the Inside Out, Cashman brings readers up to date and beyond. He encourages readers to strive, no longer for the fiction of "Balance," but instead for "Resilience Mastery." He incorporates some powerful new insights he and his colleagues acquired over the past ten years, helping thousands of leaders in more than 60 countries apply his model to themselves and their organizations. In this edition, he goes deeper and broader, expanding his coaching model to provide equal emphasis on building awareness, building commitment, and building practice

Author : Cashman, Kevin
RRP : \$32.95
ISBN : 9781576755990

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MOORABBIN
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