

The First 90 Days: Proven Strategies for Getting Up to Speed Faster and Smarter

Author: Michael D. Watkin

Summary: *“By walking you through every aspect of the transition scenario, Watkins identifies the most common pitfalls new leaders encounter and provides the tools and strategies you need to avoid them. You’ll learn how to secure critical early wins, an important first step in establishing yourself in your new role..”*

The Business Devotional: 365 Thoughts on Management, Leadership and Motivation

Author: Lillian Hayes Martin

Summary: *“In these trying economic times, we could all use a little inspiration. And that’s exactly what this collection of 365 daily devotionals provides: motivational words on career growth and positive change, along with guidance on both day-to-day and long-term decision-making in the workplace.”*

StandOut

Author: Marcus Buckingham

Summary: *“StandOut, the revolutionary new book and online assessment tool from Marcus Buckingham, is the result of extensive research, statistical testing, and analysis of the world’s top performers. From the coauthor of Now, Discover Your Strengths and the recognized leader of the strengths movement, StandOut unveils your top two Strength Roles and offers sharp, practical ideas that professionals and managers in any organization can use to find their edge and win at work.”*

So You're New Again: How to Succeed in a New Job (The Managing Work Transitions Series)

Authors: Elwood F. Holton and Sharon S. Naquin

Summary: *“In the current fast-paced world, people change jobs more frequently than ever. The ability to thrive in new environments is key to career success. This book provides the tools essential to job transitions, showing readers how to make a good impression on a new employer.”*

Sink Or Swim!: New Job. New Boss. 12 Weeks to Get It Right.

Authors: Milo Sindell and Thuy Sindell

Summary: *“In today’s job market, finding a new position entails a substantial amount of work. However, getting yes doesn’t mean getting a break. Most new employees are thrown into their positions with little or no orientation and must either “sink or swim” in the first 90 days - or face termination. This book shows readers how to be a performer from day one.”*

Great on the Job: What to Say, How to Say It. The Secrets of Getting Ahead.

Author: Jodi Glickman

Summary: *“A much-needed “people skills” primer and master class in all facets of workplace communication. Do you know how to ask for help at work without sounding dumb? Do you know how to get valuable and useful feedback from your colleagues? Have you mastered your professional elevator pitch so that every time you meet someone, they remember and are impressed by you? If you answered “no” to any of these questions, you need Great on the Job.”*