

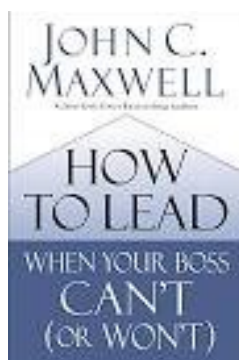


ATENEO DE ZAMBOANGA UNIVERSITY

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## NEW ACQUISITIONS

# MANAGEMENT



**Maxwell, John C., How to lead when your boss can't (or won't)** Harper Collins Leadership, [c2005] [ CO HD 57.7 .M39 2005 ]

Don't let a bad boss or manager hold you back from being successful!

Every day millions of people with high potential are frustrated and held back by incompetent leaders. New York Times bestselling author and leadership expert John C. Maxwell knows this because the number one question he gets asked is about how to lead when the boss isn't a good leader.

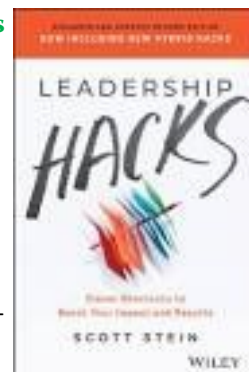
You don't have to be trapped in your work situation. In this book, adapted from the million-selling *The 360-Degree Leader*, and now distilled down for busy professionals, Maxwell unveils the keys to successfully navigating the challenges of working for a bad boss.

In *How to Lead When Your Boss Can't (or Won't)*, Maxwell teaches you how to: position yourself for current and future success, take the high road with a poor leader, avoid common pitfalls, work well with teammates, and develop influence wherever you find yourself.

Practicing the principles taught in this book will result in endless opportunities—for your organization, your career, and your life. You can learn how to lead when your boss can't (or won't).

**Stein, Scott, Leadership Hacks: Clever Shortcuts to Boost your impact and results**  
Milton Qld: John Wiley & Sons Australia, Ltd, [c2022] [ CO-FI HD 57.7 .S745 2022c2 ]

*Leadership Hacks* is the business leader's guide to getting things done. Over the years, the leader's role has expanded to encompass more duties, more responsibility and more accountability — yet we're still stuck with the same 24 hours in every day. The evolving business environment leaves many of us struggling to achieve against constantly shifting priorities, competitors and deadlines, and we are forever expected to do more with less. Is it even possible to make a real impact? Yes! This book shows you how to sort through the madness and get back to getting results. Identify your major speed bumps, and let the action-focused discussion gives you practical workarounds that will streamline your day and help you make things happen.



Covering hacks at personal, one-on-one, and team levels, this book is packed with tips, tricks and advice that will help you eliminate the distractions and harness technology; communicate effectively, delegate clearly and coach confidently; and make meetings and missions that matter for your team. You'll achieve greater results, open the channels of communication and look like a rock star to those still struggling with the daily deluge.

Leaders are recognised for their results, but judged by their impact. Don't let yourself fall victim to ever-mounting demands. *Leadership Hacks* shows you how to hack your day, shift your approach, boost your communication and start making your way to the top.

**Sveningsson, Stefan, Managing Change in Organization 2nd Edition** London: SAGE, c2023 [ CO HD 58.8 .S94 2023 ]

Managing Change in Organizations, second edition, explores a broad range of perspectives on change management, encouraging critical reflection and making sense of a complex field of theories. Its unique approach, based around three key perspectives of change, will help you to understand:

- How change is accomplished – the tool perspective
- What change means for those involved – the process perspective
- Why change is initiated (and whether it is necessary) – the critical perspective



Updated throughout to include new examples, case studies and exercises, this essential text offers you the chance to learn pragmatic tools for managing change, as well as gain an in-depth understanding of different theories and their values.

Stefan Sveningsson is Professor of Business Administration at the School of Economics and Management, Lund University.

Nadja Sörgärde is Senior Lecturer in Business Administration at the School of Economics and Management, Lund University.



**Azurin, Rene B., Expanding Strategic Perspective: Revisiting Lessons from History and the Classics** Diliman, Quezon City: The University of the Philippines Press, c2023 [ CO-FI HD 30.28 .A98 2023c2 ]

“In this thoroughly fascinating book, *Expanding Strategic Perspective: Revisiting Lessons from History and the Classics*, my good friend Dr. Rene Azurin draws from cross-disciplinary sources in order to help leaders in business, politics, and other areas to ‘expand one’s consciousness and broaden one’s viewpoint.’ Rene revisits ideas and concepts on strategic thinking from history, politics, economics, military strategy, psychology, and philosophy. From Hannibal’s brilliance at the Battle of Cannae to understanding group behavior in Desmond Morris’s popular

book *The Naked Ape* to developing economic insights from Thorstein Veblen’s classic *The Theory of the Leisure Class*, Rene successfully demonstrates the importance of going beyond ‘the narrow confines of the firm to the economy at large, society in general, and time beyond the present,’... Rene Azurin, after all, is one of the few Filipino intellectuals who can provide an expansive overview of strategic thinking as applied to various aspects of life.”



**Krajewski, Lee J., Operations Management: Processes and Supply Chains 13th Edition** Hoboken, NJ: Pearson Education, Inc., c2022 [ CO TS 155 .K785 2022 ]

It does not take a genius to know that the world, in particular the business world, is changing. Although the Twelfth Edition was successful at bringing current practice in operations management, in a easy-to-understand format, to a broad brush of business students, it became clear that much has happened since it was published. We began the Thirteenth Edition by obtaining feedback from instructors, reviewer, practicing managers, and students and diligently wove these inputs into the fabric of each chapter. However, before we could actually start the revision, the COVID-19 coronavirus pandemic struck the world. While it brought economic ruin to hundreds of millions of people worldwide, and death to many across the globe, it afforded an extraordinary opportunity to demonstrate how business operations can respond when an unexpected disaster presents itself. In the Thirteenth Edition you will see many examples of the effects of the coronavirus on business operations and how they were handled. We offer one final thought: If you are a business major taking operations management as a required course but you are not an operations major, we have made a special effort to show you how the principles of operations management will be useful to you regardless of your chose career path.

**Iacobucci, Dawn, Marketing Management** Singapore: Cengage Learning Asia Pte Ltd, [c2023] [ CO HF 5415.13 .I23 2023 ]

As Chapter 1 opens, we acknowledge that some readers pick up this book willingly to learn more about marketing—marketing sounds interesting and exciting and they're thinking of choosing marketing as their career path. Other readers will have to picked up this book because they have to learn marketing for a course or because they're on the job and all of a sudden find they need to know more about it. This book is for both audiences.



**Camm, Jeffrey D., An Introduction to Management Science Quantitative Approaches to Decision Making: Philippine Edition** Singapore: Cengage Learning Asia Pte. Ltd., [c2024] [CO HD 30.25 .A52 2024]

We are very excited to publish the sixteenth edition of the text that has been a leader in the field for over 30 years. The purpose of this sixteenth edition, as with previous editions, is to provide undergraduate and graduate students with a sound conceptual understanding of the role that management science plays in the decision-making process. The text describes many of the applications where management science is used successfully. Former users of this text have told us that the applications we describe have led them to find new ways to use management science in their organizations.

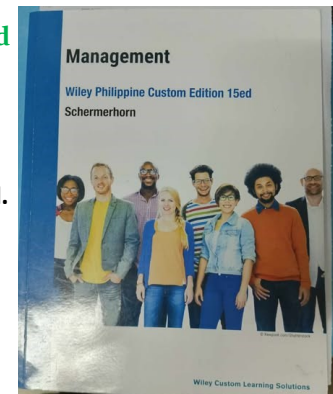
An Introduction to Management Science: Quantitative Approaches to Decision-Making. 16e is applications oriented and continues to use problem-scenario approach, we describe a problem in conjunction with the management science model being introduced. The model is then solved to generate a solution and recommendation to management. We have found that this approach helps to motivate the student by demonstrating not only how the procedure works, but also how it contributes to the decision-making process.

**Schermerhorn, John R., Management: Wiley Philippine Custom Edition 15ed**  
Hoboken, NJ: John Wiley & Sons, Inc., [c2024] [ CO HD 31 .S33 2024 ]

Great accomplishments are much like inspired works of art. Whether one is talking about mastering technique and colors, or bringing together people, technology, and other resources in organizational systems, it is a balancing act that requires lots of skill. But the results are spectacular when goals and talent combine to create a lasting and positive impact.

Just as artists find inspiration in all the senses that bring our world to life, managers find inspiration in daily experiences, from the insights of scholars, through relationships with others, and among the goals that guide teams and organizations in an ever more demanding society. And like artists, managers must master many challenges as they strive to create the future from the opportunities of the present.

A well-managed organization—for profit or nonprofit, large or small—can build, mix, and integrate all the beauties of human talent to achieve great things. This capacity for positive impact through people is the goal bound into this edition of Management. It is an opportunity to gain knowledge, find inspiration, and learn practice that can help build the organizations we need to forge a better world.



**Aduana, Nick L., Management Science: A Quantitative Approach to Decision-Making** Quezon City: C&E Publishing, Inc., c2021 [ CO HD 30.25 .A38 2021 ]

Management Science: A Quantitative Approach to Decision-Making simplifies quantitative concepts and principles by adopting a procedural approach, as illustrated by various case throughout the book. This textbook is written with the scope and coverage of the CPA licensure examination carefully considered. Hence, it consists of nine chapters structured as follows. Chapter 1 introduces the need and the importance of having a better understanding of management science. Chapter 2 and 3 discuss linear programming tools using the graphical and simplex methods. Chapter 4 presents the transportation and assignment models that used in solving special linear programming problems. Chapter 5 describes the quantitative models used when making decisions with several alternatives under management problem using a network. Finally, Chapter 8 and 9 discuss the quantitative techniques used in handling inventories and sales volume levels.



**Charan, Ram, The Leadership Pipeline: Developing Leaders in the Digital Age 3rd Edition** Hoboken, New Jersey: John Wiley & Sons, Inc., c2024 [ CO HD 57-7 .C474 2024 ]

This Third Edition of the Leadership Pipeline contains 80% new material. It offers a deep, systemic approach to developing a strong network of leadership talent across an entire organization to solve today's leadership challenges while staying prepared to navigate the uncertainty of tomorrow. Building on the success of previous editions, this newly revised and updated Third Edition explores highly impactful modern challenges like evolving work structures and demanding workforce to help organizations thrive in a rapidly changing global business environment.

