

## CDI Career Development Tracks

| E<br>f<br>f<br>e<br>c<br>t<br>i<br>v<br>e<br><br>C<br>o<br>m<br>m<br>u<br>n<br>i<br>c<br>a<br>t<br>i<br>o<br>n | Interactive Courses  | Business Skills Videos  | Personal Learning Resources  | Reference Library Titles  |
|--|--|---|--|---|
|  | <p><b>Building Relationships Series</b></p> <p>Choosing Your Approach</p>  | <p><b>Communication Series</b></p> <p>Curing Common Meeting Ailments (Interview)</p> <p>Effective Business Writing</p>            | <p>Breaking Bad News</p> <p>Business Communication Certification</p> <p>Citation Style and Guidelines</p>  | <p><i>Crucial Conversations: Tools for Talking When Stakes are High</i></p> <p>~ Kerry Patterson et al</p>  |
|  | <p><b>Dealing with Difficult People Series</b></p> <p>Communication</p>  | <p>High Performance Communication</p> <p>The People Styles Model</p> <p>People Styles at Work</p>                                 | <p>Conflict Resolution</p> <p>Conflict Resolution Certification</p> <p>English As an Additional Language</p>   | <p><i>Dealing with Difficult People : 24 lessons for Bringing Out the Best in Everyone</i></p> <p>~ Rick Brinkman; Rick Kirschner</p>   |
|  | <p><b>Effective Business Communication Series</b></p> <p>The Planning Worksheet Writing Skills</p> <p>Patterns of Development</p> <p>Letters</p> <p>Memos, E-Mail and Other Communications</p> <p>Reports</p> <p>Documentation</p> | <p>Resolving Conflict</p> <p>The Influence Edge and E-Mail Understanding Negotiation</p>  | <p>Executive Presentation Skills</p> <p>Getting Along with Difficult People Giving a Great Presentation</p> <p>Learning a Foreign Language</p> <p>Listening Skills</p> <p>Organizational Communication</p> <p>Promoting Your Ideas Internally</p> <p>Proofreading Tips</p> <p>Team Development and Communication</p> | <p><i>Speak With Confidence: Powerful Presentations That Inform, Inspire, and Persuade</i></p> <p>~ Dianna Booher</p> <p><i>The Etiquette Edge: The Unspoken Rules for Business Success</i></p> <p>~ Beverly Langford</p> |
|  | <p><b>Effective Presentations Series</b></p> <p>Preparing for a Presentation</p> <p>Developing an Effective Message</p> <p>Improving Delivery Skills</p> <p>Using PowerPoint and Other Visuals</p>                                 | <p><b>Global Business Series</b></p> <p>Communicating Across Cultures</p> <p>Presenting Globally</p>                              | <p>Technical Writing</p> <p>Vocabulary Building</p> <p>Writing a Good Proposal</p>   | <p><i>The Project Management Communications Tool Kit</i></p> <p>~ Carl Pritchard</p> <p><i>Writing at Work: A Guide to Better Writing Administration, Business, and Management</i></p> <p>~ Robert Barrass</p>            |
|  | <p><b>Grammar Series</b></p> <p>Fundamental Sentence Structures</p> <p>Punctuation</p> <p>Complex Sentence Structures</p> <p>Advanced Grammar</p>  | <p><b>Leadership Series</b></p> <p>Creating and Communicating Vision</p>  |  |   |
|  | <p><b>Management Skills Introduction Series</b></p> <p>Communication</p>   | <p><b>Management Series</b></p> <p>Delegation Strategies</p> <p><b>Self-Management Series</b></p> <p>The Influence Edge Model</p> |  |   |

