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FEATURED BOOKS

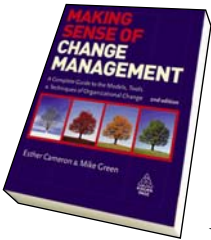
NEW

Making Sense of Change Management

A Complete Guide to the Models, Tools and Techniques of Organizational Change

2nd Edition

Esther Cameron, Mike Green



“This impressive book on change is an essential read for any professional manager who is serious about getting to grips with the important issues of making change happen.”

Dr Jeff Watkins, University of Bristol, UK

Written for students and professionals alike, this book is

the classic text in the field of change management. It takes readers through why change happens, how it happens and what needs to be done to make change a welcome rather than a dreaded concept. It offers considered insights into the many frameworks, models and ways of approaching change and helps the reader to apply the right approach to each unique situation. This fully updated edition includes new chapters on recent and emerging research in change management and guidance on how to manage complex change.

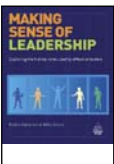
CONTENT INCLUDES: Individual change; Team change; Organizational change; Leading change; Restructuring; Mergers and acquisitions; Cultural change; IT-based process change; Complex change; The right way to manage change?

ESTHER CAMERON is a consultant who specializes in change management. **MIKE GREEN** works as a consultant and tutor at Henley Management College. Both are also co-authors of *Making Sense of Leadership* (see below).

FREE online lecturer resources

To access the online academic resources accompanying this book, please email Jason Munn at jmunnn@koganpage.com for the password and access instructions

Paperback | £27.50 | January 2009
978 0 7494 5310 7



Making Sense of Leadership

Exploring the Five Key Roles Used by Effective Leaders

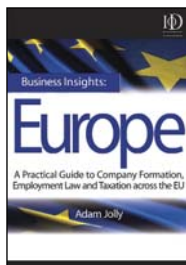
Esther Cameron and Mike Green

This book identifies the five key roles used by effective leaders. A practical, accessible and solution-focused book, it helps students develop their leadership skills.

CONTENT INCLUDES: Leading from the inside out; How to use this book; The five roles – an overview; Arriving at the five roles; The Edgy Catalyser; The Visionary Motivator; The Measured Connector; The Tenacious Implementer; The Thoughtful Architect; What roles do effective leaders use?; Which roles are needed when?; Self-assessment; How to step into a new role; The shadow side; Useful exercises for groups and teams; The roles in action

Paperback | £19.99 | September 2008
978 0 7494 5039 7

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FORTHCOMING

Business Insights: Europe

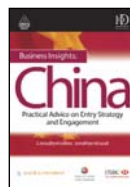
A Practical Guide to Company Formation, Employment Law and Taxation Across the EU
Adam Jolly

A practical handbook and indispensable source of advice, *Business Insights: Europe* discusses the key issues that need to be addressed when drawing up a business plan for operating in a new EU market. It also gives a detailed breakdown of the legal, financial, tax and accounting practices that must be observed across different EU member states.

CONTENT INCLUDES: Establishing a legal presence (including structuring alternatives, commercial risk, regulatory requirements, taxation, premises, employment and dispute resolution); Country profiles of key markets across the EU (including information on status of foreign capital and foreign enterprises, setting up a company, board responsibilities and repatriating funds).

ADAM JOLLY is a business writer and editor. He is the Consultant Editor on several Kogan Page titles, including *The Handbook of European Intellectual Property Management* and *The Growing Business Handbook* (see page 6).

Hardback | £45.00 | June 2009
978 0 7494 5081 6



Business Insights: China

Practical Advice on Entry Strategy and Engagement
Jonathan Reuvid

The book contains practical guidance and case studies on how international companies can initiate or expand their business activities in China.

CONTENT INCLUDES: The business environment in China; The investment environment; The regulatory environment; Exporting to China; Importing from China; Manufacturing in China; European service providers in China; Appendices.

JONATHAN REUVID: Please see page 8 for this author's profile.