Readers will learn how to face new employee challenges, such as increased employee leverage by skilled workers and the rise of a remote workforce. The book also addresses cultural changes, such as guaranteeing diversity and inclusion and adapting business practices to meet societal expectations, as well as technological disruptors, such as vastly increased connectivity through data and digitization.

Holding up over time thanks to a focus on leadership-first principles, The Leadership Pipeline is a must-have blueprint for future and current leaders and executives who are looking to optimize skills, work values, and time application to achieve a distinct competitive advantage.

**Habarabas, Raymund, Doing Sustainable Business: AIM-DLSU Case Folio 2023** Quezon City: C&E Publishing, Inc., c2023 [ CO-FI HD 3D .D685 2023 ]

This folio is a result of a collaborative effort between the De La Salle University (DLSU) — Center for business Research and Development (CBRD) and the Asian Institute of Management (AIM) — Dr. Andrew L. Tan Center for Tourism (ALT-CFT). Both institutions are mandated to conduct relevant research and disseminate findings to the academia, government, and private sector. They also support the teaching function of our respective institution. Over the years, both have used cases in teaching their students to develop their skills in analyzing and solving problems, and in making decision under conditions of complexity and ambiguity.



This folio, which features Philippine-based cases written by their own faculty and researchers, is very useful for educational institutions who have been employing the case method teaching pedagogy. These cases allow students to craft strategic and realistic decision inside and outside the four corners of the classroom, by introducing them to actual management, business, and tourism situations.

This folio is their constitution to the mission of their institution to provide learning materials that are more relevant to Filipino enterprises, management students, and industry practitioners.





**Ulmer, Robert R. , Effective Crisis Communication: Moving from Crisis to Opportunity 5th Edition** Quezon City: C&E Publishing, Inc. Thousand Oaks, California: Sage Publication, Inc., c2023 [CO HD 49 .U44 2023]

In this fully updated Fifth Edition, three of today's most respected crisis/risk communication scholars provide the latest theory, practice, and innovative approaches for handling crisis. This acclaimed book presents the discourse of renewal as a theory to manage crises effectively. The book provides in-depth case studies that highlight successes and failures in dealing with core issues of crisis leadership, managing uncertainty, communicating effectively, understanding risk, promoting communication ethics, enabling organizational learning, and producing renewing responses to crisis. Unlike other crisis communication texts, this book answers the question, "What now?" and explains how organizations can and should emerge from crisis. Authors Robert R. Ulmer, Timothy L. Sellnow, and Matthew W. Seeger provide guidelines for taking the many challenges that crises present and turning those challenges into opportunities for overcoming a crisis.

### **Operations Management with Total Quality Management** Philippine: McGraw Hill Education, c2022 [CO TS 155 .O64 2022 ]

Your course instructor has developed this customised textbook in conjunction with McGraw-Hill to provide you with the exact resources you need for your course.

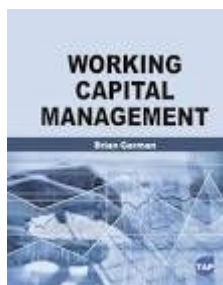
A McGraw-Hill Custom Publications is:

- A high quality textbook that has been tailored to contain the specialized content required for your course.
- Compiled by your instructor, sourcing specialized content from McGraw-Hill's extensive content database.
- Produced by McGraw-Hill with a commitment to quality, flexibility and service.
- A fast, affordable and effective solution for all your source needs. The perfect resource for you and your instructor



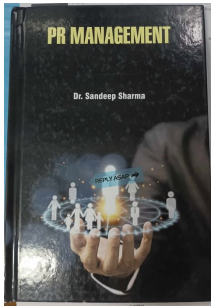
Operations Management with  
Total Quality Management

Your Course, Your Way.



**Garman, Brian, Working Capital Management** Burlington, Canada: Toronto Academic Press, c2024 [CO HG 4028.W65 G37 2024 ]

Working capital management is significant in financial management because it plays a pivotal role in keeping the wheels of a business enterprise running. Working capital management is concerned with short-term financial decisions. Shortage of funds for working capital has caused many business to fail and, in many cases, has retarded to earning a low rate of return on capital employed or even compels to sustain losses.



**Sharma, Dr. Sandeep, PR Management** New Delhi: Random Publications LLP, c2022  
[ CO HD 59 .P7 2022 ]

Public relations is the management function that establishes and maintains mutually beneficial relationships between an organization and the publics on whom its success or failure depends. A public relations manager helps to improve the image of their organization by sponsoring corporate events and reviewing press releases. They maintain observance for political trends and test strategies to improve those trends as well as test the social and economic impact their client or organization has. With this information they advise the company of ways to improve and use their image to their advantage. PR is practiced in many different organizational contexts. From in-house government or public affair roles to corporate communication roles in small, medium, large, listed, and not-for-profit organizations. An effective PR, according to UNDP, can create and build up the image of an individual or an organization. At the time of adverse publicity or when the organization is under crisis, an effective PR can remove the misunderstanding and can create mutual understanding between the organization and the publics. Public relations (PR) manager oversee a team of public relations specialists that are involved with marketing managers, advertisers, company leadership, and even lawyers to be sure that the facts are accurate before and during promotional campaigns or organized events. The text challenges students to think analytically, strategically, and practically. Each case is based on real events, and is designed to encourage discussion debate, and exploration of the options available to today's strategic public relations manager.

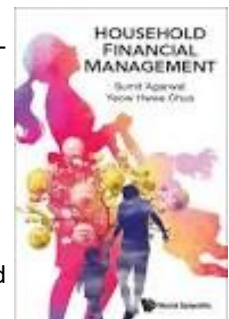
**Agarwal, Sumit, Household Financial Management** Singapore: World Scientific Publishing Co. Pte. Ltd., [c2024] [CO HG 179 .A349 2024]

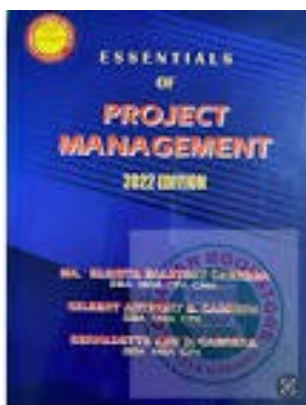
This book is dedicated to showcasing the importance of household financial management through the lens of academic research, with the goal of enhancing the financial well-being of individuals.

Through an exploration of households' financial choices over their lifecycle, the book aims to provide a comprehensive understanding of households' financial decision-making processes, grounded in economic models, policies, and data.

This holistic perspective encompasses an awareness of the functioning of different market types and an appreciation of various cognitive and behavioral biases. As a result, readers would be better positioned to make informed financial choices.

By further integrating theories and empirical evidence from economics and finance, the book provides readers with insights into actions they can take to circumvent common financial pitfalls and offers solutions for effectively addressing them.





**Cabrera, Elenita Balatbat, Essentials of Project Management 2022 Edition** Manila, Philippines: GIC Enterprises & Co., Inc., [c2022] [CO HD 69.P75 C33 2022c2]

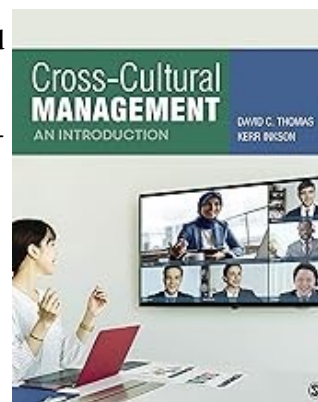
Each year, companies launch mission-critical projects involving millions of pesos in capital investment that provide significant opportunities for project-savvy people. The processes and methods of project-management provide the structure focus, flexibility and control to help their significant investments to outstanding results on time and within budget. Because of the ever-growing arrays of huge, complex, and technically challenging projects in today's world, some people want to devote their careers to planning and managing those projects which are still vital to the project's success.

The purpose of this book is to provide essential information and practical step-by-step guidelines to assist the reader in obtaining and developing knowledge and skills in project management. Likewise; this book will give the reader the confidence and tools needed to manage projects success.

This book introduces the process and life-cycle phases of the project management discipline and the successful techniques that experienced project managers utilized.

**Thomas, David C., Cross-Cultural Management: An Introduction** Thousand Oaks, California: SAGE Publication, Inc., [c2022] [CO HD 62.4 .T487 2022]

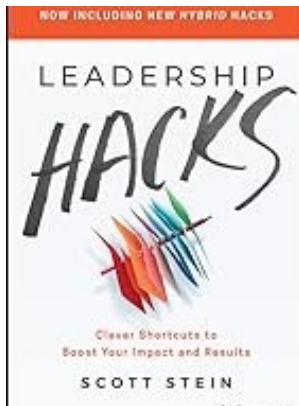
Cross-Cultural Management: An Introduction offers students a hands-on approach to cross-cultural management that they can apply to a wide variety of organizational contexts. Rather than focusing on specific countries, authors David C. Thomas and Kerr Inkson highlight the interactions of people from different cultures in organizational settings to provide students with practical applications of concepts in international management. Real-world examples and case studies help students understand and integrate differences between attitudes, values, beliefs, and assumptions so that they can thrive as managers.



**Thompson, John, Strategic Management: Awareness and Change** United Kingdom: Cengage Learning , EMEA, [c2023] [CO HD 30.28 .T46 2023]

The tenth edition of Strategic Management: Awareness and Change provides students with a sound intellectual framework on strategic management, agility, and resilience. Learners explore strategic concepts and strategy implementation to discover how organizations deal with continual transformation including the rapid growth of the internet, disruptive business models such as the gig economy and subscription models, and Covid-19.





**Stein, Scott, Leadership Hacks: Clever Shortcuts to Boost Your Impact and Results** Hoboken, NJ: John Wiley & Sons, Inc., [c2022] [CO HD 57.7 .S745 2022]

Hack your leadership and improve your approach

With rapid change and hybrid workplaces becoming the new way of working, leaders are struggling to achieve their outcomes. How do you stay ahead in the face of constantly shifting priorities, competitors, and deadlines? With this fully revised and updated edition of Leadership Hacks, you'll discover how to cut through the madness and get back to achieving results.

