

## The Personal Mba Recommended Reading List 99 Best

TOP Business School MBA compiled in a Book..with insights, advice, strategies, tips, tools and more that MBA graduates take away

An Entire MBA in 1 Course

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (RUSSIAN)

The Power of Broke

A Step-By-Step Guide To Mastering The Skills Taught In America's Top Business Schools

What You Really Need to Know about the Numbers

The 30 Day MBA

How to Take Charge, Build Your Team, and Get Immediate Results

The Finance Book

Complete MBA For Dummies

The Personal MBA 10th Anniversary Edition

Practical Ideas from the Best Brains in Business

MBA in a Book

The Corner Office

The Personal MBA

Who Is Michael Ovitz?

Red Thread Thinking: Weaving Together Connections for Brilliant Ideas and Profitable Innovation

Indispensable and Unexpected Lessons from CEOs on How to Lead and Succeed

Two Years of Business School Packed Into One Priceless Book of Pure Awesomeness

The Ten-Day MBA 4th Ed.

The Visual MBA

Work the System

The Visual MBA

My Start-Up Life

Thinking, Fast and Slow... in 30 Minutes

Financial Intelligence for Entrepreneurs

The Personal MBA 10th Anniversary Edition

From the Author of the Udemy. com Course an Entire MBA in 1 Course

A Step-By-step Guide To Mastering The Skills Taught In America's Top Business Schools

Mastering Business with Attitude

Deep Water

Enabling and Sustaining Your Lean Transformation

Ten-day MBA, The, Rev.

The Motivation Code

The New Leader's 100-Day Action Plan

10 Days to Faster Reading

The Personal MBA

A World-class Business Education in a Single Volume

A 30 Minute Expert Summary

*The Personal Mba Recommended Reading List 99 Best*

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### CHRISTINE KENYON

*TOP Business School MBA compiled in a Book..with insights, advice, strategies, tips, tools and more that MBA graduates take away* LWW

Winner of a Shingo Research and Professional Publication Award Information Technology is supposed to enable business performance and innovation, improve service levels, manage change, and maintain quality and stability, all while steadily reducing operating costs. Yet when an enterprise begins a Lean transformation, too often the IT department is either left out or viewed as an obstacle. What is to be done? Winner of a 2011 Shingo Research and Professional Publication Award, this book shares practical tips, examples, and case studies to help you establish a culture of continuous improvement to deliver IT operational excellence and business value to your organization. Praise for: ...will have a permanent place in my bookshelf. —Gene Kim, Chief Technology Officer, Tripwire, Inc. ... provides an unprecedented look at the role that Lean IT will play in making this revolutionary shift and the critical steps for sustained success. —Steve Castellanos, Lean Enterprise Director, Nike, Inc. Twenty years from now the firms which dominate their industries will have fully embraced Lean strategies throughout their IT organizations. —Scott W. Ambler, Chief Methodologist for Agile and Lean, IBM Rational ... a great survival manual for those needing nimble and adaptive systems. —Dr. David Labby, MD, PhD, Medical Director and Director of Clinical Support and Innovation, CareOregon ... makes a major contribution in an often-ignored but much-needed area. —John Bicheno, Program Director MS in Lean Operations, Cardiff University ... a comprehensive view into the world of Lean IT, a must read! —Dave Wilson, Quality

Management, Oregon Health & Science University

*An Entire MBA in 1 Course* Portfolio Trade

Ben Casnocha discovered he was entrepreneur at age 12 and hasn't slowed down since. In this remarkably instructive book, Ben dissects the entrepreneurship "gene," explaining that everyone has inherited it if they have an idea to make the world a better place. In Casnocha's case, he found a better way for city governments to communicate with constituents on the Web. Six years later, Comcate has dozens of municipal clients, a growing staff, and a record of excellence. This book is the story of his start-up, but also a conversation with his mentors, clients and fellow entrepreneurs about how to make a business idea work?and how to have the time of your life trying. From Pat Lencioni to Marc Benioff of salesforce.com, Ben has won over the best and brightest of the business world?now it's your turn!