Hardback | £45.00 | January 2008
978 0 7494 5062 5



Bridging the Culture Gap

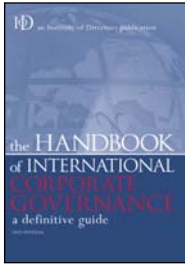
A Practical Guide to International Business Communication
2nd Edition
Penny Carté, Chris Fox

Packed with fascinating cases, cultural awareness scales, communication style tests and practical tips, this brisk and practical guide will help students to become better international communicators.

CONTENT INCLUDES: Interpreting the party line; Knowing your place; Knowing the limits; Knowing the form; Making presentations; Making deals; Knowing yourself; Making yourself understood in English.

PENNY CARTÉ and **CHRIS FOX** both work at Canning, an international communications training agency, where **CARTÉ** is the Research and Development Director.

Paperback | £19.99 | July 2008
978 0 7494 5274 2



FORTHCOMING
The Handbook of International Corporate Governance
 A Definitive Guide
 2nd Edition
The Institute of Directors

With commentary from the World Bank, BP, 3i, PricewaterhouseCoopers and Watson Wyatt, *The Handbook of International Corporate Governance* looks at shareholder rights and directors' responsibilities, issues relating to control and disclosure, and the relevant legislation and codes of practice. It is an essential reference source for any student of corporate governance, covering both the Sarbanes-Oxley Act in the US and the Companies Act in the UK.

CONTENT INCLUDES: Laws, models and codes; Shareholders' rights; Board effectiveness; Control and disclosure; Directors; Profiles of leading jurisdictions (USA, China, Japan, India, Germany, the UK, France, Italy, Brazil, Russia, Spain, Canada, South Korea, Australia, South Africa, the Netherlands, Sweden, New Zealand, Finland, Ireland, Hong Kong).

THE INSTITUTE OF DIRECTORS (IoD) is a non party-political business organisation with around 55,000 members. Other IoD titles include *The Director's Handbook* and *The Effective Director* (both Kogan Page).

Hardback | £95.00 | April 2009
 978 0 7494 5508 8



International IT Governance
 An Executive Guide to ISO 17799/ISO 27001
Alan Calder

SAMPLE CONTENT INCLUDES: Why is information security necessary?; Sarbanes Oxley and Regulatory Compliance; ISO 27001; External parties; Asset management; Human resources security; Communications and operations management; Controls against malicious software (malware) and back ups; Exchanges of information and software; Electronic commerce services; Access control; Systems acquisition, development and maintenance; Business continuity management; Compliance; The ISO 27001 audit.

ALAN CALDER is a founder-director of IT Governance Ltd and the author of *Corporate Governance*, and co-author of *IT Governance*, below (both Kogan Page).

Paperback | £55.00 | May 2006
 978 0 7494 4748 9



IT Governance
 A Manager's Guide to Data Security and ISO 27001 / ISO 27002
 4th Edition
Alan Calder, Steve Watkins

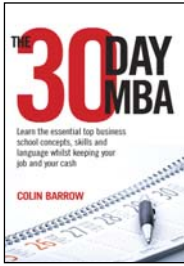
Containing the latest revisions to ISO 27001 and ISO 27002, the book guides business students through all aspects of data security.

SAMPLE CONTENT INCLUDES: The Combined Code, the Turnbull Report and Sarbanes-Oxley; ISO27001; Information security policy and scope; Physical and environmental security; Controls and against malicious software (malware) and back-ups; Network security management and media handling; Email and internet use; The ISO27001 audit.

ALAN CALDER: please see above for this author's profile.

STEVE G WATKINS is Chair of the ISO27001 User Group, the UK Chapter of the ISMS International User Group, and the Corporate Governance Group of the British Standards Society.

Paperback | £49.95 | May 2008
 978 0 7494 5271 1

**NEW**

The Thirty Day MBA

Learn the Essential Top Business School Concepts, Skills and Language Whilst Keeping Your Job and Your Cash
Colin Barrow

The book covers the essential elements of each of the core disciplines in a top MBA programme, enabling students to make and build on strategic decisions, while giving them an accessible overview of the MBA programme as a whole. This practical guide also incorporates external reading and resources, online library and information sources, case examples and links to online self-assessment tests.

