

IBEW Local 37 has a collection of books available for loan to its members. Many of these books are on suggested reading lists for Training Trust Fund courses and are recommended by facilitators. These books are loaned on a first-come basis (one at a time please) for a three week period. Donations of books of general interest to union members are gratefully accepted as well as requests of additions to our library. To borrow one of these books, contact Annette at the Union Office by calling 455-0037 or toll free 1 877 437-0037. Email at info@ibew37.com

1. **Administrative Professionals Handbook (Author: Linda Kephart Flynn).** 42 ways to bring out the best in yourself and others
2. **The Canadian Labour Movement (Author: Craig Heron)** is a summary of the building of Canada's Workers Movement.
3. **Communicate or Die (Author: Thomas D Zweifel).** Getting Results through speaking and listening
4. **Creativity in Business (Author: Carol Kinsey Goman)** learn how to measure your Creative Quotient & how to generate Creative Ideas.
5. **Dear Sister, Dear Sister (Editor: Nancy Riche)** is a collection of letters from experienced Trade Women.
6. **Difficult Conversations (Author: Douglas Stone, Bruce Patton, Sheila Heen).** How to discuss what matters most.
7. **Dreams of Dignity, Workers of Vision (Author: Grace Palladino)** is a history of the International Brotherhood of Electrical Workers (Two copies)
8. **First, Break all the Rules (Author: Marcus Buckingham & Curt Coffman)** – What the world's greatest managers do differently. Based on in-depth interviews of over 80,000 managers in over 400 companies.
9. **Getting Together - Building Relationships as We Negotiate (Authors: Roger Fisher & Scott Brown)** takes you through initiating, negotiating & sustaining enduring relationships in business, with friends & family.
10. **Getting to Yes - Negotiating Agreement without Giving in (Authors: Roger Fisher & William Ury)** offers a strategy for coming to agreement in every kind of conflict.
11. **Getting Past No – Negotiating Your Way from Confrontation to Cooperation**

(Author: William Ury). A practical 5-step method for negotiating with anyone.
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12. **Growing the Distance (Author: Jim Clemmer)** offers Timeless principles for personal, career and family success.
13. **Hard Bargain - Transforming Public Sector Labour-Management Relation (Author: Peter Warrian)** analyzes innovative strategies in use worldwide and offers solid options for the Canadian future.
14. **Job Shift (Author: William Bridges)** How to prosper in a workplace without jobs. This book provides strategies to dealing with the shift from good steady jobs to an era of temporary, free-lance and consulting positions. DONATED BY Catherine Andrews Ginsberg
15. **Labour of Love – The Fight to Create a More Humane Canada (Authors: Buzz Hargrove with Wayne Skene).** Blunt, smart and heartfelt, this book is a personal memoir, an astute political analysis and a passionate call to arms.
16. **If Life is a Game, These are the Rules (Author: Chérie Carter-Scott)** – as introduced in *Chicken Soup for the Soul*. Recommended reading by TTF Facilitator, Colleen Knudson; Stress Management.
17. **Laughing in the face of Change, A blueprint for a return to Joy! (Author: Lauren J Woodhouse)** looks at change from the point of view of how we can use it to improve our performance and better our lives.
18. **Managing Transitions (Author: William Bridges).** Making the most of change. DONATED BY Catherine Andrews Ginsberg
19. **Managing Priorities and Deadlines (Author: Marcia Dennis)** 28 Secrets to Time Management Success.
20. **Maverick (Author: Ricardo Semler).** The success story behind the World's most unusual workplace. The true and fascinating story of Semco, a Brazilian manufacturing company.
21. **Mistakes were made (but not by me) (Authors: Carol Tavris, Elliot Aronson)** Why we justify foolish beliefs, bad decisions, and hurtful acts
22. **Now, Discover Your Strengths (Authors: Marcus Buckingham and Donald O Clifton).** The revolutionary program that shows you how to develop your unique talents and strengths.

23. **Please Understand Me – Character & Temperament Types (Authors: David Keirse and Marilyn Bates)** talks about being yourself and not trying to change everyone around you; to let them be themselves and appreciate them for who they are.
24. **Robert’s Rules of Order Newly Revised – In brief (Authors: Henry Robert, William Evans, Daniel Honemann, Thomas J Balch)** A step by step guide to the rules for meetings of your club. Civic or charitable organization.
25. **They Dared to Dream (Author: J.J. Barry, International President; Jack F. Moore, International Secretary)** celebrates 100 years of Brotherhood. It is made up of stories from members from towns & cities throughout the United States and Canada. **(Three copies)**
26. **Time Management from the Inside Out (Author: Julie Morgenstern)** – the foolproof system for taking control of your schedule and your life. Recommended reading by TTF Facilitator, Marg Wall; Planning for Productivity.
27. **The 7 Habits of Highly Effective People (Author: Stephen J Covey)** offers a principle-centered approach for solving personal and professional problems.
28. **The 7 Habits of Highly Effective People Audio CD**
Author: Stephen J Covey reads this best selling audio book which offers a principle-centered approach for solving personal and professional problems.
29. **The 8th Habit: From Effectiveness to Greatness (Author: Stephen J Covey).** Follows Covey’s first best selling book. Includes DVD with 16 Inspirational companion films.
30. **The Speed of Trust (Author: Stephen M R Covey).** This book provides many practical examples of how greater trust produces better results.
31. **Transitions – Making Sense of Life’s Changes (Author: William Bridges).** Strategies for coping with the difficult, painful and confusing times in your life. DONATED BY Catherine Andrews Ginsberg
32. **Who Moved My Cheese (Author: Spencer Johnson).** An amazing way to deal with change in your work and in your life. DONATED BY Catherine Andrews Ginsberg
33. **You Don’t have to go Home From Work Exhausted! (Author: Anne McGee-Cooper).** A program to bring joy, energy and balance to your life.