

## **SELECTIVE DISSEMINATION OF INFORMATION (SDI)**

**No. 1/2010**

*“ It was character that got us out of the bed, commitment that moved us into action and discipline that enabled us to follow through”. ~ Zig Ziglar ~*

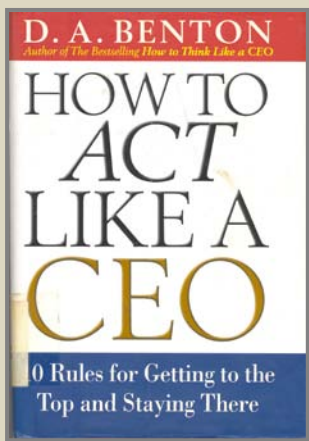
*“If we value the pursuit of knowledge, we must be free to follow wherever that search may lead us. The free mind is not a barking dog, to be tethered on a ten-foot chain.”*

*~ Adlai E. Stevenson Jr~*

### **TITLES AVAILABLE FOR LOAN**

#### **EXECUTIVE ABILITY**

1. **How to Act Like a CEO : 10 Rules for Getting to the Top and Staying There / D. A. Benton. c2001. (A 658.409 BEN)**



**This book will introduce you to a cross-section of some of the most powerful and successful CEOs in the world. They range in age from their twenties to their sixties, come from widely divergent backgrounds, and work in completely different industries.**

**What qualities does it take to be CEO of a small start-up company in Silicon Valley? To head a huge media conglomerate headquartered**

In New York City? To leapfrog your way up the career ladder? To launch a successful new business venture? The answer is it takes the same qualities.

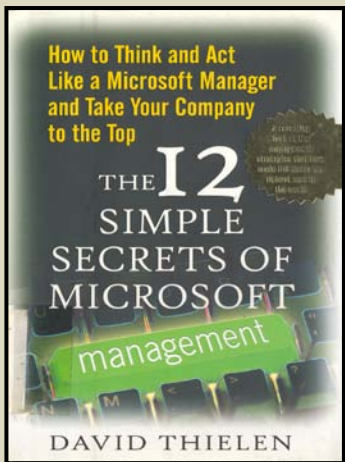
Whether your ambition is to become the CEO, start your own company, get promotion, or just have a long rewarding career where you command tremendous respect and admiration, this no-nonsense and insightful book will help you achieve your goal.

(ISBN: 0-07-135998-2)

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## SUCCESS IN BUSINESS

2. The 12 Simple Secrets of Microsoft Management : How to Think and Act Like a Microsoft Manager and Take Your



Company to the Top / David Thielen with Shirley Thielen. c1999. (A 658.4 THI)

The *12 Simple Secrets of Microsoft Management* will reveal Microsoft's battle-proven strategies that can be used in any manager in any business. This concise and

insightful insider look at the management techniques behind this

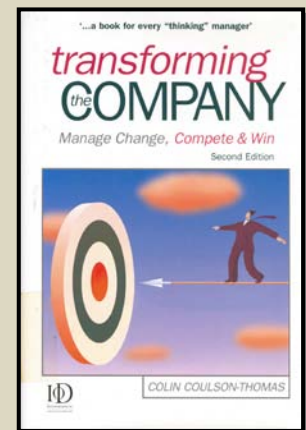
amazing company discloses the strategies that have made Bill Gates the richest man in the world. Strategies that include: The Top 5%: Learn about Microsoft's rigorous interview process that helps them hire only success-driven, product-smart, type-A personalities while letting their competitors hire the rest. Or Require Failure Quickly: How Microsoft invites---in fact, encourages---employees to fail, inspiring them to find innovative and optimal solutions.

This book provides an insider's view of the management secrets that can help propel your company to the heights that only Microsoft has achieved. ([ISBN: 0-07-134248-6](#))

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### ORGANIZATIONAL CHANGE

3. Transforming the Company : Manage Change, Compete and Win / Collin Coulson-Thomas. 2<sup>nd</sup> ed. 2002. ([A 350.0073 TRA](#))



Based upon extensive research and interviews with leading executives and top directors from over 2,000 companies, *Transforming the Company* identifies the critical

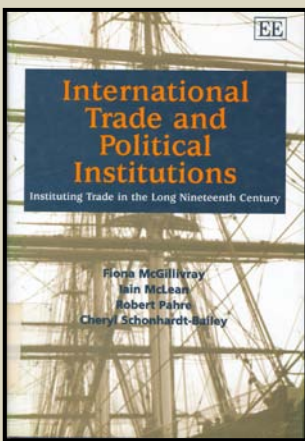
success factors that distinguish winners from losers in the struggle to become more flexible, responsive and competitive. The author shows how to bridge the gap between intentions and outcomes which include topics such as:

- Management theory and corporate reality;
- Transforming the bored;
- Providing strategic and distinctive leadership;
- Winning business and building customer relationships;
- Transforming intentions and business development outcomes;
- Introducing more flexible patterns of work and knowledge management;
- Operating in the international marketplace;
- Partnering with consultants and business schools;
- Supporting the network organization.