CONTENT INCLUDES: Accounting; Finance; Marketing; Organisational behaviour; Business history; Business law; Economics; Entrepreneurship; Ethics & social responsibility; Operations management; Quantitative & qualitative research & analysis; Strategy.

COLIN BARROW was formerly Head of the Enterprise Group at Cranfield School of Management, UK, and is a visiting professor at several other universities.

Paperback | £15.99 | February 2009
978 0 7494 5412 8



The Business Plan Workbook

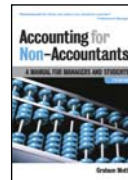
The Definitive Guide to Researching, Writing up and Presenting a Winning Plan
6th Edition
Colin Barrow, Paul Barrow, Robert Brown

CONTENT INCLUDES: Why prepare a business plan; What backers look out for; History and position to date; Market research; Competitive business strategy; Operations; Forecasting results; Business controls; Writing up and presenting your business plan.

COLIN BARROW: Please see left for this author's profile.

PAUL BARROW is an author, a Visiting Professor at Cranfield, UK and also a consultant advising SMEs on growth strategies. **ROBERT BROWN** directed the Graduate Enterprise Programme at Cranfield where he led a course on entrepreneurship.

Paperback | £18.99 | June 2008
978 0 7494 5231 5



Accounting for Non-Accountants

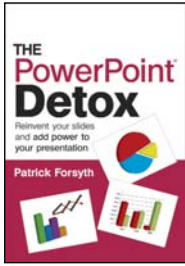
A Manual for Managers and Students
7th Edition
Graham Mott

Accounting for Non-Accountants is widely used as an introductory text to financial management for business and management students, and is essential reading for anyone wishing to understand accounting principles and practice.

CONTENT INCLUDES: The annual accounts; Management accounting; Financial management

GRAHAM MOTT, BA, ACMA, was formerly Principal Lecturer in Financial Management at the University of Northumbria, UK.

Paperback | £18.99 | June 2008
978 0 7494 5264 3



FORTHCOMING

The PowerPoint Detox

Reinvent Your Slides and Add Power to Your Presentation
Patrick Forsyth

The PowerPoint Detox is a straightforward guide that will help you and your students to prepare really effective presentations, enabling you to add power to your presenting style; enhance your presentation with a visual element in a way that makes explanation easier and clearer; be more likely to be understood, make your message memorable and assist retention.

With sample slides and plenty of examples reproduced in PowerPoint style, this is a clear how-to book that will give your students a valuable practical skill.

CONTENT INCLUDES: Introduction; How human nature affects communication; Presentations: The slide/speaker duo; What to avoid; Best practice; Afterword; Appendix.

PATRICK FORSYTH runs Touchstone Training & Consultancy, based in the UK, and specializes in marketing, sales and communications skills. He writes regularly for a number of business journals, and devises and writes training materials and corporate publications.

Paperback | £12.99 | March 2009
978 0 7494 5511 8



FORTHCOMING

Bids Tenders & Proposals

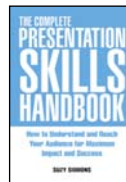
Winning Business Through Best Practice
Harold Lewis
3rd Edition

A practical guide to winning contracts and funding, this excellent title gives students the benefit of powerful, best-practice techniques.

SAMPLE CONTENT INCLUDES: Bidding for public sector contracts; Tendering for the private sector; Bidding for research funding; Analysing the bid specification; Developing and writing the bid; Defining outputs and deliverables; Describing professional experience; Making good use of graphics; Stating your price; Understanding how clients evaluate tenders; Presentations to clients.

HAROLD LEWIS is a writer, editor and independent consultant. He is a leading authority on the development and writing of competitive tenders.

Hardback | £35.00 | March 2009
978 0 7494 5420 3



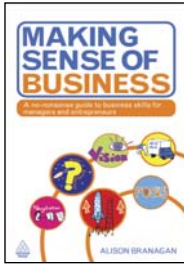
The Complete Presentation Skills Handbook

How to Understand and Reach Your Audience for Maximum Impact and Success
Suzy Siddons

SAMPLE CONTENT INCLUDES: Why give presentations?; Memory; Scripting; Visuals; Staging; Voice; Nerves and body language; Microphones and autocues; Rehearsals; Technology; Question and answer session; Controlling the audience; Media handling; Following up the presentation; Alternatives to presentations; Disaster handling.