Author Scott Stein helps leaders—from CEOs to frontline managers to small business owners—identify ways to make a difference to the people they manage and the tasks they undertake. Here, he details proven hacks at every level: personal, one-on-one, team, hybrid and remote. With his tips, shortcuts and advice, you can rise above the daily deluge and make real progress.

This is a book for leaders looking for the life, work, and business hacks that will help you manage and inspire others. Whether you're feeling burned out or thriving but still looking for better strategies to get things done and stay on top, this book will open your mind to new possibilities. If you're leading a hybrid workforce, you'll especially love the hacks for keeping your people productive and reducing costs.

- identify what distractions slow you down
- fast-track your productivity to do more in less time
- streamline delegation so your people perform faster
- learn the communication and technology shortcuts that get faster results
- create and lead a hybrid workforce that increases performance.

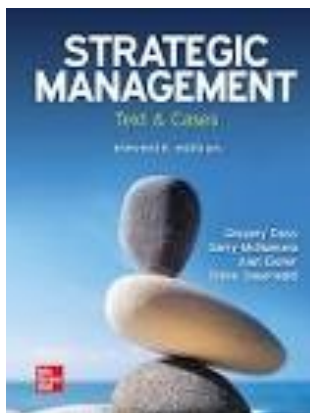
Leadership Hacks shows you how to hack your day, shift your approach and boost your communication so you can lead in a more effective and efficient way, no matter where your team is.

**Hitt, Michael A., Strategic Management: Competitiveness and Globalization** Bonifacio Global City, Taguig City: Cengage Learning Asia Pte Ltd (Philippine Branch), [c2023] [CO HD 30.28 .H57 2022]

Our goal in writing each edition of this book is to present a new, up-to-date standard for explaining the strategic management process. To reach this goal with the 13th edition of our market-leading text, we again present you with an intellectually rich yet thoroughly practical analysis of Strategic Management.

With each new edition, we work hard to achieve the goal of maintaining our standard of presenting strategic management knowledge in a readable style. To prepare for each new edition, we carefully study the most recent academic research to ensure that the content about strategic management we present to you is up to date and accurate.





**Dess, Gregory, Strategic Management: Text & Cases 11th Edition** New York: McGraw-Hill LLC, [c2024] [CO HD 30.28 .D48 2024]

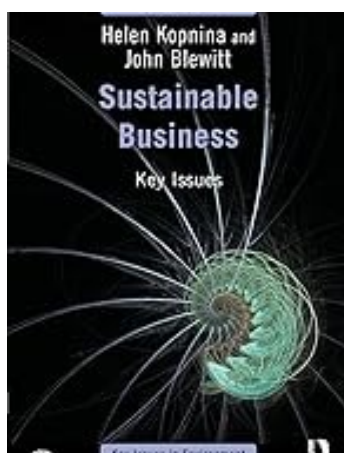
Strategic Management: Text and Cases, Eleventh edition, written by authors Dess, McNamara, Eisner, and Sauerwald continues its tradition of being readable, relevant, and rigorous. Its engaging writing style minimizes jargon to maximize readability. It provides examples from management practice and societal themes including environmental sustainability, ethics, globalization, entrepreneurship, and data analytics to make the content relevant. It draws on the latest research by management scholars and insights from executives to balance accessibility with rigor. They provide separate chapters on the role of intellectual assets in value creation (Ch. 4), entrepreneurial strategy and competitive dynamics (Ch. 8), and fostering entrepreneurship in established organizations (Ch. 12). This version in-

cludes all the text and 38 cases.

**Dess, Gregory, Strategic Management: Creating Competitive Advantages 11th Edition** New York: McGraw-Hill LLC, [c2024] [CO HD 30.28 .D47 2024]

Strategic Management: Creating Competitive Advantages, Eleventh edition, written by authors Dess, McNamara, Eisner, and Sauerwald continues its tradition of being readable, relevant, and rigorous. Its engaging writing style minimizes jargon to maximize readability. It provides examples from management practice and societal themes including environmental sustainability, ethics, globalization, entrepreneurship, and data analytics to make the content relevant. It draws on the latest research by management scholars and insights from executives to balance accessibility with rigor. They provide separate chapters on the role of intellectual assets in value creation (Ch. 4), entrepreneurial strategy and competitive dynamics (Ch. 8), and fostering entrepreneurship in established organizations (Ch. 12).





**Kopnina, Helen, Sustainable Business: Key Issues** New York, NY: Routledge, c2023 [CO HD 60 .K655 2023]

Sustainable Business: Key Issues is the first comprehensive introductory-level textbook to address the interface between environmental challenges and business solutions to provide an overview of the basic concepts of sustainability, sustainable business, and business ethics. The book introduces students to the background and key issues of sustainability and suggests ways in which these concepts can be applied in business practice. Though the book takes a business perspective, it is interdisciplinary in its nature and draws on knowledge from socio-economic, political, and environmental studies, thereby providing a practical and critical understanding of sustainability in the changing paradigm of global business. It goes beyond the conventional theories of sustainability and addresses critical issues concerned with population, consumption, and economic growth. It discusses realistic ways forward, in particular the circular economy and Cradle to Cradle frameworks.

The book is both a theoretical and practical study guide for undergraduate and postgraduate international students of broad areas of sustainability, teaching ways to recognize opportunities for innovation and entrepreneurship at the intersection of environmental, economic, ethical, and social systems. It takes a strategic approach in applying the power of business methods and policy to address issues of global importance such as climate change, poverty, ecosystem degradation, and human rights.

This textbook is essential reading for students of business, management, and sustainability courses. It is written in an engaging and accessible style, with each chapter including case studies, discussion questions, end of chapter summaries, and suggestions for further reading. This new edition is updated throughout, and contains an additional chapter on

**Taran, Yariv, The Business Model Innovation Process: Preparation, Organization, and Management** New York, NY: Routledge, [c2022] [CO HD 30.2 .T3677 2022]

**Business Model Innovation Process: Preparation, Organization and Management** examines a range of critical questions that merit thoughtful interdisciplinary consideration, such as: **Why do business models, and their innovation in particular, matter today? How can the process of business model innovation be understood, organized and managed adequately under increasingly volatile, uncertain, complex and ambiguous technological, business and geo-political conditions? What should decision-making and risk-management look like under these conditions, with managers whose rationality is bounded?**

The book offers a detailed account of the relatively unknown process of business model innovation by looking into the intersection of strategic, operations and innovation management, organizational design, decision-making and performance management. In doing so, this book addresses fundamental issues, and introduces new ideas and theoretical perspectives. In envisioning and thinking about various potential scenarios of business model innovation and understanding how to organize for each of these under different conditions, the book provides original arguments and suggestions for practitioners. For that purpose, the book also offers many compelling real-life examples of business models and their innovation.

Combining theory and practice, this book is an essential read for researchers and academics of business model innovation, as well as strategic management, digital transformation, innovation management and organizational change. It will also be of direct interest to practitioners and business leaders seeking new perspectives to increase their competitive advantage.



**Underhill, Brian, Coach Me!: Your Personal Board of Directors** Hoboken, NJ: John Wiley & Sons, Inc., [c2022] [CO HD 30.4 .C63 2022]

#### COACH ME! YOUR PERSONAL BOARD OF DIRECTORS

An indispensable wellspring of advice from the world's foremost leadership experts

In *Coach Me! Your Personal Board of Directors: Leadership Advice from the World's Greatest Coaches*, a team of world-renowned executive coaches and leadership experts delivers a revolutionary collection of contributions from 52 of the globe's leading management thinkers. Each curated piece explores a critical issue in leadership, covering topics like self-awareness, communication, interpersonal relationships, emotional intelligence, delegation, coaching, change management, transition management, execution, and career development.

Among the 50 stories included within, readers will find inspirational and practical advice based on real-world leaders who were forced to transform their company's business model, their organization, or themselves to achieve success. Each concise, actionable chapter lets you be a fly on the wall of a successful leader demonstrating a solution to a commonly encountered leadership problem.

*Coach Me! Your Personal Board of Directors* also provides:

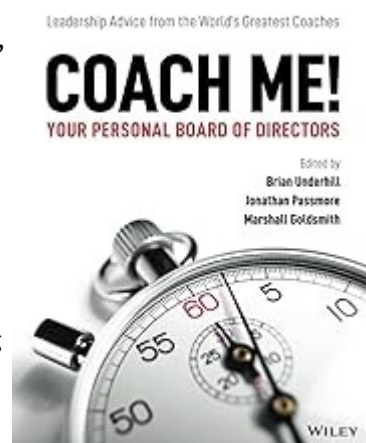
Thorough introductions to self-examination and self-awareness, including maximizing the impact of feedback and proven techniques to ensure your leadership measures up

Comprehensive explorations of communication and interpersonal relationship skills, including treatments of authenticity and cultural fluency

Practical discussions of emotional intelligence, including the management of out-of-control feelings and conflict management

In-depth examinations of change and transition management, including explorations of the first 100 days as a new leader and how to lead teams through crises

Perfect for managers, executives, and business leaders of all kinds, *Coach Me! Your Personal Board of Directors: Leadership Advice from the World's Greatest Coaches* will also earn a place in the libraries of the coaches, consultants, and other professionals who work with leaders in government, business, and the nonprofit sectors.





**O'Hair, H. Dan, Communication and Catastrophic Events: Strategic Risk and Crisis Management** Hoboken, NJ: John Wiley & Sons Inc., c2023 [ CO HD 49 .C658 2023 ]

An authoritative compendium of new research findings and case studies in the application of communication theory during catastrophic events

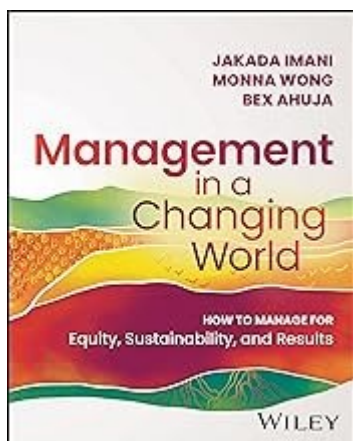
Communicating Science in Times of Crisis: Communication and Catastrophic Events addresses the practical application and research implications of communication theory in the context of man-made and natural catastrophes. Bringing together contributions by leading experts in crisis management and strategic communication, this timely collection of resources links scientific issues with public policy while discussing the challenges and opportunities for using communication to manage extreme events in the evolving media landscape of the 21st century.

