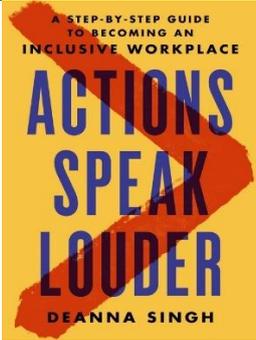
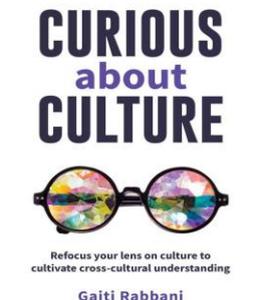
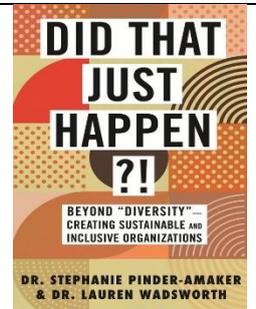


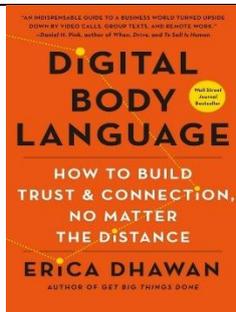


## Workplace Culture

Get tips to change the culture in your workplace.

If you want to read one or more books on the list and you still haven't got a library card for The Seafarers' Library, find out how to get one at [www.sbib.dk](http://www.sbib.dk), "Electronic books", or contact the librarian at [sbib@sbib.dk](mailto:sbib@sbib.dk).

 <p>E-book</p>	<p><b><i>Actions Speak Louder : A Step-by-Step Guide to Becoming an Inclusive Workplace</i></b> By Deanna Singh</p> <p>A step-by-step guide for managers, teams, and DEI leaders looking to create impactful, lasting change in their organization, from recruitment to retention, and beyond. This book will teach you how to:</p> <ul style="list-style-type: none"> <li>• Write inclusive job advertisements because “minorities just don’t apply here” isn’t an excuse – you’re just not reaching them.</li> <li>• Design an interview process that reduces status quo bias and challenges hiring decisions that are simply “no brainers”.</li> <li>• Create a retention plan that considers and prioritizes the needs of underrepresented employees – if you haven’t intentionally designed one to be inclusive, you’ve unintentionally reinforced one that is exclusive.</li> <li>• Lead inclusive meetings – the bedrock of company culture – by practicing constructive dissent and elevating underrepresented perspectives.</li> </ul> <p>Street date 31-05-2021.</p>
 <p>E-book</p>	<p><b><i>Curious about Culture : Refocus your lens on culture to cultivate cross cultural understanding</i></b> By Gaiti Rabbani</p> <p>A definitive guide to developing cross-cultural understanding. Whether you are on a journey of self-reflection or wish to influence others, this definitive guide to cross-cultural engagement will help you to understand your own cultural narrative and better connect with people of other cultural backgrounds.</p> <p>Improving cross-cultural engagement starts with understanding yourself. You will uncover your own cultural drivers that will help you cultivate meaningful cross-cultural conversations.</p> <p>Street date 2022.</p>
 <p>E-book</p>	<p><b><i>Did That Just Happen?! : Beyond "Diversity"—Creating Sustainable and Inclusive Organizations</i></b> By Stephanie Pinder-Amaker, Lauren Wadsworth</p> <p>Offering real-life accounts that illustrate common workplace occurrences around inclusivity and answers to questions like “How do I identify and handle diversity landmines at work?” and “What can I do when I’ve made a mistake?” this handbook breaks down ways that organizations (and all people) can improve their cultural awareness and become more equitable in their work and personal relationships.</p> <p>“Did That Just Happen?!” will be invaluable for employees who come from underrepresented communities and identities (identities discussed include race, age, disability, sexual orientation, citizenship status, and gender expression). But the book is essential for leaders of companies, supervisors, HR departments, and for anyone who wants to understand and support diversity/equity/inclusion practices. The book will also make readers feel more confident in their navigating of friendships/interactions with people who hold different identities.</p> <p>Street date 15-06-2021.</p>



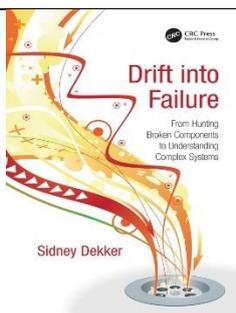
E-book

### ***Did That Just Happen?! : Beyond "Diversity"—Creating Sustainable and Inclusive Organizations***

By Stephanie Pinder-Amaker, Lauren Wadsworth

Offering real-life accounts that illustrate common workplace occurrences around inclusivity and answers to questions like “How do I identify and handle diversity landmines at work?” and “What can I do when I’ve made a mistake?” this handbook breaks down ways that organizations (and all people) can improve their cultural awareness and become more equitable in their work and personal relationships. “Did That Just Happen?!” will be invaluable for employees who come from underrepresented communities and identities (identities discussed include race, age, disability, sexual orientation, citizenship status, and gender expression). But the book is essential for leaders of companies, supervisors, HR departments, and for anyone who wants to understand and support diversity/equity/inclusion practices.

Street date 15-06-2021.