SUZY SIDMONS is founder of her own training company and also co-author of *Project Management Disasters* with David Nickson, (also Kogan Page).

Paperback | £14.99 | March 2008
978 0 7494 5037 3



FORTHCOMING

Making Sense of Business

A no-nonsense guide to business skills for manager and entrepreneurs
Alison Branagan

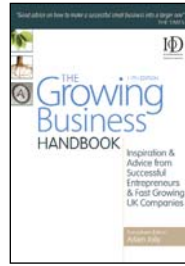
Making Sense of Business will help students to do just that, with expert guidance on key skills such as selling, presentation and negotiation and advice on developing their self-confidence and learning to work creatively.

With illustrated mind maps and creative exercises, *Making Sense of Business* encourages fresh ways of thinking, helping students to learn new skills and achieve success.

CONTENT INCLUDES: Introduction; What is enterprise?; Understanding risk; Managing enterprising minds; How to focus; The importance of networking; Knowing your customers; How to sell; Managing time wisely; Legal and ethical matters; How to present yourself; Negotiating a better deal; Keeping positive; Creative thinking; Planning your next move.

ALISON BRANAGAN is a business consultant who has established courses at a number of London universities including Central Saint Martin's College of Art and Design. She also writes web-based guides, speaks at seminars and develops enterprise programmes for professional bodies.


Paperback | £12.99 | May 2009
978 0 7494 5486 9



NEW

The Growing Business Handbook

Inspiration and Advice from Successful Entrepreneurs and Fast Growing UK Companies
11th Edition
Adam Jolly

Endorsed by the 

Teaching students how to control and manage business growth, this authoritative book combines informed comment from professionals such as the Royal Bank of Scotland, Mazars, Strathclyde Business School, the Royal Mail and Toshiba with the direct experience of those who have been through the growth process and who have met the challenge of learning to maintain control of a rapidly growing enterprise.

CONTENT INCLUDES: Planning for growth; Exploiting ideas; Gaining market share; Customer service; People and performance; Property and locations; Cash flow and working capital; Business technology; Managing the growing organization; International expansion; Corporate finance; Succession and exits.

ADAM JOLLY is a business writer and editor specializing in the management of growth, innovation, technology and risk. He is Consultant Editor on a number of Kogan Page titles, including *The Handbook of European Intellectual Property Management* and *The Innovation Handbook*.

Hardback | £25.00 | November 2008
978 0 7494 5346 6

NEW SERIES

John Adair's books on leadership show students how to think creatively and motivate and inspire others, essential skills for future business leaders.

"John Adair is without doubt one of the foremost thinkers on leadership in the world."

Sir John Harvey-Jones



The Inspirational Leader

How to Motivate, Encourage and Achieve Success

John Adair

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Leadership and Motivation

The Fifty-Fifty Rule and the Eight Key Principles of Motivating Others

John Adair

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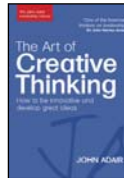


Leadership for Innovation

How to Organize Team Creativity and Harvest Ideas

John Adair

Paperback | £9.99 | February 2009
978 0 7494 5479 1

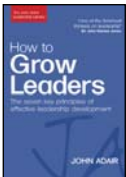


The Art of Creative Thinking

How to be Innovative and Develop Great Ideas

John Adair

Paperback | £9.99 | February 2009
978 0 7494 5483 8

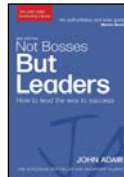


How to Grow Leaders

The Seven Key Principles of Effective Leadership Development

John Adair

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978 0 7494 5480 7



Not Bosses but Leaders

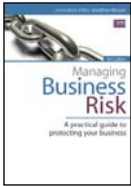
How to Lead the Way to Success
3rd Edition

John Adair

Paperback | £9.99 | February 2009
978 0 7494 5481 4

JOHN ADAIR is acknowledged internationally as an authority on leadership. The world's first Professor of Leadership Studies, he advises many organizations in business, government, education, health and the voluntary sector. John has recently received the Lifetime Achievement in Leadership Award, and he continues to write and teach throughout the world. China has made him its first Honorary Professor of Leadership. He is the author of over 50 books and articles on leadership and management development.

