

Suddenly In Charge Managing Up Managing Down Succeeding All Around

Amoral, cunning, ruthless, and instructive, this multi-million-copy New York Times bestseller is the definitive manual for anyone interested in gaining, observing, or defending against ultimate control – from the author of *The Laws of Human Nature*. In the book that *People* magazine proclaimed “beguiling” and “fascinating,” Robert Greene and Joost Elffers have distilled three thousand years of the history of power into 48 essential laws by drawing from the philosophies of Machiavelli, Sun Tzu, and Carl Von Clausewitz and also from the lives of figures ranging from Henry Kissinger to P.T. Barnum. Some laws teach the need for prudence (“Law 1: Never Outshine the Master”), others teach the value of confidence (“Law 28: Enter Action with Boldness”), and many recommend absolute self-preservation (“Law 15: Crush Your Enemy Totally”). Every law, though, has one thing in common: an interest in total domination. In a bold and arresting two-color package, *The 48 Laws of Power* is ideal whether your aim is conquest, self-defense, or simply to understand the rules of the game.

As companies reorganize and reengineer, people are finding themselves tossed into management every day with little to no training or preparation. Literally two books in one, *Suddenly in Charge* provides all of the tools necessary to be successful at managing up and down the line of any organization. In addition to updates to all chapters, this revised and updated edition features 7 new chapters (3 chapters will be deleted) aligned to modern approaches to management. New topics include: executive presence, working with a coach or mentor, employee retention, creating purpose, the multi-generational workforce and more.

Your boss plays an important role in your career. So how do you navigate this delicate, significant professional relationship without playing political games or compromising your character? *Managing Up* offers concise, expert tips on: Understanding your manager's priorities and pressures Setting a positive tone for the relationship Managing expectations--and egos Earning trust and respect Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.

A provocative and revelatory look at what power is, who gets it, and what happens when they do, based on over 500 interviews with those who (for a while, at least) have had the upper hand—from the creator of the *Power Corrupts* podcast and Washington Post columnist Brian Klaas. Does power corrupt, or are corrupt people drawn to power? Are

entrepreneurs who embezzle and cops who kill the result of poorly designed systems or are they just bad people? Are tyrants made or born? If you were suddenly thrust into a position of power, would you be able to resist the temptation to line your pockets or seek revenge against your enemies? To answer these questions, *Corruptible* draws on over 500 interviews with some of the world's top leaders—from the noblest to the dirtiest—including presidents and philanthropists as well as rebels, cultists, and dictators. Some of the fascinating insights include: how facial appearance determines who we pick as leaders, why narcissists make more money, why some people don't want power at all and others are drawn to it out of a psychopathic impulse, and why being the "beta" (second in command) may actually be the optimal place for health and well-being. *Corruptible* also features a wealth of counterintuitive examples from history and social science: you'll meet the worst bioterrorist in American history, hit the slopes with a ski instructor who once ruled Iraq, and learn why the inability of chimpanzees to play baseball is central to the development of human hierarchies. Based on deep, unprecedented research from around the world, *Corruptible* will challenge your most basic assumptions about becoming a leader and what might happen to your head when you get there. It also provides a roadmap to avoiding classic temptations, suggesting a series of reforms that would facilitate better people finding a path to power—and ensuring that power purifies rather than corrupts.

#1 NEW YORK TIMES BESTSELLER • ONE OF TIME MAGAZINE'S 100 BEST YA BOOKS OF ALL TIME The extraordinary, beloved novel about the ability of books to feed the soul even in the darkest of times. When Death has a story to tell, you listen. It is 1939. Nazi Germany. The country is holding its breath. Death has never been busier, and will become busier still. Liesel Meminger is a foster girl living outside of Munich, who scratches out a meager existence for herself by stealing when she encounters something she can't resist—books. With the help of her accordion-playing foster father, she learns to read and shares her stolen books with her neighbors during bombing raids as well as with the Jewish man hidden in her basement. In superbly crafted writing that burns with intensity, award-winning author Markus Zusak, author of *I Am the Messenger*, has given us one of the most enduring stories of our time. "The kind of book that can be life-changing." —The New York Times "Deserves a place on the same shelf with *The Diary of a Young Girl* by Anne Frank." —USA Today **DON'T MISS BRIDGE OF CLAY, MARKUS ZUSAK'S FIRST NOVEL SINCE THE BOOK THIEF.**

Managing your boss: Isn't that merely manipulation? Corporate cozying up? Not according to John Gabarro and John Kotter. In this handy guidebook, the authors contend that you manage your boss for a very good reason: to do your best on the job—and thereby benefit not only yourself but also your supervisor and your entire company. Your boss depends on you for cooperation, reliability, and honesty. And you depend on him or her for links to the rest of the organization, for

setting priorities, and for obtaining critical resources. By managing your boss—clarifying your own and your supervisor's strengths, weaknesses, goals, work styles, and needs—you cultivate a relationship based on mutual respect and understanding. The result? A healthy, productive bond that enables you both to excel. Gabarro and Kotter provide valuable guidelines for building this essential relationship—including strategies for determining how your boss prefers to process information and make decisions, tips for communicating mutual expectations, and tactics for negotiating priorities. Thought provoking and practical, *Managing Your Boss* enables you to lay the groundwork for one of the most crucial working relationships you'll have in your career.