*A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (RUSSIAN)* Harvard Business Press

Are you a good boss--or a great one? Get more of the management ideas you want, from the authors you trust, with HBR's 10 Must Reads on Managing People (Vol. 2). We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you master the innumerable challenges of being a manager. With insights from leading experts including Marcus Buckingham, Michael D. Watkins, and Linda Hill, this book will inspire you to: Draw out your employees' signature strengths Support a culture of honesty and civility Cultivate better communication and deeper trust among global teams Give feedback that will help your people excel Hire, reward, and tolerate only fully formed

adults Motivate your employees through small wins Foster collaboration and break down silos across your company This collection of articles includes "Are You a Good Boss--or a Great One?," by Linda A. Hill and Kent Lineback; "Let Your Workers Rebel," by Francesca Gino; "The Feedback Fallacy," by Marcus Buckingham and Ashley Goodall; "The Power of Small Wins," by Teresa M. Amabile and Steven J. Kramer; "The Price of Incivility," by Christine Porath and Christine Pearson; "What Most People Get Wrong About Men and Women," by Catherine H. Tinsley and Robin J. Ely; "How Netflix Reinvented HR," by Patty McCord; "Leading the Team You Inherit," by Michael D. Watkins; "The Overcommitted Organization," by Mark Mortensen and Heidi K. Gardner; "Global Teams That Work," by Tsedal Neeley; "Creating the Best Workplace on Earth," by Rob Goffee and Gareth Jones.

*The Power of Broke* Diamond Pocket Books Pvt Ltd

The Finance Book will help you think and manage like a financial strategist. Written specifically for non-finance professionals, it will give you all you need to know to manage your business more effectively and think more strategically. It will help you to: Have the confidence to read and interpret financial statements Ask the right questions about financial performance Apply important financial tools and ratios Learn how to think financially and make better strategic financial decisions Covering business finance, accounting fundamentals, budgeting, profitability and cash management, you'll find the tools you need in order to make the best financial decisions for your business. 'Essential reading for any non-finance professional. This is an easy to read and practical guide to the world of finance.' Paul Herman, Group CEO, Bluebox Corporate Finance 'A really helpful, well organised and easy to understand primer and reference book for those who aren't accountants but still need to understand the accounts.' Roger Siddle, Chairman, Cordium Group 'A great book. At last, a guide that demystifies and encourages business owners to practically understand financial matters. A must read.' Gordon Vater CEO, Riig Limited

*A Step-By-Step Guide To Mastering The Skills Taught In America's Top Business Schools* John Wiley & Sons

Lippincott CoursePoint is the only integrated digital curriculum solution for nursing education. CoursePoint provides a completely integrated and adaptive experience, all geared to help students understand, retain, and apply their course knowledge and be prepared for practice. CoursePoint is structured in the way that students study, providing them the content exactly where and when they need it for a more effective learning experience. The powerful integration of adaptive learning, powered by prepU, with the premium digital course content provides a personalized learning experience that drives students to immediate remediation in their course content and allowing instructors and students assess their progress in real-time. The digital textbook is downloadable, so students will have perpetual access to this content. "

**What You Really Need to Know about the Numbers** Currency

As an active surgeon and former department chairman, Dr. Paul A. Ruggieri has seen the good, the bad, and the ugly of his profession. In Confessions of a Surgeon, he pushes open the doors of the O.R. and reveals the inscrutable place where lives are improved, saved, and sometimes lost. He shares the successes, failures, remarkable advances, and camaraderie that make it exciting. He uncovers the truth about the abusive, exhaustive training and the arduous devotion of his old-school education. He explores the twenty-four-hour challenges that come from patients and their loved ones; the ethics of saving the lives of repugnant criminals; the hot-button issues of healthcare, lawsuits, and reimbursements; and the true cost of running a private practice. And he explains the influence of the "white coat code of silence" and why patients may never know what really transpires during surgery. Ultimately, Dr. Ruggieri lays bare an occupation that to most is as mysterious and unfamiliar as it is misunderstood. His account is passionate, illuminating, and often shocking--an eye-opening, never-before-seen look at real life, and death, in the O.R.