In this second volume of the Wiley-Blackwell Communicating Science in Times of Crises series, 15 substantial chapters explore a varied range of catastrophic conditions, such as mass violence incidents, disease outbreaks, catastrophic mudslides, cascading and simultaneous disasters, extreme weather events, diffusion of misinformation during crises, students traveling internationally during a global health crisis, and more. Each chapter focuses on a particular issue or concern, revealing the difficult choices that confront academics and practitioners across communication disciplines and presenting original frameworks and models alongside ongoing research programs.

- Discusses approaches for balancing scientific findings with social and cultural issues
- Highlights the ability of legacy and digital media to facilitate science in mitigating the effects of adverse events
- Examines the ethical repercussions of communication during unfolding and unpredictable events
- Addresses the use of social media communication during a crisis and navigating an increasingly media-savvy society with multiple levels of science literacy
- Covers key theoretical and practical aspects of the associated fields of risk management and crisis management

Available as a standalone book or as part of a two-volume set, Communicating Science in Times of Crisis: Communication and Catastrophic Events is essential reading for scholars, researchers, practitioners, and advanced students in the fields of crisis communication, risk and emergency management, disaster studies, policy management, social media communication, and healthcare communication.





**Imani, Jakada, Management in a Changing World: how to manage for equity, sustainability, and results** Hoboken, NJ: John Wiley & Sons, Inc., c2023 [CO HD 31.2 .I43 2023]

Magnify your real-world impact as you lead others in a social change organization

In *Management In a Changing World: How to Manage for Equity, Sustainability, and Results* renowned social changemakers Jakada Imani, Monna Wong, and Bex Ahuja deliver an effective and practical how-to guide for the equitable management of non-profit and social change organizations. In the book, you'll learn how to multiply your impact by using the authors' insightful strategies for delegation, goal setting, and team culture-building. You'll also discover how to fairly exercise power in an environment that spans racial, generational, gender, and other identity divides.

Management In a Changing World shows you how to:

- Create work-life balance for your team members in an age when we have virtually unlimited access to our colleagues' attention and time
- Support team members through life's challenges while still meeting the demands your social change organization faces
- Bridge the gap between your intentions and your real-world impact with actionable advice, tools, and resources

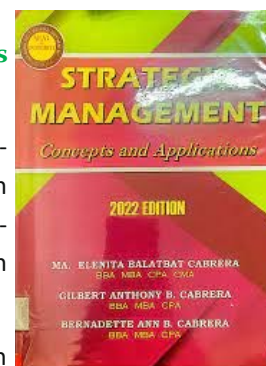
An essential resource for rookie and veteran managers, executive directors, and CEOs, *Management In a Changing World* will also earn a place on the bookshelves of organizers managing teams of volunteers.

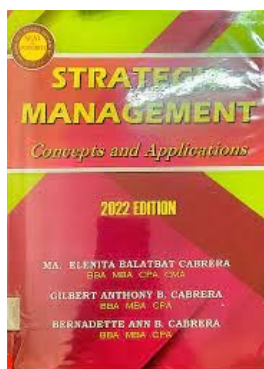
**Cabrera, Ma. Elenita Balatbat Strategic Management: concepts and applications** Sampaloc, Manila: GIC Enterprises & Co., Inc., c2022 [CO-FI HD 30.28 .C33 2022c3]

As the adage goes, change is the only constant—and the rate of change appears to be increasing. Changing technologies spawn new industries, while others die out. Managers today face an increasingly competitive world and a truly global marketplace. These trends, rapid technological change and increasing globalization, dramatically affect how to formulate and implement an effective strategy in the 21st century.

The Objective of this book is to provide the readers, students and new business managers with core concepts, framework, and analysis techniques in strategy that will not only integrate their functional responsibilities but also help them to become managers who make better strategic decisions.

This book looks at the whole process of strategic decision-making from vision, innovating and allocating resources, to its implementation leading people through changes in the business. It focuses on the presentation of relevant strategy content using analysis, formulation, and implementation as a guiding framework. It includes the traditional chapters needed in the core strategy course, as well as contemporary standalone chapters that provided added value.





**Cabrera, Ma. Elenita Balatbat Strategic Management: concepts and applications** Sampaloc, Manila: GIC Enterprises & Co., Inc., c2022 [ CO-FI HD 30.28 .C33 2022c2 ]

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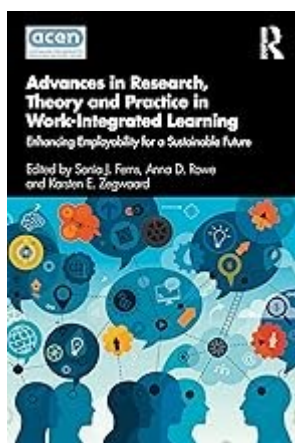
**Chandler, David Strategic Corporate Social Responsibility: Sustainable Value Creation 6th Edition** Thousand Oaks, California: SAGE Publications Inc., c2023 [ CO HD 60 .W46 2023 ]

Strategic Corporate Social Responsibility: Sustainable Value Creation (Sixth Edition) redefines corporate social responsibility (CSR) as being central to the value-creating purpose of the firm. Based on a theory of empowered stakeholders, this bestselling text argues that the responsibility of a corporation is to create value, broadly defined.



**Brenner, David Office Administration** New Delhi: Discovery Publishing House, c2023 [ CO HF 5547 .O44 2023 ]

This book covers everything you need to know about running an office, from the general tasks and duties to managing staff, ensuring security, and providing a range of services. It also covers a wide range of topics related to office management, such as the office environment, employees, systems, and functions. This book covers everything you need to know about running an office, from the general tasks and duties to managing staff, ensuring security, and providing a range of services. It also covers a wide range of topics related to office management, such as the office environment, employees, systems, and functions.



**Ferns, Sonia J., Advances in Research, Theory and Practice in Work-Integrated Learning: Enhancing Employability for a Sustainable Future** New York, NY: Routledge, c2022 [ CO LC 1037 .A383 2022 ]

ork-integrated learning (WIL) is a key strategy for enhancing student employability outcomes and lifelong learning capabilities. This timely publication critically reflects on existing scholarship and practice in WIL, discusses contemporary insights, provides a synopsis of resonating themes, and recommends areas for future research and practice. The book aims to position WIL as a strategic imperative for enabling a sustainable workforce through strengthening graduate capacity both in Australia and globally. The collection of edited scholarly chapters were compiled by 59 researchers, practitioners, and experts in WIL, and supported by the peak national professional body for WIL in Australia, the Australian Collaborative Education

Network (ACEN). The chapters cover a range of pertinent topics such as teaching and learning, stakeholder engagement, maximizing learning outcomes, diverse forms of WIL practice, support and infrastructure, and future directions. Specific areas of interest include governance and leadership, student equity and wellbeing, quality and evaluation and interdisciplinary WIL.

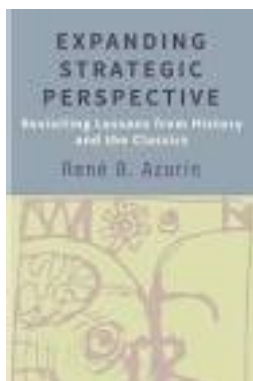
This book is essential reading for researchers, practitioners, workplace and community partners, university leaders, and policy makers, as the practice of WIL continues to expand in the higher education sector.

**Supangco, Vivien, Human Resource Management in the Philippine Context** Dili-man, Quezon City: The University of the Philippines Press, c2021 [ CO-FI HF 5549.2.p45 2021 ]

Context is very important in management, especially in human resource management. Human Resource Management in the Philippine Context presents not only the whats and hows of HR functions and practices, but also the whys in terms of theoretical frameworks. Discussions are reinforced by what are obtaining in the Philippines through the following in each chapter: “Legally Board,” and “Survey Says.” “Legally Bound” provides the laws pertinent to the chapter while “Case to Case” depicts a short case exemplifying a particular human resource management practice by a specific company. The feature “Survey Says” in turn presents statistics taken from the Philippine Statistics Authority and the result of a study on HRM practices in the Philippines conducted as part of a survey by the Cranfield Network on International Human Resource Management (CRANET).

This Book is a basic resource for students in management, as well as for practitioners new to the field.





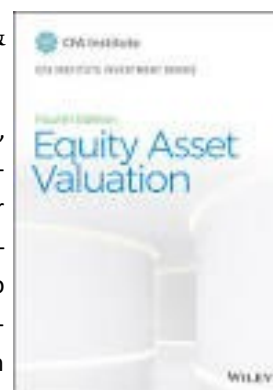
**Azurin, Rene B., Expanding Strategic Perspective: Revisiting Lessons from History and the Classics** Diliman, Quezon City: The University of the Philippines Press, c2023 [ CO-FI HD 30.28 .A98 2023 ]

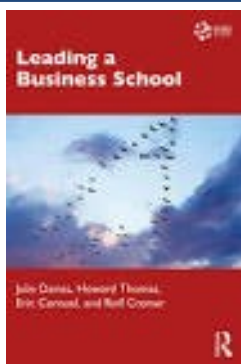
“ In this thoroughly fascinating book, Expanding Strategic Perspective: Revisiting Lessons from History and the Classics, my good friend Dr. Rene Azurin draws from cross-disciplinary sources in order to help leaders in business, politics, and other areas ‘ expand one’s consciousness and broaden one’s viewpoint.’ Rene revisits ideas and concepts on strategic thinking from history, politics, economics, military strategy, psychology, and philosophy. From Hannibal’s brilliance at the Battle of Cannae to understanding group behavior in Desmond Morris’s popular book The Naked Ape to developing economic insights from Thorstein Veblen’s classic The Theory of the

Leisure Class, Rene successfully demonstrates the importance of going beyond ‘ the narrow confines of the firm to the economy at large, society in general, and time beyond the present.’ . . . Rene Azurin, after all, is one of the few Filipino intellectuals who can provide an expensive overview of strategic thinking as applied to various aspects of life.”