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|  | Interactive Courses   | Business Skills Videos  | Personal Learning Resources  | Reference Library Titles   |
|--|---|---|--|--|
| P<br>e<br>r<br>s<br>o<br>n<br>a<br>l<br><br>P<br>r<br>o<br>d<br>u<br>c<br>t<br>i<br>v<br>i<br>t<br>y | <b>Building Relationships Series</b><br><br>Socializing at Work<br>Understanding Behavioral Intentions<br><br>Choosing Your Approach  | <b>Career Development Series</b><br><br>Been There, Done That, Now What?<br>The Influence Edge and Your Career  | Balancing Work and Personal Life<br><br>Being a Team Player<br>Business Acumen<br><br>Creative Problem Solving<br><br>Dealing with Bureaucracy<br><br>Effective Multitasking | <i>Enlightened Office Politics: Understanding, Coping With, and Winning the Game--without Losing Your Soul</i><br>~ Michael and Deborah Dobson<br><br><i>Getting Things Done: The Art of Stress-free Productivity</i><br>~ David Allen |
|  | <b>Dealing with Difficult People Series</b><br><br>Managing Against the Odds  | <b>Self-Management Series</b><br><br>Becoming More Assertive  | Goals and Objectives   | <i>How to Be Happy At Work: A Practical Guide to Career Satisfaction</i><br><br>~ Arlene Hirsch  |
|  | Consideration<br><br>Attitude<br><br>Trust<br><br>Power<br>Communication  | Creative Time Management for the New Millennium<br><br>Dealing with Non-Stop Change<br><br>Goal Setting and Action Planning<br><br>Leap of Faith<br>Self-Motivation Through Self-Talk | Learning Styles - Determining Which is Best for You<br><br>Managing Time by Getting Organized<br><br>Managing Your E-Mail<br><br>Memory Retention<br>Office Politics         | <i>Maximum Influence: The 12 Universal Laws of Power Persuasion</i><br>~ Kurt Mortensen  |
|  | Responsibility  | Self-Talk First Aid Kit   | Overcoming Procrastination   | <i>The Big Bang: Black Holes of Time Management, Gaseous Executive Bodies, Exploding Careers and Other Theories On the Origins of the Business Universe</i><br>~ Stanley Bing  |
|  | <b>Managing Change Series</b><br><br>Refocusing Yourself  | The Influence Edge and Change<br>The Influence Edge Model<br>Working Wounded: Dealing with a Messy Desk<br>Working Wounded: Getting More Work Done                                    | Prioritizing Tasks and Managing Time<br>Promotion Tips and Strategies<br><br>SMART Goals<br><br>Staying Motivated  | <i>The 8th Habit: From Effectiveness to Greatness: in Summary</i><br>~ Stephen Covey   |
|  | <b>Stress Management Series</b><br>Stress on the Job<br>Resisting Stress<br>Assertiveness<br>Coping with Anger  | Working Wounded: Office Politics<br><br><b>Work and Life Balance Series</b><br>Embracing New Technology<br>The Risks of Job Burnout   | Staying Productive During Downtime<br>Stress Management<br>Staying Current with Technology<br>Understanding Motivation   |  |
|  | <b>Time Management Fundamentals Series</b><br>Evaluating and Improving Time Management<br>Organizing Tasks and Creating Uninterrupted Time<br>Managing Meetings<br>Managing Workload<br>Managing Time with Co-Workers |   |  |  |