The absolute authority on *Third Culture Kids* for nearly two decades! In this 3rd edition of the ground-breaking global classic, Ruth E. Van Reken and Michael V. Pollock, son of the late original co-author, David C. Pollock, have significantly updated what is widely recognized as "The TCK Bible." Emphasis is on the modern TCK and addressing the impact of technology, cultural complexity, diversity and inclusion and transitions. Includes new advice for parents and others for how to support TCKs as they navigate work, relationships, social settings and their own personal development. New to this edition:

- A second PolVan Cultural Identity diagram to support understanding of cultural identity
- New models for identity formation
- Updated explanation of unresolved grief
- New material on "highly mobile communities" addressing the needs of people who stay put while a community around them moves rapidly
- Revamped Section III so readers can more easily find what is relevant to them as Adult TCKs, parents, counselors, employers, spouses, administrators, etc.
- New "stages and needs" tool that will help families and organizations identify and meet needs
- Greater emphasis on tools for educators as they grapple with demographic shifts in the classroom

The Challenge Built to Last, the defining management study of the nineties, showed how great companies triumph over time and how long-term sustained performance can be engineered into the DNA of an enterprise from the very beginning. But what about the company that is not born with great DNA? How can good companies, mediocre companies, even bad companies achieve enduring greatness? The Study For years, this question preyed on the mind of Jim Collins. Are there companies that defy gravity and convert long-term mediocrity or worse into long-term superiority? And if so, what are the universal distinguishing characteristics that cause a company to go from good to great? The Standards Using tough benchmarks, Collins and his research team identified a set of elite companies that made the leap to great results and sustained those results for at least fifteen years. How great? After the leap, the good-to-great companies generated cumulative stock returns that beat the general stock market by an average of seven times in fifteen years, better than twice the results delivered by a composite index of the world's greatest companies, including Coca-Cola, Intel, General Electric, and Merck. The Comparisons The research team contrasted the good-to-great companies with a carefully

selected set of comparison companies that failed to make the leap from good to great. What was different? Why did one set of companies become truly great performers while the other set remained only good? Over five years, the team analyzed the histories of all twenty-eight companies in the study. After sifting through mountains of data and thousands of pages of interviews, Collins and his crew discovered the key determinants of greatness -- why some companies make the leap and others don't. The Findings The findings of the Good to Great study will surprise many readers and shed light on virtually every area of management strategy and practice. The findings include: Level 5 Leaders: The research team was shocked to discover the type of leadership required to achieve greatness. The Hedgehog Concept (Simplicity within the Three Circles): To go from good to great requires transcending the curse of competence. A Culture of Discipline: When you combine a culture of discipline with an ethic of entrepreneurship, you get the magical alchemy of great results. Technology Accelerators: Good-to-great companies think differently about the role of technology. The Flywheel and the Doom Loop: Those who launch radical change programs and wrenching restructurings will almost certainly fail to make the leap. "Some of the key concepts discerned in the study," comments Jim Collins, "fly in the face of our modern business culture and will, quite frankly, upset some people." Perhaps, but who can afford to ignore these findings? From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No

Asshole Rule and The Asshole Survival Guide “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

What do you do when the biggest threat to your project is your boss? It's not that your boss is out to get you. In fact, bosses generally mean well. But clueless leadership from a well-intentioned boss can sometimes cause more damage than a criminal mastermind tying your project to the railroad tracks. The Unwritten Rules of Managing Up provides refreshingly practical and candid insight into the best practices and techniques that project managers have successfully used for decades to manage a wide variety of senior-level stakeholders—ranging from perfectly competent and pleasant to downright dysfunctional and inept. While managing up is an incredibly valuable skill for virtually any type of boss (not just the difficult ones), the book includes recommendations for managing six particularly challenging—and common—types of senior leaders. They are the bombastic Tornado, who takes over meetings without realizing it; the Wishful Thinker, who regularly asks the impossible; the Clueless Chameleon, who can't quite decide what he or she really wants (but still holds you responsible for delivering it); the MIA Boss, who is just not around enough; the Meddlesome Micromanager, who hovers and insists you complete a task his or her way; and the Naked Emperor, who falls in love with his or her own crazy ideas. Brownlee also offers basic techniques to use with any boss, even a great one. This book is not just for professionals seeking to enhance their workplace effectiveness but also for senior leaders interested in addressing their blind spots and coaching others toward a more collaborative, results-focused leadership approach.