**Pinto, Jerald E., Equity Asset Valuation 4th Edition** Hoboken, NJ: John Wiley & Sons, Inc., c2020 [ CO HG 4529 .E63 2020 ]

Navigate equity investments and asset valuation with confidence Equity Asset Valuation, Fourth Edition blends theory and practice to paint an accurate, informative picture of the equity asset world. The most comprehensive resource on the market, this text supplements your studies for the third step in the three-level CFA certification program by integrating both accounting and finance concepts to explore a collection of valuation models and challenge you to determine which models are most appropriate for certain companies and circumstances. Detailed learning outcome statements help you navigate your way through the content, which covers a wide range of topics, including how an analyst approaches the equity valuation process, the basic DDM, the derivation of the required rate of return within the context of Markowitz and Sharpe's modern portfolio theory, and more.





**Davies, Julie, *Leading a Business School* New York, NY: Routledge, c2023 [ CO HF 111 .D39 2023 ]**

Business schools are critical players in higher education, educating current and future leaders to make a difference in the world. Yet we know surprisingly little about the leaders of business schools. *Leading a Business School* demystifies this complex and dynamic role, offering international insights into deans' dilemmas in different contexts and situations. It highlights the importance of deans creating challenging and supportive learning cultures to enhance business and management education, organizations and society more broadly.

Written by renowned experts on the role of the dean, Julie Davies, Howard Thomas, Eric Cornuel and Rolf D. Cremer, the book traces the historical evolution of the business school deanship, the current challenges and future sources of disruption. The leadership characteristics and styles of business school deans are presented based on an examination of different dimensions of their roles. These include issues of strategic positioning, such as financial viability, prestige, size, mission, age, location and programme portfolios, as well as the influences of rankings, sector accreditations, governance structures, networks and national policies on strategy implementation. Drawing on international case studies and deans' development programmes globally, the authors explore constraints on deans' autonomy, university and external relations, and how business school deans add value over the period of their tenures.

This candid and well-researched book is essential reading for aspiring business school leaders, those hiring and working with deans, and other higher education leaders.

The Open Access version of this book, available at <http://www.taylorfrancis.com>, has been made available under a Creative Commons Attribution-Non Commercial-No Derivatives (CC-BY-NC-ND) 4.0 license. Funded by EFMD Global.

**Ya Ni, Anna, *Business, Society and Global Governance: A Skill Approach 2nd Edition* New York, NY: Routledge, c2023 [ CO HD 3616.U47 2023 ]**



*Business, Society and Global Governance* is a thoroughly revised and updated new edition of *Building Business–Government Relations: A Skills Approach* to ensure this successful book continues to be the go-to textbook introducing US business–government relations in the institutional context of the United States. Written from a practitioner's perspective, it provides historical, descriptive, and comparative accounts of the public and private sectors, the different roles government plays with business (including several conceptual models to contextualize the two sectors), and various economic policies associated with business. Business–government relations are considered through three different social economic contexts: the socio-political arena, local economic development, and the global market.

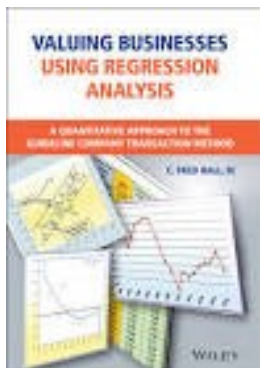
This new edition includes:

- Extended coverage of the role of nonprofits
- The Trump "era" and effect of the Biden presidency
- The positive and negative effects of technology in society and the increasing role of disinformation
- COVID and the role of government in crises

In the course of discussion, a set of skills, such as searching government jobs, starting a business, analyzing stakeholders, ethical reasoning, advancing a business agenda, leveraging public resources, contracting with government, interpreting global trends, doing business abroad, and leveraging international resources, are introduced and exercised.







**Hall III, C. Fred, Valuing Businesses Using Regression Analysis: A Quantitative Approach to the guideline company transaction method** Hoboken, NJ: John Wiley & Sons, Inc., c2021 [ CO- HG 4028.V3 H235 2021 ]

Demystifies regression-based valuation through simple explanations, easy-to-understand charts, and time-saving bonus resources

Current methodologies using median, quartiles, or standard deviations to calculate revenue multipliers and cash flow multipliers often produce values that are wildly divergent. This forces the appraiser to choose between a very high or a very low value or consider averaging the values, opening the possibility for the appraiser to be challenged. On the surface, regression analysis

appears to be the more complex, mathematical model, so many professionals shy away from using it out of fear that readers will be confused and reject the results of the appraisal. Valuing Businesses Using Regression Analysis solves this issue by breaking down regression to its simplest terms and providing easy-to-read charts and explanations that can be understood by all.

Since regression analysis does not come pre-installed in Excel, this book will show you how to enable Excel's regression in your computer. Then you'll learn four different Regression tools that can be used for business valuations or for forecasting in general. As an added perk, this book also comes with a template that simplifies the entire regression methodology into the click of one button. With a minimal amount of work, you can use this template to produce a compelling four-page valuation report.

- See why current valuation methodologies can be wildly inaccurate and why regression analysis is a practical and preferable alternative
- Learn how to set up Regression in Excel and use single-variable linear regression to predict revenue and cash flow multipliers
- Walk through the process for conducting more advanced analyses, including curved regression with outliers and multiple variable regression
- Use the bonus template to create attractive four-page valuation reports using regression analysis in Excel

This book is an excellent choice for valuers and other financial professionals ready to take the leap into regression analysis for more accurate, more objective business valuations.



**Hubbard, Douglas W., The Failure of Risk Management: Why It's Broken and How to Fix it 2nd Edition** Hoboken, NJ: John Wiley & Sons, Inc., c2020 [ CO HD 61 .H76 2020 ]

A practical guide to adopting an accurate risk analysis methodology

The Failure of Risk Management provides effective solutions to significant faults in current risk analysis methods. Conventional approaches to managing risk lack accurate quantitative analysis methods, yielding strategies that can actually make things worse. Many widely used methods have no systems to measure performance, resulting in inaccurate selection and ineffective application of risk management strategies. These fundamental flaws propagate unrealistic perceptions of risk in business, government, and the general public. This book provides expert examination of essential areas of risk management, including risk assessment and evaluation

methods, risk mitigation strategies, common errors in quantitative models, and more. Guidance on topics such as probability modelling and empirical inputs emphasizes the efficacy of appropriate risk methodology in practical applications.

Recognized as a leader in the field of risk management, author Douglas W. Hubbard combines science-based analysis with real-world examples to present a detailed investigation of risk management practices. This revised and updated second edition includes updated data sets and checklists, expanded coverage of innovative statistical methods, and new cases of current risk management issues such as data breaches and natural disasters.

- Identify deficiencies in your current risk management strategy and take appropriate corrective measures
- Adopt a calibrated approach to risk analysis using up-to-date statistical tools
- Employ accurate quantitative risk analysis and modelling methods
- Keep pace with new developments in the rapidly expanding risk analysis industry

Risk analysis is a vital component of government policy, public safety, banking and finance, and many other public and private institutions. The Failure of Risk Management: Why It's Broken and How to Fix It is a valuable resource for business leaders, policy makers, managers, consultants, and practitioners across industries.

**Martocchio, Joseph J., Employee Benefits: A primer for human resource professionals 7th Edition** New York, NY: McGraw Hill LLC, c2023 [ CO HD 4928 M37 2023 ]

Course Overview by Author: Employee benefits refer to compensation other than hourly wage, salary, or incentive payments.

Protection programs provide family benefits, promote health, and guard against income loss caused by catastrophic factors such as unemployment, disability, and serious illnesses.

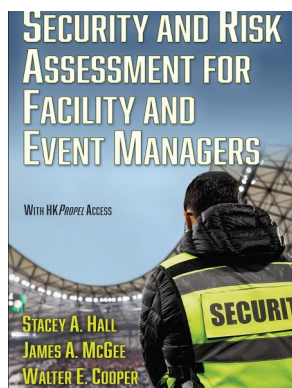
Paid time-off policies compensate employees when they are not performing their primary work duties, for example, vacation and holidays

Accommodation and enhancement benefits promote opportunities for employees and their families

Text Overview: Practical approach. Commonly referenced by HR practitioners. Contains 12 chapters, organized into 4 parts: (1) Introduction to Employee Benefits; (2) Retirement, Health Care, and Life Insurance; (3) Services; and (4): Extending Employee Benefits

Each chapter contains a chapter outline, learning objectives, key terms, discussion questions, and 2 brief cases.



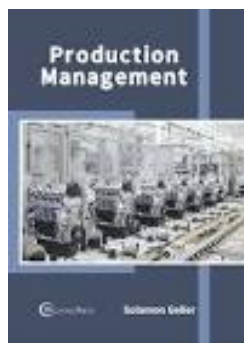


**Hall, Stacey A., Security and Risk Assessment for facility and Events Managers** Champaign, USA: Human Kinetics, c2023 [ CO GT 3405 .H348 2023 ]

Security and Risk Assessment for Facility and Event Managers introduces a risk assessment framework that helps readers identify and plan for potential security threats, develop countermeasures and emergency response strategies, and implement training programs to prepare staff.

**Keim, Mark, Disaster Planning: A Practical guide for effective health outcomes** Cambridge, United Kingdom: Cambridge University Press, c2022 [ CO HV 551.2 .K45 2022 ]

As disasters become more frequent and severe worldwide, disaster planning as a human endeavor is more important than ever, with the potential to save millions of lives globally. In this important new book, the author offers a practical, step-by-step guide for writing, implementing, and measuring the quality of your own disaster plan to address any threat with an approach that has been tested in public health and medical settings worldwide. Filling a significant gap in the existing literature, this book offers a comprehensive reference for both the principles and the practice of disaster planning. Access to a 25-lecture training course provides ancillary teaching materials for college level courses, offering added value for academic readers. An essential resource for public health graduates and anyone responsible for the management of disasters, primarily public health professionals, emergency physicians, first responders, and emergency managers.



**Geller Solomon, Production Management** Forest Hills, NY: Willford Press, c2023 [ CO TS 155 .P76 2023 ]

Production management includes the application of the principles of management to the production function in a factory. It focuses on planning, directing, organizing and controlling production activities. It primarily deals with the conversion of raw materials into finished goods. It also deals with the decision-making about the quantity, quality and cost, etc. of the product. The main objective of production management is to produce the goods and services in the required quantity and quality, at the right time and cost. Production management plays an integral role in the optimum utilization of the production capacity of a company or firm. This book is a compilation of chapters that discuss the most vital concepts in the field of production management. It elucidates new techniques and their applications in a multidisciplinary approach. This book is a complete source of knowledge on the present status of this important field.



