BOOK SPECIALS

Be in the know...NOW!

CONFIDENTI



A COLLECTION OF GUIDELINES AND HELPFUL ADVICE

GEOFFREY MOSS

SECRETS FOR NEW MANAGERS

A collection of topics for mentoring new and potential managers and team leaders. Most of the articles were written for "Today's Manager", the official bi-monthly publication of the Singapore Institute of Management. This book also includes a wealth of quotations from successful managers in many lands. (236p)

PERSUASIVE WAYS

Learn the communication secrets to influence people and make winning presentations. Run effective meetings. Negotiate successfully. Publicise your activities and display your products with flair. Improve your corporate image. Published in four countries. \$30 (181p)

REVITALISE YOUR BUSINESS

A practical workbook to help you plan, restructure and revitalise your business. An essential guide to improve staff performance, recruit to build winning teams and get things done \$25 efficiently (300p).

VISIT OUR WEBSITE www.mossassociates.co.nz Over 95 editions of our books \checkmark have been published by 31 publishers in 18 countries and in 11 languages.

\$30.00

TIME-SAVERS

Quick reminders and guidelines for 77 business topics. A valuable tool for managers and executives (202p). **\$25**

TRAINING SECRETS

An easy-reference manual for all trainers and people who are helping adults learn. Tells you how to plan and carry out training programmes and is packed full of a variety of training methods. Allows you to assess your own training skills and gives advice on becoming an international trainer. Published in \$30 New Zealand and in Asia (200p.)

SURVIVAL SKILLS FOR NEW MANAGERS

Tells you how to start managing. Takes you back to the basics and is full of hints from top managers. Published in eight \$15 countries. (179p)

NEW HORIZONS

A motivational book for people changing careers, retiring early, facing redundancy, returning to the work force or seeking international work. (112p)



MANAGING FOR TOMORROW

If you are a new manager this book is for you. A practical book showing you how to carry out change, improve staff performance, avoid chaos, build teams, reduce stress, and advance your career. Used as a text book at the Singapore Institute of \$20 Management. (209p)

SECRETS FOR SUCCESS

This book could change your life. It is a distillation of good advice from successful people in many countries. Learn how to take control of your life, advance your career, lead a successful team, become a good communicator, fulfil your dreams, be financially independent and own your own business. Packed full of golden rules for a successful career. Easy to read \$30 and apply. (144p)

- 1. Circle the books you require.
- 2. Print your name and address on the back of this sheet or enclose your business card. 3. Total your purchases, add \$5 for postage and packing within New Zealand.
 - All prices include GST

4. Send with your cheque to:

7 Dorset Way

New Zealand

Moss Associates Ltd

Telephone: 64 4 472 8226 Facsimile: 64 4 472 8226 email: moss@xtra.co.nz

Wilton, Wellington, 6012