Colin Coulson-Thomas draws upon a further decade of experience and distils new research into why some companies (the winners) are so much more successful than others (the losers) at managing change, transforming, competing and winning. For management at all levels faced with this task, this positive and thought-provoking book will uplift, inspire and enlighten. [\(ISBN: 0-7494-3651-4\)](#)

## COMMERCIAL POLICY -- HISTORY -- 19th CENTURY

4. **International Trade and Political Institutions : Instituting Trade in the Long Nineteenth Century / Fiona McGillivray... [ et al. ]. 2001. (A 382.309034)**



It is widely accepted that politics plays an important role in determining international trade policy. Defining precisely why, and how, politics matters is more difficult. Despite the benefits of trade, few nations have wholeheartedly adopted free trade policies, and when they do so it is by managing trade through international institutions and multi-or bilateral trade treaties.

*International Trade and Political Institutions* broadens the public choice theory of trade politics to allow for the study of ideas and institutions within a longer time horizon. The authors use theoretically rigorous historical analysis of international political economy and four important case studies to help untangle the role of ideology, institutions and interests. This illuminating book

connects the fields of economics, political economy and history to shed new light on trade theory. (ISBN : 1-84064-690-X)

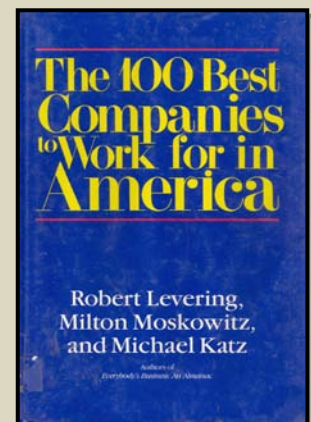
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[CORPORATIONS -- UNITED STATES -- HANDBOOKS, MANUALS, ETC.](#)

5. The 100 best companies to work for in America / by Robert Levering, Milton Moskowitz, and Michael Katz. c1984.

(A 658.300973 LEV)

*The 100 best companies to work for in America* cuts across all the other criteria by which American companies have recently been judged—excellence, culture, productivity, and



management style—to look at the real bottom line: would you like to work there?

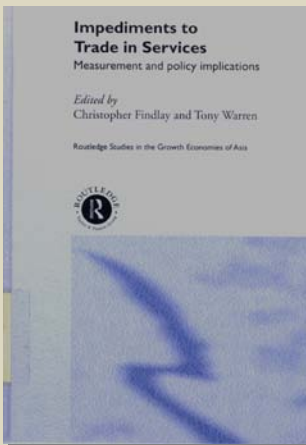
The authors compiled this unique and fascinating list after years of extensive research and interviews with individuals in every corner of corporate America—from mail clerks to middle managers, from secretaries to CEOs. Along the way as they discovered that

America's favorite employers included not only industry giants like IBM, General Electric, and Delta Air Lines, but lesser-known firms as well, like Quad/Graphics in Pewaukee,... (ISBN: 0-201-15774-8)

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## SERVICE INDUSTRIES

6. **Impediments to Trade in Services : Measurement and Policy Implications / edited by Christopher Findlay and Tony Warren.**  
c2000. (A 382.45 IMP)



**Studies of the measurement and impact of impediments to trade and investment in services are rare. Yet, for successful reform to take place, it is crucial that policies are transparent. Greater information, in terms of the detail policy and the analysis of its effects, helps mobilize key countervailing interests against protectionist forces in domestic economies, aids political leaderships in constructing coalitions for reform and adds to the policymaker's confidence as strategies are designed and implemented.**

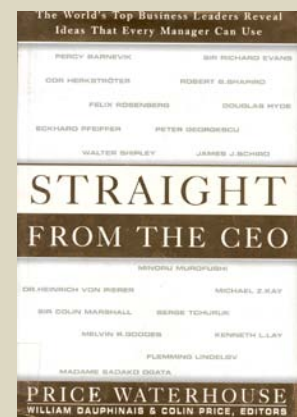
This book reviews the nature of trade in services and the impediments involved, and spells out the case for greater transparency. A method is outlined for achieving that transparency and the chapter illustrates its application to a number of sectors. Related modeling issues are discussed and the chapter summarizes the implications for the negotiating process.