**Pittman, Leo, Introduction to Quality Management** Brooklyn, NY: States Academic Press, c2023 [ CO HD 62.15 .I58 2023 ]

Quality is defined as how well the product is performing its intended function. Quality management focuses on ensuring that a product, service or organization is consistent. The four main components of quality management are quality assurance, quality control, quality improvement and quality planning. In order to get consistent quality, the techniques of quality assurance and control of products is used. The primary principles of quality management are evidence-based decision making, process approach, leadership, engagement of people and relationship management. This field uses many methods to improve the quality of product and services. These are process improvement, product improvement and people based improvement. This book is compiled in such a manner, that it will provide an in-depth knowledge about the theory and practice of this field. It presents the complex subject of quality management in the most comprehensible and easy to understand language. Those with an interest in this field would find this book on quality management helpful.

**Covey, Stephen R., The 7 habits of highly effective people** New York, NY: Simon & Schuster, c2020 [ CO BF 137.S8 C18 2020 ]

One of the most inspiring and impactful books ever written, The 7 Habits of Highly Effective People has captivated readers for nearly three decades. It has transformed the lives of presidents and CEOs, educators and parents—millions of people of all ages and occupations. Now, this 30th anniversary edition of the timeless classic commemorates the wisdom of the 7 Habits with modern additions from Sean Covey.

The 7 Habits have become famous and are integrated into everyday thinking by millions and millions of people. Why? Because they work!

With Sean Covey's added takeaways on how the habits can be used in our modern age, the wisdom of the 7 Habits will be refreshed for a new generation of leaders.

They include:

Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First Things First

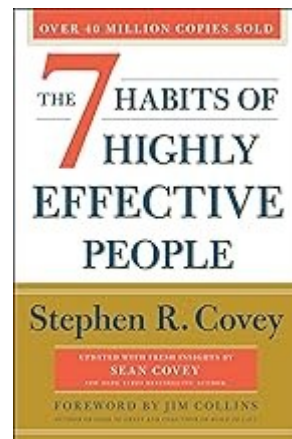
Habit 4: Think Win/Win

Habit 5: Seek First to Understand, Then to Be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

This beloved classic presents a principle-centered approach for solving both personal and professional problems. With penetrating insights and practical anecdotes, Stephen R. Covey reveals a step-by-step pathway for living with fairness, integrity, honesty, and human dignity—principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates.



**Jex, Steve M., Organizational Psychology and Organizational Behavior: Evidence-Based Lessons for Creating Sustainable Organizations** Hoboken, NJ: John Wiley & Sons, Inc., c2024 [CO HF 5548.8 .J49 2024]



Organizational Psychology and Organizational Behavior is a major revision of the well-regarded textbook, whose previous title was Organizational Psychology: A Scientist-Practitioner Approach. This new edition offers a comprehensive overview organizational science, drawing insights from the closely aligned fields of organizational psychology and organizational behavior. Appropriate as a textbook for introductory courses in either field, this engaging and readable book encourages students to think actively about the material, providing numerous features to connect concepts to real-world people, situations, and challenges.

In this Fourth Edition, the authors introduce coverage of diversity and inclusion, as well as climate change and environmental sustainability. They have also streamlined the text, moving detail into appendices where appropriate, to further promote student engagement. Organizational Psychology and Organizational Behavior also covers:

- Data collection and analysis methods, along with a discussion of research ethics
- Strategies for managing the work-life interface and promoting employee wellbeing
- Methods for promoting productive workplace behavior and addressing counterproductive behavior
- Leadership, organizational culture, and other precursors to job satisfaction and employee motivation

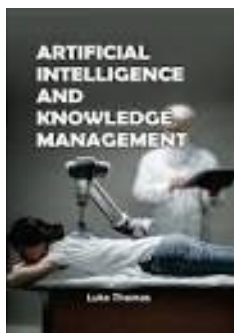
By identifying how behaviors and attitudes can be influenced by hiring practices, leadership strategies, and beyond, Organizational Psychology and Organizational Behavior offers a comprehensive guide to the theory and application of behavioral science in the workplace.



**Ramirez, Cristina, Project Management and Administration 2nd Edition** New York, NY: 3g E-Learning LLC, c2024 [CO HD 69.P75 R36 2024]

Project management is a crucial process in organizations as it encompasses the planning and organization of resources toward achieving specific tasks, events, or duties. Unlike ongoing activities, project management typically refers to one-time projects. The resources managed within this framework include both human and financial capital. At the core of project management lies the role of a project manager who aids in defining project goals and objectives while allotting responsibilities for completing various components. To ensure successful completion of projects, project managers are responsible for creating quality control checks to ascertain that completed components meet predefined standards. Furthermore, project management involves developing a comprehensive plan that includes identifying and confirming goals and objectives, determining strategies to achieve them, quantifying necessary tasks and resources needed, establishing budgets, and setting timelines for completion. In addition to devising these plans, effective project management necessitates proper implementation through regular monitoring mechanisms known as “controls.” These controls help create accurate and objective information on performance relative to the established plan while also providing a platform to implement corrective measures if required.





**Thomas, Luke, Artificial Intelligence and Knowledge Management** New Delhi: Random Publications LLP, c2024 [CO HD 30.2 .T46 2024]

Until the introduction of artificial intelligence, knowledge in organizations was a unique ability of humans. Since the revolutionary development of Ai, the impact of data system and businesses developed significantly, such as collecting, storing, processing, maintaining transmitting, and making content accessible. Humans are no longer the sole sources of knowledge. Artificial intelligence is becoming a key element in knowledge generation processes in enterprises. This book is focused on AI-empowered knowledge management to improve processes, implementation of technology for providing easy access to knowledge and the impact of knowledge management to promote the platform for generation of new knowledge through continuous learning. The book discusses process of knowledge management which includes entirely of the creation, distribution, and maintenance of knowledge to achieve organizational objectives. It also covers knowledge management tools which enable and enhance knowledge creation, codification, and transfer within business firms thereby reducing the burden of work and allowing application of resources and effective usage towards practical tasks. An immense growth of artificial intelligence in business organizations has occurred and AI-empowered knowledge management practice is leading towards growth and development of the organization. The book is an invaluable source of knowledge for students and researchers involved in this field at various levels.

**Gupta, Saurabh, Functions of Office Management** New Delhi: Random Publications LLP, c2023 [CO HF 5546 .G87 2023]



Office management is a job focuses on improving productivity, efficiency, and working conditions within an office. It may involve a wide range of responsibilities, including managing a modern workplace, handling office equipment, building a warm office environment, managing office budget, welcoming visitors and new employees to the workspace, organizing activities in the office and off-site events for office personnel, planning and booking travel for staff, managing internal communications, acquiring office furniture, and more. Future has suddenly arrived. The onset of twenty first century has seen the Modern Office undergoing a technical revolution resulting in radical changes. A comparison of today's office with the office of a decade earlier explains the advent of information explosion and tremendous transformation resulting in the way in which the office was managed undergoing a rapid and remarkable change. Information technology is changing with the speed of thought and the management of Modern Office is now much faster, expeditious and a lot better. One of the most tasks, creates processes important that drives effectiveness, guides and motivates personnel and coordinates communication between departments. The contemporary office is providing innumerable opportunities to be capitalized by the Modern Office Manager. Unless the Modern Office Manager is willing to think about the future constantly and incorporates the changes that are taking place, he is destined to find a place in oblivion. The present comprehensive book incorporates most of the changes that have taken place in the realm of Office Management. The book has been restructured in the light of advancements covers the syllabi of Indian Universities and Professional and Competitive Examinations.



**Leonard, Edwin C., Supervision: Concepts and Practices of Management 14th Edition**  
USA: Cengage, c2025 [CO HF 5549.12 .H55 2025]

Be empowered to apply objective and effective administrative skills in the competitive marketplace with Leonard/Cassity's SUPERVISION: CONCEPTS AND PRACTICES OF MANAGEMENT, 14th EDITION. The text presents a framework of evidence-based foundational practices, applied in the rapidly-shifting context of today's organizations. The authors draw on decades of firsthand business and community organization experience to present a practical toolbox of leadership competencies that are urgently needed on organizational frontlines. This comprehensive field guide for entry-level supervisors provides insights and strategies that address today's most pressing challenges. The practical discussions and case examples in the text are complemented with live and virtual individual and team skill-building exercises, which give you opportunities to practice and polish essential supervisory competencies. Experiential learning activities will help you understand how you can help your employees succeed.

**Griffin, Ricky W., Organisational Behaviour: Engaging People and Organisations 2E**  
Australia: Cengage Learning Australia, c2024 [CO HD 58.7 .G75 2024]

Welcome to the Second Australasian edition of Organisational Behaviour, a book that has 13 editions in the United States and is now expertly and uniquely adapted for the Australasian organizational context. The adaption process continues after the first edition and involves three accomplished Australian authors with student-centred learning at the heart of their efforts. Lead authors Dr. Andrew Creed of Deakin University works with Associate Professor Lynn Gribble of UNSW and Dr. Moira Watson of Murdoch University to bring timely and impactful revisions in this new edition. Their biographies reveal the breadth and depth of experience in the teaching and researching of management and organizational behaviour, both locally and globally. This new edition of an acclaimed, widely utilized book draws on their insights and delivers a fresh and practical Australasian perspective designed perfectly for the needs of learners in this region.



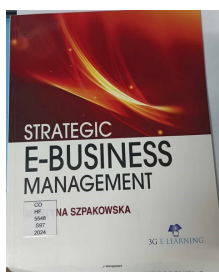
**Sveningsson, Stefan, Managing Change in Organization 2nd Edition** London: SAGE, c2023 [CO HD 58.8 .S84 2023c2]

Managing Change in Organizations, second edition, explores a broad range of perspectives on change management, encouraging critical reflection and making sense of a complex field of theories. Its unique approach, based around three key perspectives of change, will help you to understand:

- How change is accomplished – the tool perspective
- What change means for those involved – the process perspective
- Why change is initiated (and whether it is necessary) – the critical perspective

Updated throughout to include new examples, case studies and exercises, this essential text offers you the chance to learn pragmatic tools for managing change, as well as gain an in-depth understanding of different theories and their values.

Stefan Sveningsson is Professor of Business Administration at the School of Economics and Management, Lund University.