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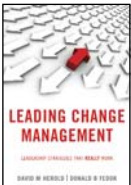
Managing Business Risk

A Practical Guide to Protecting Your Business
Jonathan Reuvid

CONTENTS INCLUDES: Sections covered include: Risk management strategy; Corporate risk concerns; Risk issues in operational management; Intellectual property risks; The role of IT in providing risk solutions.

JONATHAN REUVID is an economist and was formerly engaged in investment banking, general management and business development in China. He is the consultant editor for a number of Kogan Page titles, including *Business Insights: China* (see page 2).

Hardback | £50.00 | March 2009
978 0 7494 5449 4



Leading Change Management

Leadership Strategies that Really Work
David Herold and Donald Fedor

Published with Stanford University Press



SAMPLE CONTENT INCLUDES: The realities of change; What is changing, and where?; People's motivation to change; People's capacity for change; Change does not occur in a vacuum; Putting the pieces together; Smart change leaders – they get it!

DAVID M. HEROLD is Professor Emeritus at DuPree College of Management, Georgia Institute of Technology, USA. **DONALD B. FEDOR** is Professor of Organizational Behavior, also at DuPree College of Management.

Hardback | £12.99 | August 2008
978 0 7494 5331 2



Strategic Planning

How to Deliver Maximum Value through Effective Business Strategy
Robert Wittmann, Matthias Reuter

CONTENT INCLUDES: The entire model; Value based management; Environment and positioning; Offer and marketing; Knowledge and competencies; Value chain organization; Measures and control; Leadership and mobilizing; Finance and evaluation; Opportunities and risks; Conclusion.

PROFESSOR ROBERT G. WITTMANN is Professor of Innovation Management at Ingolstadt University of Applied Sciences, Germany, and partner in ADDventure Consulting GmbH.

DR. MATTHIAS P. REUTER is Head of Strategy, Marketing and Sales in Siemens AG's Training and Education Division, Germany.

Hardback | £14.99 | May 2008
978 0 7494 5233 9



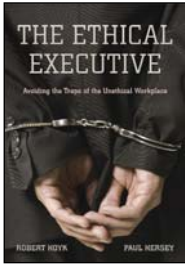
Managing Risk in Extreme Environments

Front-line Business Lessons for Corporates and Financial Institutions
Duncan Martin

CONTENT INCLUDES: Introduction; Stuff happens; Case studies - Epidemic, Wildfire, Terrorism, Extreme humanitarian aid, Mountain, Meltdown, Extraction, Flood, Earthquake; Managing risk in extreme environments; So what? The implications for business; The seven laws of extreme risk management.

DUNCAN MARTIN was educated at Cambridge, UK, and at the University of Pennsylvania, USA. He was a consultant at Booz Allen & Hamilton and Oliver Wyman & Company, and Director of Strategic Risk at DrKW. He presently works in risk management at RBS Wholesale.

Hardback | £29.99 | November 2007
978 0 7494 4945 2



NEW

The Ethical Executive

Avoiding the Traps of the Unethical Workplace
Robert Hoyt, Paul Hersey

Published with
Stanford University Press



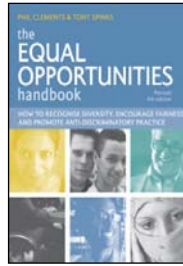
The Ethical Executive provides guidelines for future business leaders who want to do the right thing. It looks at the root causes of unethical behaviour and describes the psychological traps to which the unwitting future executive can fall prey.

CONTENTS INCLUDE: Foreword; Trapped!; Why do traps exist, and what are they?; Why this isn't just another business ethics book; A word about research; Primary traps; Defensive traps; Personality traps; Analyzing dilemmas; Final Words.