*The 30 Day MBA* Penguin

Practical ideas from the best brains in Business A sharp, jargon-free guide to the core curriculum of an MBA program, *MBA in a Book* shows how to master the big ideas of business and use them in a practical way to build and enhance career success. "In the world of business, ideas matter. . . . Some of the sharpest minds in the business world give perceptive looks into innovation, marketing, finance, strategy, and leadership, providing stimulating, useful perspectives on these core topics." —Larry Bossidy, retired chairman and CEO of Honeywell International and coauthor of *Execution: The Discipline of Getting Things Done* Great business thinkers such as Michael Porter, Rosabeth Kanter, and Bill George of Harvard Business School; Paul Argenti of the Tuck School at Dartmouth; Jeffrey Sonnenfeld of Yale; Peter Senge of MIT; the entrepreneur and inventor Dean Kamen; and the financial innovator Michael Milken are just a few of the best brains in business, providing the intellectual nourishment that will help you play the game of business at the highest level.

*How to Take Charge, Build Your Team, and Get Immediate Results* Macmillan

Create products and services your consumers can't pass up--without the high cost of development Success is all about connections. Debra Kaye explodes conventional thinking about innovation and provides an approach that anyone or any business can use to expose the crucial links among observations, experiences, facts, and feelings that on the surface do not seem related--but are--to uncover fresh, brilliant insights. In *Red Thread Thinking*, Kaye shows you how to weave originality from disparate information and turn it into a product or service that can shake up the marketplace--and your business. What sets *Red Thread Thinking* apart from other books is that it reveals exactly how to identify and understand hidden cultural codes and shifts in consumer perceptions that speak to emerging and existing markets and, as a result, catapult fresh products to iconic status. A mold-breaking system, *Red Thread Thinking* sharpens your innovation skills and can assist in problem solving, whether preparing a talk, pitching a project to your colleagues and boss, managing staff in a more productive way, or taking business to a new level. Learn the ways of *Red Thread Thinking*: *Red Thread One*: "Innovation--It's All in Your Head"--We can fire up our brains to become better at observing and interpreting what we see around us *Red Thread Two*: "Everything Old is New"--Take a fresh look at the past to gain remarkable advantage *Red Thread Three*: "People: The Strangest Animals in the Zoo"--Know what makes your market tick, and you'll know what makes them spend *Red Thread Four*: "What You See Is What You Get"--Learn how to create an entirely new and accessible "language" to make your product stand out and be universally understood *Red Thread Five*: "The Force of Passion"--Persevere, review, and refine your ideas without compromising your integrity or core beliefs. *Red Thread Thinking* teaches you to activate your own knowledge and resources to make better connections, have more and superior insights, and apply history as a valuable source for future-leaning innovation. Praise for *Red Thread Thinking* "Red Thread Thinking weaves a marvelous tapestry of insight and wisdom. A must read for entrepreneurs hoping to take their ideas from fuzzy to firm." -- Susan Cain, New York Times bestselling author of *Quiet: The*

Power of Introverts in a World That Can't Stop Talking "Red Thread Thinking provides a deliberate system to create a 'revolution in your mind'--the first order of business for any innovator who wants to shift the consumer landscape and offer value and usefulness to customers. The book is filled with practical information that will help you expand your thinking." -- Jay Walker, Chairman, Walker Digital; founder of Priceline.com "A fascinating read that should hearten anyone who wants to apply proven strategies to the act of collecting and connecting dots that exist for us all--if only we'd stop and notice." -- Danny Meyer, New York Times bestselling author of *Setting the Table: The Transforming Power of Hospitality in Business* "In *Red Thread Thinking*, Debra Kaye offers a framework for innovation that embraces--indeed harnesses--the power of serendipity, free association, and our mind's elastic ability to see what's new in the familiar." -- Jean-Marie Dru, Chairman, TBWA\Worldwide "Debra Kaye has created an approach to innovation that combines simple, pragmatic steps on the journey of innovation to benefit any serious entrepreneur or manager who believes innovation is central to business and that it is not the mysterious privilege of a few." -- Thomas Pinnau, Chief Executive Officer, Knowledge Universe *Work-Life Solutions* "Red Thread Thinking offers a compelling framework for the modern-d

*The Finance Book* Currency

"In this essential guide, Karen Berman and Joe Knight customize the approaches and insights from their acclaimed book *Financial Intelligence* specifically for entrepreneurs. The authors not only demystify common financial terms and tools, they also show how you can use this knowledge to gauge your company's performance and make better decisions."--Back cover.