(ISBN: 0-415-24090-5)

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## EXECUTIVES

7. **Straight from the CEO: The World's Top Leaders Reveal Ideas That Every Manager Can Use** by G. William Dauphinais and Colin Price, editors. c1998. (A 658.4092 DAU)



*Straight from the CEO* presents some of the dominant ideas of today's CEO elite in their own words and shows how these ideas animate and enhance corporate performance.

**This book makes valuable contribution to our understanding of today's corporate leadership across the globe—from big companies and small, from the countries in the Organization for Economic Development (OECD), from Latin America and the Pacific Rim. The book offers readers an opportunity to hear chief executives express their approaches to critical to critical management problems in their own words and to describe the kinds o remedies they've applied to those problems.**

**Collective, these chapters convey a strong intellectual richness and express the urgent determination of these CEOs to create improvement in the functions and processes of business.**

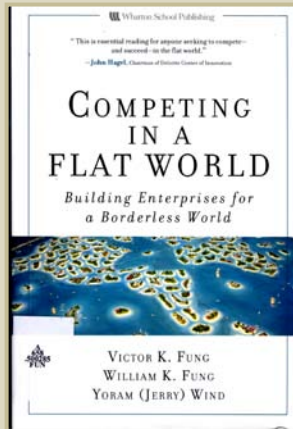
**(ISBN: 1-85788-195-8)**

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## **BUSINESS LOGISTICS – MANAGEMENT**

- 8. Competing in a Flat World: Building Enterprises for a Borderless World / by Victor K. Fung, William K. Fung, and Yoram (Jerry) Wind. 2007. (A 658.500285 FUN)**

**In the flat world, “everything changes...above all, what it takes to**



run a winning company. Success is less about what the company can do itself and more about what it can connect to. This book reveals how the author replaced “old fashioned” infrastructure and huge employee bases with fluid, ever-changing network that can design, manufacture, and deliver almost anything, anywhere. The key to success in this world is a set of principles for “network orchestration.” They examine how these principles can be applied in manufacturing, services and other industries.

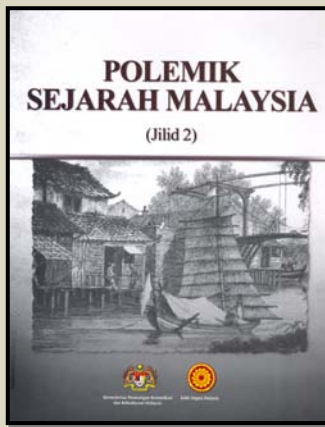
*Competing in a Flat World* provides an extraordinary glimpse into a new kind of organizational architecture, one built around the notion of orchestrating resources you don’t control and doing so in a way that builds both trust and agility. This architecture may well turn out to be the dominant model of the firm for the 21<sup>st</sup> century. This book is a must read for anyone who wants to compete in a flat world. Every chapter details new and powerful ideas.”

[\(ISBN: 0-978-0-13-233290-3, 0-13-233290-6\)](#)

## MALAYSIA – HISTORY

### 9. Polemik Sejarah Malaysia ( Jilid 1). 2010. (M 959.5 MAJ)

Buku ini mengandungi 30 kertas kerja yang telah dibentangkan dalam 10 sesi Majlis Polemik Sejarah Malaysia, anjuran Arkib Negara Malaysia yang diadakan dari tahun 1998 hingga 2008.



Sebagai sebuah kerajaan yang menjadi penyambung Kesultanan Melayu Melaka, sejarah Kesultanan Johor menjadi cukup penting dalam menyambung warisan kerajaan tersebut. Pembentukan awal Kesultanan Johor-Riau, penentangan ke atas kuasa Portugis di Melaka, pengukuhan kuasa dan krisis dalaman Kesultanan johor telah dipaparkan dan dikupas amat menarik sekali.

Bagi kumpulan kertas kerja Kesultanan Kedah pula antara yang menarik dipaparkan dalam kumpulan kertas kerja ini ialah berkaitan isu sejarah awal tamadun di Tanah Melayu yang mana sejarah Kesultanan Kedah dilihat lebih awal berbanding dengan sejarah Kesultanan Melaka. Selain daripada itu, kemunculan

**Kedah sebagai pelabuhan entrepot, sistem pemerintahan dan pentadbiran awal kedah juga turut dikaji. ([ISBN: 978-967-912-129-2](#))**