DR. ROBERT HOYK is a Clinical Psychologist with an extensive background in psychological research.

DR. PAUL HERSEY is a behavioural scientist and successful entrepreneur, presently a Distinguished Professor of Leadership Studies at Nova Southeastern University, USA.

Hardback | £12.99 | February 2009
978 0 7494 5335 0



FORTHCOMING

The Equal Opportunities Handbook

How to Recognise Diversity, Encourage Fairness and Promote Anti-Discriminatory Practice

Rev. 4th Edition
Phil Clements, Tony Spinks

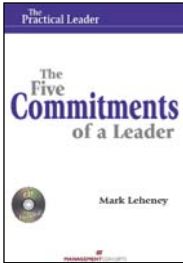
The Equal Opportunities Handbook is a guide to identifying and eradicating workplace discrimination through training and guidance. This up-to-the-minute guide sets out straightforward procedures, relevant to all types of situation, and demonstrates to your students how simple it is to behave with fairness, courtesy and sensitivity to all.

CONTENT INCLUDES: How to be fair: definitions of prejudice; The role of language; Being in a majority group; Racism; Sexism; Sexuality; Disability; Equal opportunities in the workplace; Institutional racism; Religion and faith; Equal opportunities law, agencies and links to further information.

PHIL CLEMENTS and **TONY SPINKS** are trainers with many years' experience of working in the equal opportunities field. Phil is Programme Area Leader at the Institute of Criminal Justice Studies, UK.

Paperback | £19.99 | March 2009
978 0 7494 5297 1

MANAGEMENTCONCEPTS



NEW

The Five Commitments of a Leader

Mark Leheneý

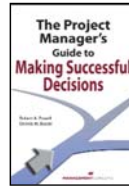
The Five Commitments of a Leader presents a new and revealing way to

examine leadership through the commitments a leader makes (or fails to make). It explores the route to becoming a truly effective leader through five crucial commitments that must be made – to the self, people, the organization, the truth and to leadership.

CONTENT INCLUDES: A commitment to the self; A commitment to the people; A commitment to the organization; A commitment to the truth; A commitment to leadership; Final thoughts

MARK LEHENEÝ is a Senior Consultant with Management Concepts in Vienna, Virginia, USA. Leheneý holds a master's degree in organization development and knowledge management and is on the faculty of the Georgetown University Leadership Coaching Program, USA.

Paperback | £16.99 | November 2008
978 1 5672 6219 3



FORTHCOMING

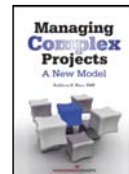
The Project Manager's Guide to Making Successful Decisions

Robert A Powell,
Dennis M Buede

CONTENT INCLUDES: Good decision-making: The key to project success; Managerial decision-making; Decisions and the project management life cycle; Overview of decision-making; Project management decisions; Framing the decision; Generating decision alternatives; Analyzing the alternatives; Handling risk and uncertainty; Training project managers as decision makers

LTC ROBERT POWELL, Ph.D., is the systems management program director and course director at the U.S. Military Academy at West Point. **DENNIS BUEDE**, Ph.D., is chairman of the board at Innovative Decisions in Chantilly.

Paperback | £26.99 | March 2009
978 1 5672 6234 6



NEW

Managing Complex Projects

A New Model
Kathleen B Hass

SAMPLE CONTENT INCLUDES: Complexity thinking in the world of business; Applying complexity thinking to assign key project team members; Applying complexity thinking to select the project cycle; Managing the dimensions of project complexity; Index.

KATHLEEN B. HASS, PMP, is the Senior Practice Consultant for Project Management and Director at Large for the International Institute of Business Analysis (IIBA).

Paperback | £26.99 | December 2008
978 1 5672 6233 9



NEW
Project Governance
A Practical Guide to Effective Project Decision Making
Ross Garland

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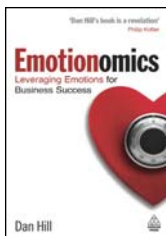
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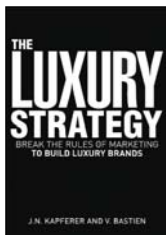
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