Employees don't work for companies; they work for people. The more irresistible you are as a leader, the more pull you have for employees to want to stay and for your customers to remain loyal. In The Magnetic Leader, Roberta Matuson asks us to consider that the quality of a company's leadership is the most important factor in attracting and retaining high-quality employees. Matuson has spent 20 years helping organizations achieve both market leadership and dynamic growth by maximizing the talent they already have, in addition to creating a magnetic environment that attracts high-caliber new hires. Many are searching for a magical formula, but the fact is that the answer lies inside businesses' organizations. Instead of offering crazy perks, companies need to focus on the one perk they can't get anywhere else, which is the opportunity to work with a truly magnetic leader. The Magnetic Leader aids readers in transforming their leadership style from push to pull, repel to attract, dismal to good, and then good to great. They'll become magnetic leaders who attract the cream of the crop and ultimately create legions of loyal, talented superstars eager to beat the competition.

Are you avoiding an uncomfortable conversation at work? If you're an executive or a team leader, strengthening your

organization's ability to have difficult conversations is necessary and worth the discomfort. The key to successful dialogue starts and ends with changing the conversation. Recognizing that it takes two people to engage in meaningful outcomes, *Can We Talk?* outlines what each contributor needs to do to achieve the best possible result. Using examples from everyday work situations, this book offers guidance on how to create the right conditions for a meaningful discussion. The author identifies the seven key principles that enable both parties to gain a deeper understanding of what the other person may be thinking and will help establish their point of view more clearly: confidence, clarity, compassion, curiosity, compromise, credibility, courage. *Can We Talk?* includes examples and advice from those who have been there and thrived, as well as lessons learned from conversation failures and example scripts of productive conversations. Readers will learn how to prepare, start and manage the potentially challenging exchange of words that typically occur at work, and come away with an understanding that for any conversation to take place, both parties must be engaged. Every day millions of people with high potential are frustrated and held back by incompetent leaders. New York Times bestselling leadership author 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*, Maxwell unveils the keys to successfully navigating the challenges of working for a bad boss. Maxwell teaches 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).

In this funny, vulnerable, and all-too-real memoir, award-winning content creator and actress Avani Gregg takes you behind the scenes of her incredible life, sharing how a girl from small-town Indiana went on to become TikToker of the Year. With more than fifty million followers on social media; invitations to glamorous events around the world; awards, magazine covers, and even her own makeup line—Avani Gregg never imagined this wild ride for herself. After all, she was just from a small town, spending her time hanging with friends and family and combing thrift-store racks for finds. It only took one video—her famous “Clown Girl Check”—and she suddenly found herself vibing as one of the original Hype House creators. “People think I exploded overnight,” the eighteen-year-old TikTok sensation says. “But they don't know the half of it. They don't know what came before or after. They don't know my Backstory.” In this eye-opening memoir, Avani shares the ups and down of her remarkable life, including the devastating back injury that forced her to retire from gymnastics and abandon her dreams of Olympic gold. In the aftermath, struggling to make sense of it all, she found her calling: creating jaw-droppingly dramatic makeup looks on social media that leave her “Beb” begging for more. Diving

deep into topics like mental health, relationships, bullying, and more, Avani shares her private sketchbook and most intimate thoughts: “There’s a lot we all think and feel but are afraid to say out loud. Well, I’m saying it...and it’s gonna get deep.” This is the unfiltered, revealing, and deeply inspiring Backstory of someone with big dreams and how she worked to achieve them. And Avani is not holding back.

When Hank Gilman started his career, he aspired to be a great journalist. But just a few years later, he became an editor and suddenly found himself in charge of a slew of difficult reporters—without a clue how to manage them. Plenty of managers start out this way, never asking, expecting, or training to be responsible for others. These accidental bosses often find that learning to manage is like learning to swim by being dropped into the deep end of the pool. Now the deputy managing editor at Fortune, Gilman learned the hard way about what makes a good boss. He shares his insights from the good, bad, ugly, entertaining, and sometimes just plain bizarre stories from more than two decades in the management trenches.

New 2nd edition is now available. As companies reorganize and reengineer, thousands of people are finding themselves tossed into management every day. "You may go to bed as a member of the team and wake up to find yourself suddenly in charge," says Matuson. The key to success is managing effectively both up and down the line of organization-this first edition of Suddenly in Charge provides a unique approach with two books in one: read it in one direction and you'll find all the tips and tools you need to manage down, establishing credibility with your team and leading in a way that both builds rapport and garners respect. Flip the book over and you'll find success strategies for managing up, interacting successfully with your bosses and developing strong relationships. In the Managing Up side of the this book, you will learn how to manage your relationships and responsibilities as an employee, including how to understand the boss's style of management; deal with dictatorial, indecisive or otherwise difficult bosses; promote yourself; ask for raises; and know when it's time to leave a position. With key learning points, real-life examples and proved strategies for effective communication, Managing Up helps you navigate the world of office politics while staying true to yourself. The key to success is managing effectively both up and down the line of organization. In the Managing Down side of this book, you will learn how to manage your relationships and responsibilities as a boss, including how to stay sane during conflicts, evaluate performance, and make the hiring and firing process easier and more mutually beneficial. With key learning points, real-life examples and proven strategies for effective communication, Managing Down helps you clearly define your new role and cultivate an environment of engaged, motivated employees.