**Szpakowska, Martyna, Strategic E-Business Management** New York, NY: 3G E-Learning LLC, c2024 [CO HF 5548.32 .S97 2024]

With the increasing use of technology and internet, e-business has become an integral part of modern business operations. It involves conducting business activities online, such as selling products or services, managing customer relationships, and performing financial transactions. Effective e-business management requires a strategic approach to ensure that the organization is able to capitalize on the advantages offered by the digital world. It involves developing and implementing strategies to attract and retain online customers, optimizing website design and functionality, and utilizing various online marketing channels to enhance brand visibility. One of the key aspects of e-business management is understanding and utilizing data analytics. With the vast amount of data available from online activities, businesses can gain valuable insights into customer behavior, preferences, and trends. This data can be used to personalize marketing efforts, improve customer service, and make informed business decisions. Another important aspect of e-business management is ensuring the security of online transactions and customer information. Cybersecurity is a critical concern for e-business, as any breach of data can have severe consequences for both the organization and its customer. Therefore, implementing robust security measures and regularly updating them is essential; for successful e-business management.

**Bhardwaj, Aman, Meeting and Conference Management** Jipur, India: Horizon Press, c2022 [CO-K AS 6 .B43 2022]



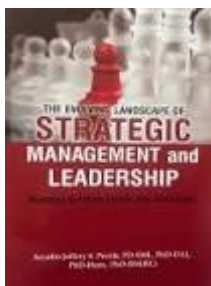
Ideally, a meeting should have a standard scheduled date and starting time. The length of the meeting may be fixed (that is, have a specified ending time), or it may be determined by the volume of business to conduct. At its first meeting, the group should decide to set an ending time. It is important that the leader adhere to these items in subsequent meetings. In addition to planning the agenda, the leader should make sure the meeting site has a favourable environment. Meeting participants will contribute to and get more from the meeting if they are comfortable. Ineffective meetings use critical resource, sap organization energy and movement, and affect employee morale. Find out how to make your meetings work for you. People spend so much time in meetings that turning meeting time into sustained results is a priority. The book deals with management of everything in meeting and conference. It should be helpful for teachers, researchers and students.



**Tran, Henry, Strategic Human Resources Management in Schools: Talent-Centered Education Leadership** New York, NY: Routledge, c2024 [CO HF 5549 .T73 2024]

Strategic Human Resources Management in Schools provides a new approach to human resources management, grounded in the perspectives of cutting-edge practice, research, and theory. Traditional human resource (HR) practices in education have operated in an isolated and reactionary manner; this book explores an updated version of personnel administration that links strategic human resources to organizational goals, educational mission, educator well-being, and student success. Coverage includes exemplar strategic HR practices from progressive organizations and leading companies, discussion of

tricky issues like discrimination and implicit bias, and developmental and humanistic support of teachers as well as support staff, including paraprofessionals, food service workers, and bus drivers. The Talent-Centered Education Leadership (TCEL) model presented in this book explores how educational leaders can create a nurturing and inclusive workplace for all educational staff, which is ultimately critical for improvement in student learning and strengthening recruitment and retention of a quality education workforce. Designed for aspiring leaders, this volume is grounded in the Professional Standards for Educational Leaders (PSEL) and National Educational Leadership Preparation (NELP) Building and District Level standards and is full of rich pedagogical features including cases, "warning boxes" to explore areas particularly thorny to navigate, questions for discussion, and various learning activities.



**Perida, Arcadio Jeffrey S., The Evolving Landscape of Strategic Management and Leadership: Adapting to Future Trends and Challenges** Intramuros, Manila: Mindshapers Co., Inc., c2024 [CO HD 30.28 .P47 2024]

Have you ever found yourself captivated by the complex working of well-turn organizations? Have you marveled at the seamless execution of strategic of strategic initiatives, the inspiring leadership that guides teams to greatness, and the relentless pursuit of innovation and growth? If so, then you are in for a treat.

Welcome to the world of strategic management and leadership—a realm where the boundaries of possibility are constantly being pushed, and the landscape is ever-evolving. In this book, “The Evolving Landscape of Strategic Management and Leadership: Adapting to Future Trends and Challenges,” we will embark on a journey that will equip you with the knowledge and skills to navigate this dynamic terrain.

**Flores, Marivic F., Organization Development 2nd Edition** Intramuros, Manila: Unlimited Books Library Services & Publishing Inc., c2023 [CO-FI HD 58.8 .F56 2023]



Our Corporate world today is characterized by a sense of urgency: either succeed or “entrophize”. Due to the advancements in information and communications technology, the emphasis on research and development, an emerging consciousness of environmental responsibility, the reality of changing lifestyles, and an aging population, industries and business entities today are concomitantly realigning their vision, goals and strategies. Business survival and competition have become prosaic bywords of the times.

The challenges of differentiation and innovation are more imperative today than before. Effective policies are being implemented, proactive plans are being designed, and cutting-edge approaches are being conceptualized. Focus is deliberately concentrated on corporate survival at the least., and on organizational competitiveness, business leadership, and industry monopoly at best.



**Pasahol, Jhon Ven Saint L., Principles of Total Quality Management** Intramuros, Manila: Unlimited Books Library Services & Publishing Inc., c2024 [CO-FI HD 62.15 .P37 2024]

In today’s fast-paced and competitive world, the pursuit of excellence has become paramount for organizations striving to thrive amidst ever-evolving market dynamics. Total Quality Management (TQM) stands as a beacon of this pursuit, offering a comprehensive framework for achieving operational excellence, customer satisfaction, and sustainable growth.

This preface serves as an introduction to the principles, methodologies, and applications of Total Quality Management. Within these pages, readers will embark on a journey through the intricacies of TQM, exploring its roots, evolution, and profound impact on organizational culture and performance.





**Advanced Strategic Management** Intramuros, Manila: Unlimited Books Library Services & Publishing Inc., c2024 [CO-FI HD 30.48 .A23 2024]

Introducing “Advanced Strategic Management,” a complete textbook specifically created to provide Master in Business Administration (MBA) graduate students with the necessary advanced concepts and frameworks required effectively navigate the complexities of strategic decision-making in the current intricate and ever-changing corporate environment. This textbook has been carefully designed to offer a comprehension of strategic analysis, formulation, implementation, and assessment, with a specific focus on innovation, sustainability, and global views.

**Abante, Marmelo V., Advanced Public Fiscal Management, Finance, and Accountability** Intramuros, Manila: Unlimited Books Library Services & Publishing Inc., c2024 [CO-FI HJ 141 .A23 2024]

This book is meant for all graduate schools students who took this course. In the intricate landscape of advanced public fiscal management and accountability, the challenges and responsibilities faced by professionals have evolved significantly. As we navigate an era marked by economic complexities, global interconnectivity, and technological advancements, a comprehensive understanding of advanced concepts becomes imperative. This textbook, “Advanced Public Fiscal Management, Finance, and Accountability,” seeks to illuminate the nuanced dimensions of fiscal governance, providing an in-depth exploration of advanced principles, emerging trends, and ethical considerations.



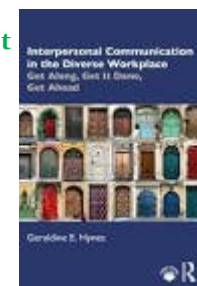
**Abante, Marmelo V., Human Behavior Organization with Ethics** Intramuros, Manila: Unlimited Books Library Services & Publishing Inc., c2024 [CO-FI HD 58.7 .A23 2024]

Welcome to our in-depth exploration of Advanced Human Behavior in Public Organization for Graduate School Students! This academic journey is intended to provide a comprehensive knowledge of the complexities inherent in managing and leading within the particular setting of public administration. We will navigate the theories, principles, and practical applications that govern organizational behavior, leadership, ethics, and more in the public sector as we delve into the courses outlined.

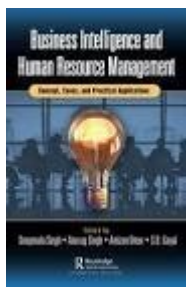
**Hynes, Geraldine E., Interpersonal Communication in the Diverse Workplace: Get Along, Get it Done, Get Ahead** New York, NY: Routledge, c2023 [CO HD 30.3 .H94 2023]

Foregrounding the vital importance of interpersonal communication and cultural competence in the workplace, this book offers concise, practical strategies for daily communication in a global environment.

The workplace is steadily becoming more diverse, and cultural competence is widely recognized as a key to success, in terms of revenue, profit, market share, and workforce productivity. This and diversity appreciation are the two cornerstones for effective interpersonal communication, facilitating relationship development, improving job satisfaction, commitment, loyalty, and trust, and leading to performance and organizational success. The effectiveness of diversity training sessions and cultural guidebooks can vary—business professionals need a book that presents more than descriptions of culture-bound business practices or prescriptions for valuing diversity.







**Singh, Deepmala, Business Intelligence and Human Resource Management: Concept, Cases, and practical Applications** New York, NY: Routledge, c2023 [CO HF 5549 .B87 2023]

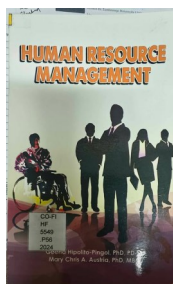
Business Intelligence (BI) is a solution to modern business problems.

This book discusses the relationship between BI and Human Resource Management (HRM). In addition, it discusses how BI can be used as a strategic decision-making tool for the sustainable growth of an organization or business. BI helps organizations generate interactive reports with clear and reliable data for making numerous business decisions.

This book covers topics spanning the important areas of BI in the context of HRM. It gives an overview of the aspects, tools, and techniques of BI and how it can assist HRM in creating a successful future for organizations. Some of the tools and techniques discussed in the book are analysis, data preparation, BI-testing, implementation, and optimization on GR and management disciplines. It will include a chapter on text mining as well as a section of case studies for practical use. This book will be useful for business professionals, including but not limited to, HR professionals, and budding business students.