**Complete MBA For Dummies** CRC Press

If you want to accelerate your career development and transform your skillset, but without the price tag and two-year commitment of the MBA, this is the book for you. The 30 Day MBA covers the 12 core disciplines of business: accounting, finance, marketing, organizational behaviour, business history, business law, economics, entrepreneurship, ethics and social responsibility, operations management, research and analysis and strategy. It provides the tools and techniques you need to seize business opportunities and implement strategies successfully. Complex concepts are explained in simple and practical terms, helping you to apply high level concepts to the real-life world of business. The 30 Day MBA also contains insightful case studies from leading organizations including IKEA, Cisco, Cobra Beer, Heinz, Shell, Hotel Chocolat and Chilango, to help keep you right up-to-the-minute with current trends and inspire you to explore new concepts. This book equips you with essential hard knowledge, but also helps you understand how business and current thinking is shifting in today's turbulent global markets, and broadens your mind with the knowledge and confidence to excel in a competitive career.

*The Personal MBA 10th Anniversary Edition* McGraw Hill Professional

The best minds in business—at your service *MBA in a Box* brings together some of the best brains in business who show how the core curriculum of an MBA program works in the real world. People like Michael Porter, Rosabeth Moss Kanter, Adrian J. Slywotzky, Warren Bennis, and Bill George give you a box full of ideas and tools that can boost your career and help you add value to your organization. For example: • Why finance is not just about manipulating numbers but of immense importance in sustaining growth, building widespread wealth, and creating jobs. • The profit zone and how to tell if a business is in one. • The skill of turning an idea or invention into a product that solves a problem for a market. • Merging the need of business to produce and grow with the environment so they are both sustained. • The latest thinking in marketing about branding, pricing, reversing a product's life cycle, and turning what has become a commodity into a specialty. • And much more.

*Practical Ideas from the Best Brains in Business* Penguin

What I Didn't Learn in Business School is a compelling read--whether you're a recent business school grad struggling to apply your new knowledge or an experienced leader who already knows that no strategy is created in a vacuum. --Book Jacket.

**MBA in a Book** Can Akdeniz

From the author of *Die Empty* and *The Accidental Creative*, a new framework for understanding what motivates us and why. What drives us to unleash our best work? And how do we tap into that drive to get superior results with our managers, coworkers, and direct reports? As Todd Henry reveals in this illuminating book, drawing on decades of research and interviews with over 100,000 people, the answer is not one size fits all: some people are energized by a race against the clock, while others put in extra effort only when they feel part of a team. For still others, nothing is as motivating as the possibility of public recognition. Henry shows, in fact, that there are twenty-seven "motivational themes", each with its own unique DNA. For instance: · Those driven to Achieve Potential strive to build an ideal future, even when others may not see as far ahead. · Those needing to Overcome must conquer whatever obstacles come their way, no matter how difficult or time-consuming. · Those who strive to Comprehend and Express are obsessed with mastering new skills and showing off what they know--which is often a lot. · Those who want to Make It Right thrive when systems are running smoothly and usually know the "proper way" to do things. The *Motivation Code* teaches us to decode our Core Motivation so that we can have conversations, make decisions, and even choose career paths that lead us to experience engagement and fulfillment. Once we know how to activate our inner drivers, we can transform the work we do into work we love.

*The Corner Office* Penguin

An illustrated "instant MBA" degree presented in an engaging, sketch notes-style that covers all the main concepts taught in a traditional business school program--at a fraction of the cost.