Everyone has a boss. And anyone who has aspired to move up the corporate ladder knows that their relationship with those they report to is crucial. In Managing Up Rosanne Badowski offers a straightforward, entertaining, no-holds-barred account of what it

takes to make your relationship with your boss work to your advantage, no matter where you stand in the corporate hierarchy. Told through rich, colorful anecdotes about her years spent working with one of the smartest, most demanding and dynamic business leaders of the twentieth century, legendary GE CEO Jack Welch, Badowski reveals the secrets to career success she has gleaned over the years. At heart, it's about working with the person above you to create a productive and effective partnership. Everyone is a manager, in one way or another, Badowski points out. She discusses first-hand what it's like to have to be a mind reader, to anticipate the future, to plan for the unexpected, and to perform the impossible. With refreshing candor and a hint of attitude, Badowski's advice is unlike any other. She advises us that "Impatience is a virtue," to "Have no shame," and to "Beware the too-quiet office." Having worked in one of the most challenging, high-profile corporate environments anywhere, no one knows more about prioritizing, about making decisions on behalf of your boss, about sifting through a daily barrage of data and information, about multitasking at warp speed, and exhibiting grace under fire. Ultimately, Badowski says, excelling at what you do is about a shared passion for the job. *Managing Up* is an invaluable guide for managing your career and juggling responsibilities with finesse and confidence. It should become a management bible for anyone hoping to get ahead in their profession.

There's always room for improvement. It's tough to be a great manager, but also fascinating, enriching, meaningful, and fun. Organizations need managers who bring individuals and teams together to do their best work in the service of company goals—make no mistake, management is a people-driven job. Though the barriers to success are many—you could become a victim of circumstances, confuse the need to manage with the need to control, let management become maintenance, fail to tune up and realign—don't be discouraged. With over 30 years of experience, author Lisa Haneberg has seen it all and is here to guide you with *10 Steps to Be a Successful Manager*. From detailing the foundational importance of knowing your business to understanding pull versus push motivation, managing change, and leaving a legacy, Haneberg illustrates how to establish or realign your management habits, describing in each step an area of action you can develop for a healthy management practice. With pointers, examples, tables, tools, and worksheets, this updated second edition is also aligned with ATD survey-based research on social skills crucial to managerial success—so you are better able to build managerial capabilities. Intended for managers of all experience levels, this book will help you to embrace your challenges and triumph over management barriers. Make your current management challenge the best job you will ever have.

Instant Wall Street Journal Bestseller! Congratulations, you're a manager! After you pop the champagne, accept the shiny new title, and step into this thrilling next chapter of your career, the truth descends like a fog: you don't really know what you're doing. That's exactly how Julie Zhuo felt when she became a rookie manager at the age of 25. She stared at a long list of logistics--from hiring to firing, from meeting to messaging, from planning to pitching--and faced a thousand questions and uncertainties. How was she supposed to spin teamwork into value? How could she be a good steward of her reports' careers? What was the secret to leading with confidence in new and unexpected situations? Now, having managed dozens of teams spanning tens to hundreds of people, Julie knows the most important lesson of all: great managers are made, not born. If you care enough to be reading this,

then you care enough to be a great manager. *The Making of a Manager* is a modern field guide packed everyday examples and transformative insights, including: * How to tell a great manager from an average manager (illustrations included) * When you should look past an awkward interview and hire someone anyway * How to build trust with your reports through not being a boss * Where to look when you lose faith and lack the answers Whether you're new to the job, a veteran leader, or looking to be promoted, this is the handbook you need to be the kind of manager you wish you had.

The #1 New York Times bestseller. Over 3 million copies sold! *Tiny Changes, Remarkable Results* No matter your goals, *Atomic Habits* offers a proven framework for improving--every day. James Clear, one of the world's leading experts on habit formation, reveals practical strategies that will teach you exactly how to form good habits, break bad ones, and master the tiny behaviors that lead to remarkable results. If you're having trouble changing your habits, the problem isn't you. The problem is your system. Bad habits repeat themselves again and again not because you don't want to change, but because you have the wrong system for change. You do not rise to the level of your goals. You fall to the level of your systems. Here, you'll get a proven system that can take you to new heights. Clear is known for his ability to distill complex topics into simple behaviors that can be easily applied to daily life and work. Here, he draws on the most proven ideas from biology, psychology, and neuroscience to create an easy-to-understand guide for making good habits inevitable and bad habits impossible. Along the way, readers will be inspired and entertained with true stories from Olympic gold medalists, award-winning artists, business leaders, life-saving physicians, and star comedians who have used the science of small habits to master their craft and vault to the top of their field. Learn how to: • make time for new habits (even when life gets crazy); • overcome a lack of motivation and willpower; • design your environment to make success easier; • get back on track when you fall off course; ...and much more. *Atomic Habits* will reshape the way you think about progress and success, and give you the tools and strategies you need to transform your habits--whether you are a team looking to win a championship, an organization hoping to redefine an industry, or simply an individual who wishes to quit smoking, lose weight, reduce stress, or achieve any other goal.