## CDI Career Development Tracks

| Office Proficiency | Interactive Courses  | Business Skills Videos | Personal Learning Resources   | Reference Library Titles  |
|--------------------|--|------------------------|---|---|
|                    | <p><b>Access 2003 Series</b></p> <ul style="list-style-type: none"> <li>Introduction to Access</li> <li>Designing and Building Tables</li> <li>Enhanced Tables and Datasheets</li> <li>Searches and Queries</li> <li>Advanced Queries and Calculations</li> <li>Access Report System</li> <li>The Internet, Forms, and the Analyzer</li> </ul> <p><b>Effective Presentations Series</b></p> <ul style="list-style-type: none"> <li>Using PowerPoint and Other Visuals</li> </ul> <p><b>Excel 2003 Series</b></p> <ul style="list-style-type: none"> <li>Getting Started</li> <li>Creating a Spreadsheet</li> <li>Formatting Data</li> <li>Editing and Printing Worksheets</li> <li>Managing Worksheets</li> <li>Charts and Databases</li> <li>Hypertext and Tips</li> </ul> <p><b>Outlook 2003 Series</b></p> <ul style="list-style-type: none"> <li>Getting Started</li> <li>Managing Messages</li> <li>Contacts and Calendar Entries</li> <li>Tasks, Notes, and Journal Entries</li> <li>Newsgroups and Outlook Web Access</li> <li>Collaboration and Security</li> <li>Personalizing Outlook and Other Tips</li> </ul> <p><b>PowerPoint 2003 Series</b></p> <ul style="list-style-type: none"> <li>Introduction to PowerPoint</li> <li>Completing the Presentation</li> <li>Maximizing Presentation Effectiveness</li> <li>Color, Masters and Templates</li> <li>Drawings, Charts, Sound and Video</li> <li>Animation, Web Pages and Collaboration</li> </ul> <p><b>Word 2003 Series</b></p> <ul style="list-style-type: none"> <li>Introduction to Word</li> <li>Navigating, Editing, and Working with Text Blocks</li> <li>Spell Checking, Print Preparation, and Other Tips</li> <li>Formatting Characters, Fonts, Text, and Paragraphs</li> <li>Formatting Tabs, Pages, and Documents</li> <li>Styles, Templates, and Formatting Tips</li> <li>Borders, Tables, and Columns</li> <li>Lists, Images, and Art</li> <li>Creating Projects with Word</li> </ul> |                        | <ul style="list-style-type: none"> <li>Creating Web Forms in Word</li> <li>Excel Shortcuts</li> <li>Microsoft Access 2003</li> <li>Microsoft Access 2003 Upsizing</li> <li>Microsoft Excel 2003 XML</li> <li>Microsoft Live Meeting</li> <li>Microsoft Office Specialist Certification</li> <li>Microsoft PowerPoint Shortcuts</li> <li>Microsoft Windows and Office</li> <li>Microsoft Word 2002 for Legal Use</li> <li>Microsoft Word 2003 XML</li> <li>Microsoft Word Shortcuts</li> <li>Visual Basic for Applications (VBA) Introduction</li> </ul> | <ul style="list-style-type: none"> <li><i>Absolute Beginner's Guide to Microsoft Office Access 2003</i><br/>~ Mike Gunderloy; Susan Sales Harkins</li> <li><i>Formulas and Functions With Microsoft Excel 2003</i><br/>~ Paul McFedries</li> <li><i>Microsoft Office 2003 All-in-one</i><br/>~ Joe Habraken</li> <li><i>Microsoft Office Word 2003 Inside Out</i><br/>~ Mary Millholon; Katherine Murray</li> <li><i>Microsoft Office Project 2003 Bible</i><br/>~ Elaine Marmel</li> <li><i>Sams Teach Yourself Microsoft Office PowerPoint 2003 in 24 Hours</i><br/>~ Tom Bunzel</li> </ul> |