*The Personal MBA* Grand Central Publishing

The 10th anniversary edition of the bestselling foundational business training manual for ambitious readers, featuring new concepts and mental models: updated, expanded, and revised. Many people assume they need to attend business school to learn how to build a successful business or advance in their career. That's not true. The vast majority of modern business practice requires little more than common sense, simple arithmetic, and knowledge of a few very important ideas and principles. The *Personal MBA 10th Anniversary Edition* provides a clear overview of the essentials of every major business topic: entrepreneurship, product development, marketing, sales, negotiation, accounting, finance, productivity, communication, psychology, leadership, systems design, analysis, and operations management...all in one comprehensive volume. Inside you'll learn concepts such as: The 5 Parts of Every Business: You can understand and improve any business, large or small, by focusing on five fundamental topics. The 12

Forms of Value: Products and services are only two of the twelve ways you can create value for your customers. 4 Methods to Increase Revenue: There are only four ways for a business to bring in more money. Do you know what they are? Business degrees are often a poor investment, but business skills are always useful, no matter how you acquire them. The Personal MBA will help you do great work, make good decisions, and take full advantage of your skills, abilities, and available opportunities--no matter what you do (or would like to do) for a living.

[Who Is Michael Ovitz?](#) Harper Collins

The 10th anniversary edition of the bestselling foundational business training manual for ambitious readers, featuring new concepts and mental models: updated, expanded, and revised. Many people assume they need to attend business school to learn how to build a successful business or advance in their career. That's not true. The vast majority of modern business practice requires little more than common sense, simple arithmetic, and knowledge of a few very important ideas and principles. The Personal MBA 10th Anniversary Edition provides a clear overview of the essentials of every major business topic: entrepreneurship, product development, marketing, sales, negotiation, accounting, finance, productivity, communication, psychology, leadership, systems design, analysis, and operations management...all in one comprehensive volume. Inside you'll learn concepts such as: The 5 Parts of Every Business: You can understand and improve any business, large or small, by focusing on five fundamental topics. The 12 Forms of Value: Products and services are only two of the twelve ways you can create value for your customers. 4 Methods to Increase Revenue: There are only four ways for a business to bring in more money. Do you know what they are? Business degrees are often a poor investment, but business skills are always useful, no matter how you acquire them. The Personal MBA will help you do great work, make good decisions, and take full advantage of your skills, abilities, and available opportunities--no matter what you do (or would like to do) for a living.

*Red Thread Thinking: Weaving Together Connections for Brilliant Ideas and Profitable Innovation* Currency

The star of ABC's "Shark Tank" demonstrates how starting a business on a shoestring can provide significant competitive advantages for entrepreneurs by forcing them to think creatively, use resources efficiently, and connect more authentically with customers. --Publisher's description.

**Indispensable and Unexpected Lessons from CEOs on How to Lead and Succeed** Harvard Business Press

PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to

emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &-- Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI Standards+™ for information and standards application content based on project type, development approach, and industry sector.

*Two Years of Business School Packed Into One Priceless Book of Pure Awesomeness* Penguin

If you're going to read one book about Hollywood, this is the one. As the co-founder of Creative Artists Agency, Michael Ovitz earned a reputation for ruthless negotiation, brilliant strategy, and fierce loyalty to his clients. He reinvented the role of the agent and helped shape the careers of hundreds of A-list entertainers, directors, and writers, including Steven Spielberg, Martin Scorsese, Meryl Streep, Sean Connery, Bill Murray, Robin Williams, and David Letterman. But this personal history is much more than a fascinating account of celebrity friendships and bare-knuckled dealmaking. It's also an underdog's story: How did a middle-class kid from Encino work his way into the William Morris mailroom, and eventually become the most powerful person in Hollywood? How did an agent (even a superagent) also become a power in producing, advertising, mergers & acquisitions, and modern art? And what were the personal consequences of all those deals? After decades of near-silence in the face of controversy, Ovitz is finally telling his whole story, with remarkable candor and insight.

**The Ten-Day MBA 4th Ed.** O'Reilly Media

Jump-Start Your Reading Skills! Speed reading used to require months of training. Now you can rev up your reading in just a few minutes a day. With quizzes to determine your present reading level and exercises to introduce new skills quickly, 10 Days to Faster Reading will improve your reading comprehension and speed as it shows you how to: \* Break the Bad Habits That Slow You Down \* Develop Your Powers of Concentration \* Cut Your Reading Time in Half \* Use Proven, Specially Designed Reading Techniques \* Boost the Power of Your Peripheral Vision \* Learn How to Scan and Skim a Written Report ...And All in 10 Days!

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