Build vital connections to accelerate your career success *Managing Up* is your guide to the most valuable 'soft skill' your career has ever seen. It's not about sucking up or brown-nosing; it's about figuring out who you are, who your boss is, and finding where you meet. It's about building real relationships with people who have influence over your career. *Managing up* is good for you, good for your boss, and good for the organization as a whole. This book gives you strategies for developing these all-important connections and building more than rapport; you become able to quickly assess situations, and determine which actions will move you forward; you become your own talent manager, and your boss's top choice for that new opportunity. As a skill, *managing up* can do more for your career than simply 'networking' ever could—and this book shows you how. Real-world strategies give you a set of actionable steps, supplemented by expert advice from a top leadership consultant that helps you get on track to advancement. It's never too early or too late to start adjusting your alignment, and this book provides the help you need to start accelerating your trajectory. Develop robust relationships with influential people Enhance your self-awareness and become more

adaptable Gain new opportunities and accelerate your career Stop 'schmoozing' and develop true, lasting connections Managing up helps you build the sort of relationships that foster more communication, collaboration, cooperation, and understanding between people at different levels of power, with a variety of perspectives and skills. This type of bridge-building builds your reputation for effectiveness and fit, so you can start skipping rungs on the ladder as you build a strong, successful career.

Managing Up is your personal manual for building this vital skill so you can begin building your best future.

#1 NEW YORK TIMES BESTSELLER ONE OF BARACK OBAMA'S FAVORITE BOOKS OF THE YEAR NAMED A BEST BOOK OF 2020 BY THE NEW YORK TIMES * THE WASHINGTON POST * NPR * PEOPLE * TIME MAGAZINE* VANITY FAIR * GLAMOUR 2021 WOMEN'S PRIZE FINALIST “Bennett’s tone and style recalls James Baldwin and Jacqueline Woodson, but it’s especially reminiscent of Toni Morrison’s 1970 debut novel, *The Bluest Eye*.” —Kiley Reid, *Wall Street Journal* “A story of absolute, universal timelessness ...For any era, it's an accomplished, affecting novel. For this moment, it's piercing, subtly wending its way toward questions about who we are and who we want to be...” – *Entertainment Weekly* From The New York Times-bestselling author of *The Mothers*, a stunning new novel about twin sisters, inseparable as children, who ultimately choose to live in two very different worlds, one black and one white. The Vignes twin sisters will always be identical. But after growing up together in a small, southern black community and running away at age sixteen, it's not just the shape of their daily lives that is different as adults, it's everything: their families, their communities, their racial identities. Many years later, one sister lives with her black daughter in the same southern town she once tried to escape. The other secretly passes for white, and her white husband knows nothing of her past. Still, even separated by so many miles and just as many lies, the fates of the twins remain intertwined. What will happen to the next generation, when their own daughters' storylines intersect? Weaving together multiple strands and generations of this family, from the Deep South to California, from the 1950s to the 1990s, Brit Bennett produces a story that is at once a riveting, emotional family story and a brilliant exploration of the American history of passing. Looking well beyond issues of race, *The Vanishing Half* considers the lasting influence of the past as it shapes a person's decisions, desires, and expectations, and explores some of the multiple reasons and realms in which people sometimes feel pulled to live as something other than their origins. As with her New York Times-bestselling debut *The Mothers*, Brit Bennett offers an engrossing page-turner about family and relationships that is immersive and provocative, compassionate and wise.

Alex Rogo is a harried plant manager working ever more desperately to try and improve performance. His factory is rapidly heading for disaster. So is his marriage. He has ninety days to save his plant - or it will be closed by corporate HQ, with hundreds of job losses. It takes a chance meeting with a colleague from student days - Jonah - to help him break out of conventional ways of thinking to see what needs to be done. Described by *Fortune* as a 'guru to industry' and by *Businessweek* as a 'genius', Eliyahu M. Goldratt was an internationally recognized leader in the development of new business management concepts and systems. This 20th anniversary edition includes a series of detailed case study interviews by David Whitford, Editor at Large, *Fortune* Small Business, which explore how organizations around the world have been transformed by Eli Goldratt's ideas. The story of Alex's

fight to save his plant contains a serious message for all managers in industry and explains the ideas which underline the Theory of Constraints (TOC) developed by Eli Goldratt. Written in a fast-paced thriller style, *The Goal* is the gripping novel which is transforming management thinking throughout the Western world. It is a book to recommend to your friends in industry - even to your bosses - but not to your competitors!