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|                | Interactive Courses  | Business Skills Videos  | Personal Learning Resources  | Reference Library Titles   |
|----------------|--|---|--|--|
| New Supervisor | <b>Building Relationships Series</b>   | <b>Coaching Series</b>  | 20-70-10 Principle   | <i>Preparing for the Project Management Professional (PMP) Certification Exam</i><br>~ Michael Newell                |
|                | Socializing at Work<br>Understanding Behavioral Intentions<br>Choosing Your Approach | Performance Coaching: Career<br>Performance Coaching: Collaborating<br>Performance Coaching: Mentoring<br>Performance Coaching: Training  | American Management Association<br>Analytical Decision Making<br>Becoming a New Manager<br>Being a Team Player<br>Business Process Management  | <i>The Complete Project Management Office Handbook</i><br>~ Gerard Hill  |
|                | <b>Dealing with Difficult People Series</b>  | <b>Leadership Series</b>  | Business Process Reengineering   | <i>The Essential Drucker: Selections from the Management Works of Peter F. Drucker</i><br>~ Peter Drucker            |
|                | Managing Against the Odds  | Creating and Communicating Vision<br>Leading Organizational Transition  | Center for Creative Leadership (CCL)<br>Certified Associate in Project Management  | <i>The Six Sigma Handbook: A Complete Guide for Green Belts, Black Belts, and Managers of All</i><br>~ Thomas Pyzdek |
|                | Trust<br>Communication   | Strategic Planning: Establish Processes<br>Strategic Planning: Implement Initiatives<br>Strategic Planning: Strategic Alignment   | Conducting Performance Reviews<br>Creating Development Plans for Employees<br>Creative Problem Solving   | <i>The Source of Success: Five Enduring Principles at the Heart of Real Leadership</i><br>~ Peter Georgescu, et al   |
|                | <b>Fundamentals of Business Management Series</b>                                    | The Leadership Challenge: Challenge the Process<br>The Leadership Challenge: Enable Others to Act<br>The Leadership Challenge: Encourage the Heart<br>The Leadership Challenge: Inspire a Shared Vision                                   | Effective Delegation<br>Leadership Analysis Development Tools<br>Leadership Challenge Certification  | <i>Virtual Teams that Work: Creating Conditions for Virtual Team Effectiveness</i><br>~ Christina Gibson             |
|                | Management in Perspective  | <b>Leading Teams Series</b>   | Managing Performance<br>Measuring Human Performance<br>Motivating Employees During Challenging Times<br>Myers-Briggs Type Indicator  |  |
|                | Functions of Front-Line Management   | Influence Edge and Your Team  | Organizational Change Management   |  |
|                | <b>Management Skills Introduction Series</b>   | <b>Management Series</b>  | Organizational Development<br>Project Management Office<br>Project Management Professional (PMP) Certification<br>Setting and Communicating Standards<br>Six Sigma Certifications<br>Team Meeting Tips |  |
|                | Ready! Set! Manage!  | Delegation Strategies<br>Handling Performance Problems<br>Interviewing for Success<br>Making 360 Degree Feedback Work<br>Managing Performance<br>Recruiting Top Talent<br>Retaining Top Talent<br>Working Wounded: Counseling an Employee |  |  |
|                | Motivating<br>Planning<br>Communication  | <b>Six Sigma (video) Series</b><br>(3 video-based courses)  |  |  |
|                | Dealing with Challenging People and Times<br>Building Success                        | <b>Workplace Environment Series</b>   |  |  |
|                | <b>Managing Change Series</b>  | Ethical Decision Making<br>Ethics in the Workplace - Choose Wisely!<br>Working Wounded: Overcoming Your Own Bias  |  |  |
|                | Leading the Team<br>Working with Individuals   |   |  |  |
|                | <b>Motivation Series</b>   |   |  |  |
|                | Leading with a Vision<br>Communicating<br>Building Trust<br>Rewarding and Correcting |   |  |  |
|                | <b>Project Management Series</b><br>(12 interactive courses)                         |   |  |  |
|                | <b>Project Management Professional 2005 Series</b><br>(7 interactive courses)        |   |  |  |
|                | <b>Teams That Work Series</b><br>Building Effective Teams<br>Leading Effective Teams |   |  |  |