**Mason, Hayden, Administrative Thought and Institutions** Jersey City, USA: Alexis Press, LLC, c2024 [CO JF 1351 .M37 2024]

“Administrative Thought and Institutions” is a comprehensive field of study that delves into the principles, theories, and practices of public administration. This multidisciplinary domain explores the organization, functioning, and management of government entities, as well as the implementation of public policies and programs. Public Administration is regarded as an instrument of change and is expected to accelerate the process of development. In our country, the government has undertaken the task of levelling down the economic inequalities, spreading education among all abolishing untouchability securing equality of status, rights of women and effective and all round economic and industrial development. The burden of carrying out these social changes in a planned and orderly way rests upon the Public Administration of the country. Administrative Thought and Institution trace their historical evolution through various eras and societies. This historical perspective provides insights into the development of administrative practices, from ancient civilizations to the modern bureaucratic systems that characterize contemporary governance. Central to the study of Administrative Thought and Institutions is the concept of bureaucracy. Bureaucracy serves as the backbone of public administration, emphasizing a hierarchical structure, division of labor, and adherence to standardized procedures. Public bureaucracies plays a pivotal role in implementing government policies and delivering public services.



**Hipolito-Pingol, Geena, Human Resource Management** Mandaluyong City: Books Atbp. Publishing Corp., c2024 [CO HF 5549 .p56 2024]

The Struggle to start any business or organization, the momentum of its operation, the success of its ups and downs where HUMAN RESOURCES take the major roles. Practices which are certain and even unpredictable outcomes show the importance of human resource management, which is the field of the study presented in this book.

As you red this book, I hope you will efficiently acknowledge the role of human resource in every stage of an organization. In order to make ideas and concepts, I indeed provided situations for analysis. Each chapter explains how an organization involved human resource management aspect towards competitive strategies.

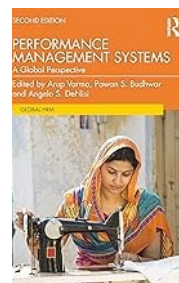
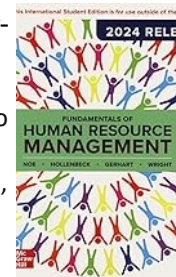


**Saunders, Anthony, Financial Institutions Management: A Risk Management Approach** New York, NY: McGraw-Hill, [c2024] [CO HG 181 .S33 2024]

International edition of Financial Institutions Management, A Risk Management Approach 11th Edition by Anthony Saunders, Marcia Millon Cornett, Otgo Erhemjamts\*\*\*\*\*Student textbook only, no Connect Access Code included\*\*\*\*\* Saunders and Cornett's Financial Institutions Management: A Risk Management Approach provides an innovative approach that focuses on managing return and risk in modern financial institutions.

**Noe, Raymond A., Fundamentals of Human Resource Management** New York: McGraw-Hill, c2024 [CO HF 5549 .F86 2024]

Fundamentals of Human Resource Management **9th Edition** provides a complete, concise introduction to human resource management for the general business manager who wants to learn more about how HRM is used in the everyday work environment. Its **adaptive** learning program and its **engaging, focused, and applied** content make it the fastest growing HRM program on the market. The authors have won numerous prestigious teaching and research awards. This, along with their teamwork and consulting experience, delivers a learning program strong in depth and breadth, and current in research and practice simply not found in other products.



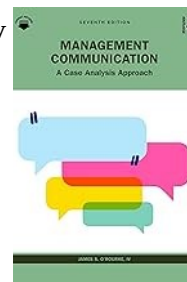
**Varma, Arup, Performance Management Systems: A Global Perspective** New York: Routledge, c2023 [CO HF 5549.5.P47 P467 2023]

Performance management is the process by which organizations set goals, determine standards, assign and evaluate work, and distribute rewards. But when you operate across different countries and continents, performance management strategies cannot be one dimensional. HR managers and line managers need systems that can be applied to a range of cultural values.

This important and timely text offers a truly global perspective on performance management practices. Split into two parts, it illustrates the key themes of rater motivation, rater-ratee relationships and merit pay, and outlines a model for a global appraisal process. This model is then screened through a range of countries, including Germany, Japan, the US, Turkey, China, India and Mexico. Using case studies and discussion questions, and written by local experts, this text outlines the tools needed to understand and 'measure' performance in a range of socio-economic and cultural contexts.

It is essential reading for students and practitioners alike working in human resources, international business and international management.

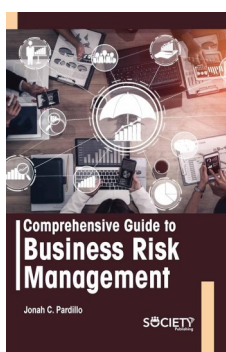
**O'Rourke, James S., Management Communication: A Case Analysis Approach** New York, NY: Routledge, c2023 [CO HD 30.3 .O766 2023]



This new edition of Management Communication is a case-based textbook that introduces students to the strategic communication methods that are crucial to master in order for them to develop into effective and ethical managers at all levels of business. Effective communication skills are necessary for success in the business world, and James O'Rourke has written a highly readable book filled with anecdotes and examples to engage students in the learning process.

This seventh edition includes both classic and new features. The strategic approach is integrated throughout the book, allowing students to understand how a communicated message affects the business as a whole. New case studies provide students with hands-on experience of scenarios they will encounter in the real world, looking at global companies such as Facebook and Nike. Further updates include new content on technology, corporate culture, and disinformation.

An ethical thread is woven through the text, demonstrating how ethical decision making can be applied in all aspects of communication. Chapters on intercultural communication, nonverbal communication, and conflict management provide students with the skills to build relationships and influence stakeholders – key skills for any manager.



**Pardillo, Jonah C., Comprehensive Guide to Business Risk Management** Burlington, Canada: Society Publishing, c2023 [CO HD 61 .P37 2023c2]

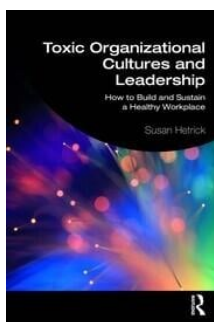
This book primarily focuses on business risk management and the factors affecting enterprises. First, the fundamental concepts of risk management are explained with a particular focus on e-business. Second, the factors affecting project management in the business sector are explained. Third, the prominent role of corporate governance and supply chain risk management in running a successful business is provided in this book. Finally, the steps to be followed to maintain sustainable business with risk mitigation are discussed. This book can be used for students who are pursuing graduate and undergraduate courses.

**By, Rune Todnem., Organizational Change, Leadership, and Ethics 2nd Edition** New York, NY: Routledge, c2023 [CO HD 58.8 .O7295 2023]



Organizations and societies are facing extreme challenges that require action (IPCC, 2021). The UN's sustainability goals, demographic change, and the green shift are knocking on the door, while traditional education, and ways of leading and managing this development, often fail to keep up. *Organizational Change, Leadership and Ethics* challenges leadership orthodoxy, assumptions, and myths currently preventing the further development of theory and practice. It encourages intelligent disobedience in support of greater leadership capabilities and capacity in organisations and societies.

As such, the book is written for everyone who wants to be MAD – to Make A Difference - students, scholars, and practitioners alike.



**Hetrick, Susan, Toxic Organizational Cultures and Leadership: How to Build and Sustain a Healthy Workplace** New York, NY: Routledge, c2023 [CO HD 58.7 .H48 2023]

Toxic organizational cultures and leadership have led to major reputational failures, with the greatest impact felt by the people who dedicate their careers to working for these organizations. And yet organizations do not become toxic overnight. They do not consciously set out to break rules and regulations, nor do they actively seek wrongdoing. This book defines toxic culture, explains how toxic cultures emerge over time, and provides practical approaches supported by in-depth research for overcoming a toxic culture at the individual, team, and organizational level.

Pragmatic and applicable, the book provides a call to action that can be applied in any type of organization. While the role of leadership in toxic cultures is acknowledged, the book sets out four distinct stages to embedding toxic cultures and draws on examples from leading organizations and companies to illustrate each stage. The book then identifies interventions and levers that can be implemented by executives, boards, and HR practitioners to prevent toxicity and to change toxic cultures back to healthy, positive workplaces. Drawing on research and interviews with senior HR leaders and executives, the book provides:

- An understanding of the four stages of toxic cultures and the impact of performance pressures in driving toxicity
- An appreciation of the role of senior leadership and personality traits
- Practical tools and guidance on interventions for practitioners to build and sustain a healthy and positive workplace

Senior executives, HR, and organizational development practitioners in local and global organizations spanning a range of industry sectors will find this book invaluable. The book is also highly relevant to consultants working in the field of corporate culture and change.

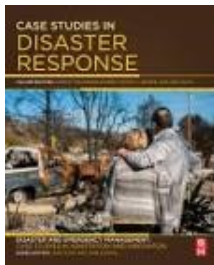
**Fonio, Chiara, Innovation in Crisis Management** New York, NY: Routledge, c2023 [CO HC 79.T4 I56 2023]

This book deals with how to measure innovation in crisis management, drawing on data, case studies, and lessons learnt from different European countries.

The aim of this book is to tackle innovation in crisis management through lessons learnt and experiences gained from the implementation of mixed methods through a practitioner-driven approach in a large-scale demonstration project (DRIVER+). It explores innovation from the perspective of the end-users by focusing on the needs and problems they are trying to address through a tool (be it an app, a drone, or a training program) and takes a deep dive into what is needed to understand if and to what extent the tool they have in mind can really bring innovation.

This book is a toolkit for readers interested in understanding what needs to be in place to measure innovation: it provides the know-how through examples and best practices. The book will be a valuable source of knowledge for scientists, practitioners, researchers, and postgraduate students studying safety, crisis management, and innovation.





**Feldman-Jensen, Shirley, Case Studies in Disasters Response: Disaster and Emergency Management: Case Studies in Adaptation and Innovation United Kingdom: Butterworth-Heinemann, c2024 [CO HV 555.U6 C37 2024]**

Case Studies in Disaster Response, the latest release in the Disaster and Emergency Management: Case Studies in Adaptation and Innovation series, focuses on the key functions performed in the emergency response to a disaster, how these functions are coordinated, and typical challenges and issues that emerge. Cases address both hazard- and response-generated needs. Also explored are the needs generated by emergent threats (e.g., Ebola crisis), emergent technologies (e.g., social media), and emergent groups (e.g., social innovation teams) that set the stage for innovation and adaption.

- Presents in-depth cases studies in disaster response, one of the phases of disaster management
- Unites practice and research from multiple disciplines to highlight the complexity of disasters preparedness, including environmental and earth sciences, engineering, public health, geography, sociology, and anthropology, humanitarian aid, emergent threats, disaster response and resilience

Examines policy and ethical dilemmas faced by decision-makers in disaster response situations