The competition wants your customers AND your best people. Learn the new rules for attracting top talent and getting them to stick around. *Talent Magnetism* offers straightforward, easy-to-apply techniques that help managers navigate the challenges of attracting and keeping talent to foster innovation and fuel growth. Roberta Matuson, bestselling author of *Suddenly in Charge* and award-winning management consultant, shows you how with:

- * Fresh techniques and creative ways to build an organization with talent magnetism, where top talent is pulled in with minimal effort on the employer's part.
- * Proven methods which focus on what today's post-recession workers value most. Hint: It isn't what you think!
- * Case studies of organizations that have achieved "magnetic" status without Toyotasized budgets.
- * Rules of Attraction: recommendations to propel you forward at warp speed.

Drawing on real-life case studies and examples, Matuson demonstrates the new rules of workplace attraction and retention, helping you and your organization develop irresistible talent magnetism.

It could happen today. You are called into the office, and the boss tells you that due to unforeseen circumstances, starting today you will be in charge of a team, a project, an office, a committee, or a business unit. Without any warning (or preparation on your part) you've become an accidental leader. If you have been thrust into a position of sudden responsibility, you need *The Accidental Leader*. This book is a first aid kit that gives you the information and inspiration you need to know what you bring to the challenge—your pluses and minuses. Define success and achieve it. Get other people on your side. Overcome your natural shortcomings. Get organized—right now. See through the apparent system to the culture within. Direct people and get them to act. *The Accidental Leader* is your lifeline to leadership success. It is filled with practical answers to the many leadership questions that you will face.

ARE YOUR WORKING RELATIONSHIPS WORKING AGAINST YOU? To achieve your goals and get ahead, you need to rally people behind you and your ideas. But how do you do that when you lack formal authority? Or when you have a boss who gets in your way? Or when you're juggling others' needs at the expense of your own? By managing up, down, and across the organization. Your success depends on it, whether you're a young professional or an experienced leader. *The HBR Guide to Managing Up and Across* will help you: Advance your agenda—and your career—with smarter networking. Build relationships that bring targets and deadlines within reach. Persuade decision makers to champion your initiatives. Collaborate more effectively with colleagues. Deal with new, challenging, or incompetent bosses. Navigate office politics.

As companies reorganize and reengineer, thousands of people are finding themselves tossed into management every day. "You may go to bed as a member of the team and wake up to find yourself suddenly in charge," says Matuson. The key to success is managing effectively both up and down the line of the organization. And *Suddenly in Charge* provides this unique approach with two books in one: read it one direction and you'll find all the tips and tools you need to manage down and establish credibility with your team; flip the book over and you'll find success strategies for managing up, the key to managing your reputation and your career. With a foreword by Alan Weiss, bestselling

author of Million-Dollar Consulting, this handy little book is a must-have resource to help the new manager truly succeed from day one. ***Over a half-million sold! The sequel, The Unicorn Project, is coming Nov 26*** “Every person involved in a failed IT project should be forced to read this book.”—TIM O’REILLY, Founder & CEO of O’Reilly Media “The Phoenix Project is a must read for business and IT executives who are struggling with the growing complexity of IT.”—JIM WHITEHURST, President and CEO, Red Hat, Inc. Five years after this sleeper hit took on the world of IT and flipped it on its head, the 5th Anniversary Edition of The Phoenix Project continues to guide IT in the DevOps revolution. In this newly updated and expanded edition of the bestselling The Phoenix Project, co-author Gene Kim includes a new afterword and a deeper delve into the Three Ways as described in The DevOps Handbook. Bill, an IT manager at Parts Unlimited, has been tasked with taking on a project critical to the future of the business, code named Phoenix Project. But the project is massively over budget and behind schedule. The CEO demands Bill must fix the mess in ninety days or else Bill's entire department will be outsourced. With the help of a prospective board member and his mysterious philosophy of The Three Ways, Bill starts to see that IT work has more in common with a manufacturing plant work than he ever imagined. With the clock ticking, Bill must organize work flow streamline interdepartmental communications, and effectively serve the other business functions at Parts Unlimited. In a fast-paced and entertaining style, three luminaries of the DevOps movement deliver a story that anyone who works in IT will recognize. Readers will not only learn how to improve their own IT organizations, they'll never view IT the same way again. “This book is a gripping read that captures brilliantly the dilemmas that face companies which depend on IT, and offers real-world solutions.”—JEZ HUMBLE, Co-author of Continuous Delivery, Lean Enterprise, Accelerate, and The DevOps Handbook ———— “I’m delighted at how The Phoenix Project has reshaped so many conversations in technology. My goal in writing The Unicorn Project was to explore and reveal the necessary but invisible structures required to make developers (and all engineers) productive, and reveal the devastating effects of technical debt and complexity. I hope this book can create common ground for technology and business leaders to leave the past behind, and co-create a better future together.”—Gene Kim, November 2019 Don’t let the rapid evolution of the Internet economy leave your business extinct before its time! Here are the key strategies you need to keep your company alive, growing, and profitable in today’s volatile Web climate. The dramatic boom that took place in the Web economy is over. The glory days when companies with strong ideas and weak business plans could easily get millions to launch their businesses are long gone, and in today’s tougher, more cutthroat economic arena, natural selection is rampant. Companies need to be smarter, faster, more innovative, and more adaptable than ever before just to survive, let alone succeed. In Digital Darwinism, Evan Schwartz provides seven business strategies that can make or break any Web business. In a new preface and updated case studies, Schwartz discusses the dramatic rise and fall of the Web and analyzes the companies that have made it and those that haven’t, from Priceline to Pets.com, and spells out step-by-step techniques such as building your brand, remaining flexible as supply and demand fluctuate, and integrating the Web into every part of your business. The perfect source for everyone from novice entrepreneurs to corporate CEOs, Digital Darwinism provides a comprehensive and unflinching look inside the highly competitive world of e-commerce and distills the critical strategies that Web-based businesses need to follow in order to survive in what has become the world’s fastest, and most dangerous, marketplace. As seen in Fast Company, Inc., Entrepreneur, Quartz at Work, Big Think, Chief Learning Officer, Chief Executive Officer, and featured in the Financial Times, and Forbes Recommended Reading for Creative Leaders. The workplace is going through a large-scale transition with digitization, automation, and acceleration. Critical skills and expertise are imperative for companies and their employees to succeed in the future, and the most forward-thinking companies are being proactive in adapting to the shift in the workforce. Kelly Palmer, Silicon Valley