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|---|---|--|--|--|
| <b>S<br/>U<br/>C<br/>C<br/>E<br/>S<br/>S<br/>F<br/>U<br/>L<br/><br/>S<br/>A<br/>L<br/>E<br/>S<br/>P<br/>E<br/>R<br/>S<br/>O<br/>N</b> | <b>Customer Service Series</b>  | <b>Communication Series</b>  | Branding   | <i>Book Yourself Solid: The Fastest, Easiest, and Most Reliable System for Getting More Clients Than You Can Handle Even If You Hate Marketing and Selling</i><br>~ Michael Port |
|   | Defining Service<br>Communicating   | Understanding Negotiation  | Business-to-Business Overview<br>Certified Sales Training                  | <i>Close More Sales!: Persuasion Skills That Boost Your Selling Power</i><br>~ Michael Stewart   |
|   | Fixing Problems   | <b>Customer Service Series</b>   | Cross Selling  | <i>Fool-proof Marketing: 15 Winning Methods for Selling ANY Product or Service in ANY Economy</i><br>~ Robert Bly  |
|   | <b>Negotiation Series</b>   | Dealing with Customer Complaints<br>Exceeding Customer Expectations            | Generating Marketing Leads<br>Know Your Prospects                          |  |
|   | Negotiating Techniques  | Implementing Effective Service Standards                                       | Market Research  |  |
|   | Gaining Control   | Measuring Customer Service   | Sales Performance Management and Intervention<br>Sales Presentation Skills | <i>The 10 Immutable Laws of Power Selling: The Key to Winning Sales, Wowing Customers, and Driving Your Profits Through the Roof</i><br>~ James DeSena                           |
|   | Closing the Deal  | <b>Sales and Marketing Series</b>  | Strategic Planning   | <i>The Certifiable Salesperson: The Ultimate Guide to Help Any Salesperson Go Crazy With Unprecedented Sales!</i><br>~ Laura Laaman; Tom Hopkins                                 |
|   |   | Target Your Market (Interview)<br>The Influence Edge and Sales                 | Telephone Sales Tactics<br>Understanding Markets                           | <i>The Science of Sales Success: A Proven System for High Profit, Repeatable Results</i><br>~ John Costell   |
|   |   | Track Selling Step 1: Approach   | Viral Marketing  |  |
|   |   | Track Selling Step 2: Qualification<br>Track Selling Step 3: Agreement on Need |  |  |
|   | Track Selling Step 4: Sell the Company  |  |  |  |
|   | Track Selling Step 5: Fill the Need<br>Track Selling Step 6: Act of Commitment  |  |  |  |
|   | Track Selling Step 7: Cement the Sale<br>Working Wounded: Closing a Sale<br>Working Wounded: Getting Out of a Sales Slump<br>Working Wounded: Making a Gatekeeper an Ally |  |  |  |

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|  | Interactive Courses  | Business Skills Videos                  | Personal Learning Resources  | Reference Library Titles   |
|--|--|---|--|--|
| <b>C<br/>o<br/>m<br/>p<br/>l<br/>i<br/>a<br/>n<br/>c<br/>e</b> | <b>Business Ethics Series</b>  | <b>Managing Within the Law Series</b>   | Changes in the FLSA Law  |  |
|  | Ethical Dilemmas and the Law   | At Will Employment                      | Diversity and Inclusion in the Workplace   | <i>How to Comply with Sarbanes-Oxley Section 404: Assessing the Effectiveness of Internal Control</i><br>~ Michael Ramos       |
|  | <b>Health and Safety Series</b>  | Complying with ADA Requirements         | HIPAA Certifications   |  |
|  | (5 series)   | Discrimination                          | Keeping Current on Accounting and Tax Laws   | <i>Mastering Book-keeping: A Practical Step-by-step Guide to the Principles of Business Accounting</i><br>~ Peter Marshall     |
|  | <b>HIPAA Training and Awareness Series</b>   | Drug and Alcohol Abuse in the Workplace | OSHA Regulations   |  |
|  | (50 courses; 75.3 hours)   | Family and Medical Leave Act            | Overview of Sexual Harassment Complaint Procedure  | <i>The Complete Hiring and Firing Handbook: Every Manager's Guide to Working With Employees Legally</i><br>~ Charles Fleischer |
|  | <b>Sarbanes-Oxley Act Series</b>   | FLSA & State Wage-Hour Law              | Sarbanes-Oxley Act   |  |
|  | Overview, Disclosures, and Reporting Standards, Regulations, and Penalties   | Freedom of Religion in the Workplace    | Staying Current with Affirmative Action Regulations  | <i>The Handbook of Dispute Resolution</i><br>~ Michael Moffitt; Robert Bordone   |
|  | <b>Sexual Harassment in the Workplace Series</b>   | Freedom of Speech in the Workplace      | Staying Current with Employment Law  | <i>The Practical Guide to HIPAA Privacy and Security Compliance</i><br>~ Kevin Beaver  |
|  | Why Can't We All Just Get Along<br>Defining Sexual Harassment<br>Preventing Sexual Harassment<br>Responding to Sexual Harassment | Legal Guidelines for Interviewing       | Staying Current with Generally Accepted Accounting Principles<br>Staying Current with Workers Compensations Laws |  |
|  | Preventing Sexual Harassment   |   |  |  |
|  | Respecting Employees' Individual Top Ten Ways for a Manager to Stay Out of Jail  |   |  |  |
|  | Wrongful Termination   |   |  |  |
|  | <b>Workplace Environment Series</b>  |   |  |  |
|  | Diversity Effectiveness - An Overview  |   |  |  |
|  | Moving Toward Diversity Effectiveness  |   |  |  |
|  | Preventing Sexual Harassment   |   |  |  |

