

WORKING SMARTER

BOOK REVIEWS



MANAGEMENT @ WORK SERIES

This new series from the Australian Institute of Management takes a fresh look at some old issues in the workplace. Using what the editors call a 'lens approach', the books present a variety of perspectives from key Australian leaders and professionals on three central themes.

Love@Work explores the different types of love and how it can be experienced and manifested in the workforce, whether it's from an individual or an organisation. World Vision CEO Tim Costello writes about spirituality and love at work, advertising guru Simon Reynolds looks at the power of emotion behind a brand, and corporate transformation specialist Margot Cairnes investigates how to return love to the corporate heart.

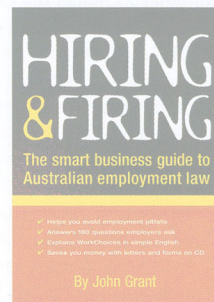
DNA@Work looks at the building blocks that make up a productive workplace, such as the leadership, innovation and learning strands of a business from contributors such as former Fairfax CEO, Frank Hilmer, and management consultant Jill Gray.

Speed@Work discusses how organisations and businesses can grow and prosper in today's relentless business environment. Boost Juice founder Janine Allis answers questions on taking charge of a fast-growing company; former Orica CEO, Malcolm Muirhead, writes about being a leader in ever-changing, turbulent times; and communication consultant Richie Barker looks at staying on top of communication technology that is moving at warp speed.

Author: Various
Publisher: John Wiley
RRP: \$32.95 each

HIRING & FIRING

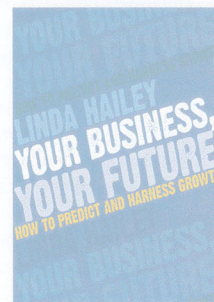
A comprehensive overview of the hiring and firing process for any business owner. With chapters such as "What are my obligations before an employee starts work?"; "Can I refuse to employ a person who has an injury?"; and "Unfair and unlawful dismissals: what's the difference?", it's very easy to find the information you're looking for. Written since the launch of *WorkChoices*, it's an up-to-date guide to critical issues becoming even more relevant for all businesses today.



Author: John Grant
Publisher: Woodslane Press
RRP: \$39.95

YOUR BUSINESS, YOUR FUTURE

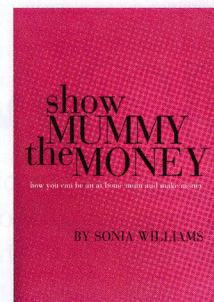
Looking at the four phases of small business growth (start-up, take off, consolidation, expansion), Linda Hailey shows business owners how their business should function during each phase, and then use this knowledge to predict the challenges ahead and be able to plan for the future. Taking the same approach for each phase, Hailey looks at the characteristics of the business owner in that phase, the challenges they'll face, what outcomes can be expected and how to move forward into the next one.



Author: Linda Hailey
Publisher: Allen and Unwin
RRP: \$29.95

SHOW MUMMY THE MONEY

Sonia Williams loves being a mum but also loves running her own business, and has written *Show Mummy the Money* to help other mums who'd like to run a business from home. Discover how to come up with a home-based business that works for you, and how to turn a business idea into a reality. There's also practical areas such as writing a business plan, budgeting and GST, and intellectual property. As she explains in the introduction, "The book serves not only to motivate mums to consider the possibility of starting a home-based business, but acts as a guide to help you take your idea from consideration through to conception." Drawing on the examples of success stories, it's an easy read, full of practical advice and checklists. Available at www.showmummythemoney.com.au



Author: Sonia Williams
Publisher: Lucy McCoa
RRP: \$29.95