thought-leader from LinkedIn, Degreed, and Yahoo, and David Blake, co-founder of Ed-tech pioneer Degreed, share their experiences and describe how some of the smartest companies in the world are making learning and expertise a major competitive advantage. The authors provide the latest scientific research on how people really learn and concrete examples from companies in both Silicon Valley and worldwide who are driving the conversation about how to create experts and align learning innovation with business strategy. It includes interviews with people from top companies like Google, LinkedIn, Airbnb, Unilever, NASA, and MasterCard; thought leaders in learning and education like Sal Khan and Todd Rose; as well as Thinkers50 list-makers Clayton Christensen, Daniel Pink, and Whitney Johnson. The Expertise Economy dares you to let go of outdated and traditional ways of closing the skills gap, and challenges CEOs and business leaders to embrace the urgency of re-skilling and upskilling the workforce.

You never dreamed being the boss would be so hard. You're caught in a web of conflicting expectations from subordinates, your supervisor, peers, and customers. You're not alone. As Linda Hill and Kent Lineback reveal in *Being the Boss*, becoming an effective manager is a painful, difficult journey. It's trial and error, endless effort, and slowly acquired personal insight. Many managers never complete the journey. At best, they just learn to get by. At worst, they become terrible bosses. This new book explains how to avoid that fate, by mastering three imperatives:

- Manage yourself: Learn that management isn't about getting things done yourself. It's about accomplishing things through others.
- Manage a network: Understand how power and influence work in your organization and build a network of mutually beneficial relationships to navigate your company's complex political environment.
- Manage a team: Forge a high-performing "we" out of all the "I"s who report to you.

Packed with compelling stories and practical guidance, *Being the Boss* is an indispensable guide for not only first-time managers but all managers seeking to master the most daunting challenges of leadership.

AN INSTANT NEW YORK TIMES BESTSELLER A READ WITH JENNA TODAY SHOW BOOK CLUB PICK! “Brave, fresh . . . unforgettable.”—The New York Times Book Review “A celebration of girls who dare to dream.”—Imbolo Mbue, author of *Behold the Dreamers* (Oprah’s Book Club pick) Shortlisted for the Desmond Elliott Prize and recommended by The New York Times, Marie Claire, Vogue, Essence, PopSugar, Daily Mail, Electric Literature, Red, Stylist, Daily Kos, Library Journal, The Everygirl, and Read It Forward! The unforgettable, inspiring story of a teenage girl growing up in a rural Nigerian village who longs to get an education so that she can find her “louding voice” and speak up for herself, *The Girl with the Louding Voice* is a simultaneously heartbreaking and triumphant tale about the power of fighting for your dreams. Despite the seemingly insurmountable obstacles in her path, Adunni never loses sight of her goal of escaping the life of poverty she was born into so that she can build the future she chooses for herself – and help other girls like her do the same. Her spirited determination to find joy and hope in even the most difficult circumstances imaginable will “break your heart and then put it back together again” (Jenna Bush Hager on The Today Show) even as Adunni shows us how one courageous young girl can inspire us all to reach for our dreams...and maybe even change the world.

A leading executive coach pinpoints three vital traits necessary to advance your career In *Getting Ahead*, one of the top 50 executive coaches in the United States, Joel Garfinkle reveals his signature model for mastering three skills to take your career to the next level: Perception, Visibility, and Influence. The PVI-model of professional advancement will teach you to: (1) Actively promote yourself as an asset and valuable person inside the organization, (2) Increase your visibility to gain others’ recognition and appreciation for your efforts and (3) Become a person of influence who makes key

decisions inside the organization. Getting Ahead will put you ahead of the competition to become a known, valued, and desired commodity at your company. For more than two decades, Joel Garfinkle has worked closely with thousands of executives, senior managers, directors, and employees at the world's leading companies, and has authored 300 articles on leadership. Offers detailed guidance on how to increase exposure, boost visibility, enhance perceived value for your organization, and ultimately achieve career advancement. Explains how to get your name circulating among higher levels of management so others know you, see your results, and acknowledge the impact you bring to the company.