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| Interactive Courses   | Business Skills Videos   | Personal Learning Resources   | Reference Library Titles   |
|---|--|---|--|
| <p><b>Project Management Series</b></p> <p>(12 Courses)</p>   | <p><b>Communication Series</b></p> <p>Communication: Working Wounded: Making Group Decisions</p>   | <p>Project Management Certifications 2007</p> <p>Project Management Professional (PMP) 2006 Certification Project Management Office</p>                       | <p><i>The Right Projects Done Right!: From Business Strategy to Successful Project Implementation</i><br/>~ Paul Dinsmore and Terry Cooke-Davies</p> |
| <p><b>Project Management Professional Certification 2005 Series</b></p> <p>(7 Courses)</p>  | <p><b>Finance Series</b></p> <p>Finance: Building Budgets That Affect Reality<br/>Finance: Key Financial Ratios<br/>Finance: Linking Financial Management with Organizational Goals</p>                | <p>Gathering Project Requirements</p> <p>Microsoft Project Professional and Server 2003<br/>Microsoft Project Professional 2002</p>                           | <p><i>The Project Management Tool Kit: 100 Tips and Techniques for Getting the Job Done Right</i><br/>~ Tom Kendrick</p>                             |
| <p><b>Project 2000 MOS</b></p> <p>Project 2000 MOS: Managing Work and Multiple Projects</p>   | <p>Finance: Understanding Financial Statements</p>   | <p>User Acceptance Testing (UAT)</p> <p>Effective Delegation</p>  | <p><i>The Complete Project Management Office Handbook</i><br/>~Gerard Hill</p>   |
| <p><b>Project 2003 Series</b></p> <p>(10 Courses)</p>   | <p><b>Leadership Series</b></p> <p>Leadership: Creating and Communicating Vision<br/>Leadership: Strategic Planning: Strategic Alignment<br/>Leadership: Strategic Planning: Implement Initiatives</p> | <p>Organizational Communication Team Development and Communication</p> <p>Business Process Management</p>   | <p><i>IT Project Portfolio Management</i><br/>~Stephen Bonham</p>  |
| <p><b>Project Server 2003 Series</b></p> <p>Project Server 2003: Identifying the Roles of the Project Manager and the Executive</p> | <p>Leadership: Strategic Planning: Establish Processes</p> <p>Leadership: The Leadership Challenge: Enable Others to Act<br/>Leadership: The Leadership Challenge: Inspire a Shared Vision</p>         | <p>Business Process Reengineering</p> <p>Goals and Objectives</p> <p>Quality Assurance Overview</p>   | <p><i>The McGraw-Hill 36-hour Project Management Course</i><br/>~Helen Cooke and Karen Tate</p>  |
| <p><b>Rational Unified Process Series</b></p> <p>Rational Unified Process: RUP for Project Managers, Analysts, and Architects</p>   |  | <p>Risk Management</p> <p>Setting and Communicating Standards</p>   | <p><i>Essentials of Strategic Project Management</i><br/>~Kevin Callahan and Lynne Brooks</p>  |
| <p><b>Teams that Work Series</b></p> <p>(2 Courses)</p>   | <p><b>Leading Teams Series</b></p> <p>Leading Teams: Creating Successful Teams</p> <p>Leading Teams: Developing Successful Teams<br/>Leading Teams: Successful Geo-Dispersed Teams</p>                 | <p>Being a Team Player</p> <p>Creative Problem Solving</p> <p>Usability Testing</p> <p>Effective Multitasking</p> <p>Prioritizing Tasks and Managing Time</p> | <p><i>eXtreme Project Management: Using Leadership, Principles, and Tools to Deliver Value in the Face of Volatility</i><br/>~Doug DeCarlo</p>       |