An updated edition of the blockbuster bestselling leadership book that took America and the world by storm, two U.S. Navy SEAL officers who led the most highly decorated special operations unit of the Iraq War demonstrate how to apply powerful leadership principles from the battlefield to business and life. Sent to the most violent battlefield in Iraq, Jocko Willink and Leif Babin's SEAL task unit faced a seemingly impossible mission: help U.S. forces secure Ramadi, a city deemed "all but lost." In gripping firsthand accounts of heroism, tragic loss, and hard-won victories in SEAL Team Three's Task Unit Bruiser, they learned that leadership—at every level—is the most important factor in whether a team succeeds or fails. Willink and Babin returned home from deployment and instituted SEAL leadership training that helped forge the next generation of SEAL leaders. After departing the SEAL Teams, they launched Echelon Front, a company that teaches these same leadership principles to businesses and organizations. From promising startups to Fortune 500 companies, Babin and Willink have helped scores of clients across a broad range of industries build their own high-performance teams and dominate their battlefields. Now, detailing the mind-set and principles that enable SEAL units to accomplish the most difficult missions in combat, *Extreme Ownership* shows how to apply them to any team, family or organization. Each chapter focuses on a specific topic such as Cover and Move, Decentralized Command, and Leading Up the Chain, explaining what they are, why they are important, and how to implement them in any leadership environment. A compelling narrative with powerful instruction and direct application, *Extreme Ownership* revolutionizes business management and challenges leaders everywhere to fulfill their ultimate purpose: lead and win.

The definitive playbook for driving impact as a middle manager *Leading from the Middle: A Playbook for Managers to Influence Up, Down, and Across the Organization* delivers an insightful and practical guide for the backbone of an organization: those who have a boss and are a boss and must lead from the messy middle. Accomplished author and former P&G executive Scott Mautz walks readers through the unique challenges facing these managers, and the mindset and skillset necessary for managing up and down and influencing what happens across the organization. You'll learn the winning mindset of the best middle managers, how to develop the most important skills necessary for managing from the middle, how to create your personal Middle Action Plan (MAP), and effectively influence: Up the chain of command, to

your boss and those above them Down, to your direct reports and teams who report to you Laterally, to peers and teams you have no formal authority over Anyone in an organization who reports to someone and has someone reporting to them must lead from the middle. They are the most important group in an organization and have a unique opportunity to drive impact. Leading from the Middle explains how.

“One of those tales that ties you up, turns you inside-out, wrings you like a wet cloth.” —Jason Reynolds, New York Times bestselling author of Long Way Down American Street meets Long Way Down in this searing and gritty debut novel that takes an unflinching look at the harsh realities of gang life in Jamaica and how far a teen is willing to go for family. Things can change in a second: The second Frankie Green gets that scholarship letter, he has his ticket out of Jamaica. The second his longtime crush, Leah, asks him on a date, he’s in trouble. The second his father gets shot, suddenly nothing else matters. And the second Frankie joins his uncle’s gang in exchange for paying for his father’s medical bills, there’s no going back...or is there? As Frankie does things he never thought he’d be capable of, he’s forced to confront the truth of the family and future he was born into—and the ones he wants to build for himself.

Stanley Bing follows his enormously successful What Would Machiavelli Do? with another subversively humorous exploration of how work would be different—if the Buddha were your personal consultant. What would the Buddha do—if he had to deal with a rampaging elephant of a boss every day? That is the premise of Stanley Bing’s wickedly funny guide to finding inner peace in the face of relentlessly obnoxious, huge, and sometimes smelly bosses. Taking the concept of managing up to a new cosmic plateau, Bing urges no less than a revolution of the spirit in the American workplace, turning overwrought, oppressed, stressed-out employees into models of Zen-like powers of concentration, able to take their elephant-like bosses and grey, lumbering companies and twirl them around the little finger of their consciousness. In Bing’s unique tradition of social criticism cum business self-help, Throwing the Elephant presents Four Truths (or possibly Five), a Ninefold Path, and one useful, hilarious guide to workplace sanity, success, and enlightenment that surpasses all understanding, survival.

Everything you need to harness Millennial potential Managing Millennials For Dummies is the field guide to people-management in the modern workplace. Packed with insight, advice, personal anecdotes, and practical guidance, this book shows you how to manage your Millennial workers and teach them how to manage themselves. You'll learn just what makes them tick—they're definitely not the workers of yesteryear—and how to uncover the deeply inspirational talent they have hiding not far below the surface. Best practices and proven strategies from Google, Netflix, LinkedIn, and other top employers provide real-world models for effective management, and new research on first-wave versus second-wave Millennials helps you parse the difference between your new hires and more experienced workers. You'll learn why flex