## CDI Career Development Tracks

### Building Relationships Series

Building Relationships: Socializing at Work

### CIW Foundations 1D0-510 Series

CIW Foundations 1D0-510: Project

### Time Management Fundamentals

Time Management Fundamentals: Evaluating and Improving Time Management

Time Management Fundamentals: Organizing Tasks and Creating Uninterrupted Time

Time Management Fundamentals: Managing Workload

Time Management Fundamentals: Managing Time with Co-Workers

### Effective Business Communication

Effective Business Communication: The Planning Worksheet

Effective Business Communication: Writing Skills

Effective Business Communication: Patterns of Development

Effective Business Communication: Documentation

### Fundamentals of Business Management

Fundamentals of Business Management: Management in Perspective

Fundamentals of Business Management: Functions of Front-Line Management

Leading Teams: Working Wounded: Teams at Work

Leading Teams: Virtual Teams

### Management Series

Management: Delegation Strategies  
Management: Knowledge Management

### Self-Management Series

Self Management: Goal Setting and Action Planning

### Six Sigma Series

Six Sigma: Six Sigma Fundamentals

Six Sigma: Six Sigma Deployment Roadmap

Six Sigma: Lasting Six Sigma

Technical Writing

Staying Motivated

*Advanced Project Management: A Complete Guide to the Processes, Models and Techniques*

~Alan Orr

*Herding Chickens: Innovative Techniques for Project Management*

~David Garrett and Dan Bradbury

*Accelerated Project Management: How to Be the First to Market*

~James Lewis and Louis Wong

*Microsoft Office Project 2003 Bible*

~Elaine Marmel

*Visualizing Project Management: Models and Frameworks for Mastering Complex Systems*

~Kevin Forsberg, Hal Mooz, and Howard Cotterman

*Project Manager's Spotlight On Risk Management*

~Kim Heldman

*Just Enough Project Management: The Indispensable Four-step Process for Managing Any Project, Better, Faster, Cheaper*

~Curtis Cook

*The Project Management Communications Toolkit*

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### Motivation Methods and Strategies

Motivation Methods and Strategies:  
Leading for Commitment

#### Motivation Series

Motivation: Leading with a Vision

~ Carl Pritchard

*Goal Directed Project Management:  
Effective Techniques and Strategies,  
3rd Edition*

~Mike Katagiri and Rodney Turner

*Facilitating the Project Lifecycle: Skills  
& Tools to Accelerate Progress for  
Project Managers, Facilitators, and  
Six Sigma Project Teams*

~Jan Means and Tammy Adams

*Resource Allocation in Project  
Management*

~Christopher Schwindt

*Careers in Project Management  
~Institute for Career Research*