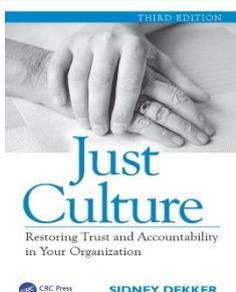
E-book

### ***Drift into Failure : From Hunting Broken Components to Understanding Complex Systems***

By Sidney Dekker

What does the collapse of sub-prime lending have in common with a broken jackscrew in an airliner's tailplane? Or the oil spill disaster in the Gulf of Mexico with the burn-up of Space Shuttle Columbia? These were systems that drifted into failure. While pursuing success in a dynamic, complex environment with limited resources and multiple goal conflicts, a succession of small, everyday decisions eventually produced breakdowns on a massive scale. We have trouble grasping the complexity and normality that gives rise to such large events. We hunt for broken parts, fixable properties, people we can hold accountable. The growth of complexity in society has outpaced our understanding of how complex systems work and fail. Our technologies have gotten ahead of our theories. We can build things - deep-sea oil rigs, jackscrews, collateralized debt obligations - whose properties we understand in isolation. But in competitive, regulated societies, their connections proliferate, their interactions and interdependencies multiply, their complexities mushroom. This book explores complexity theory and systems thinking to understand better how complex systems drift into failure. It studies sensitive dependence on initial conditions, unruly technology, tipping points, diversity - and finds that failure emerges opportunistically, non-randomly, from the very webs of relationships that breed success and that are supposed to protect organizations from disaster. It develops a vocabulary that allows us to harness complexity and find new ways of managing drift.

Street date 05-12-2016.



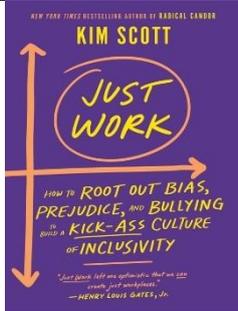
E-book

### ***Just Culture : Restoring Trust and Accountability in Your Organization 3e***

By Sidney Dekker

A just culture is a culture of trust, learning and accountability. It is particularly important when an incident has occurred when something has gone wrong. How do you respond to the people involved? What do you do to minimize the negative impact, and maximize learning? This third edition offers new material on restorative justice and ideas about why your people may be breaking rules. Supported by extensive case material, you will learn about safety reporting and honest disclosure, about retributive just culture and about the criminalization of human error. Some suspect a just culture means letting people off the hook. Yet they believe they need to remain able to hold people accountable for undesirable performance. In this new edition, Dekker teaches you to look at 'accountability' in different ways and claims that your impact on restoring trust, learning and a sense of humanity in your organization could be enormous.

Street date 07-09-2018.



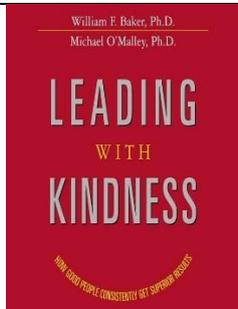
E-book

***Just Work : How to Root Out Bias, Prejudice, and Bullying to Build a Kick-Ass Culture of inclusivity***

By Kim Scott

How we can recognize, attack, and eliminate workplace injustice—and transform our careers and organizations in the process? This book offers a practical framework for both respecting everyone's individuality and collaborating effectively. This is the essential guide leaders, and their employees need to create more just workplaces and establish new norms of collaboration and respect.

Street date 16-03-2021.



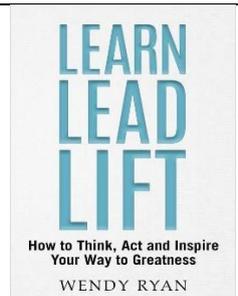
Audiobook

***Leading with Kindness : How Good People Consistently Get Superior Results***

by William Baker, Michael O'Malley, Mark Smeby

Without presenting a naive idea of kindness, this eye-opening book identifies the surprising attributes successful and resoundingly kind leaders share—revealing how traits like sincerity, honesty, and respect can benefit organizations and help them to thrive. Through the book business professionals will learn how to apply these lessons in their own workplace, gaining tips for how to motivate employees, committee members, and others, recognize unique talents while nurturing all employees, establish a supportive environment, spur continuous organizational growth, adapt to change, and prepare the next generation of leaders. Subtly and very effectively, a gentler, more human conception of leadership has become the gold standard for excellence. Leading With Kindness shows leaders how they can leverage the deceptively complex notion of kindness as guiding principle to lead more effectively.

Street date 13-04-2021.



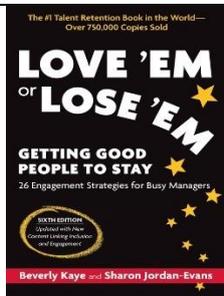
E-book

***Learn Lead Lift : How to Think, Act and Inspire Your Way to Greatness***

By Wendy Ryan

Learn Lead Lift is written to inspire leaders and give them a framework for being /becoming great leaders who create teams where every person is valued and encouraged to fulfill their potential. The kind of workplace you are excited to enter each day. Successful organizations today are increasingly aware they must continuously change and evolve to remain relevant, and a key part of every leader's role is to build their individual and organizational capacity for ongoing transformation. In response to this Ryan developed the 3T Model, an empowering mindset for leaders, which supports decision making and resource allocation by Tolerating, Transforming or Transcending. When you apply the 3T Model to issues like systemic racism or any other form of institutionalized oppression, it quickly becomes clear that Transforming is not only the right option - it is the only option. The book provides a clear-eyed view into what it means to be a leader today - the must-have mindsets, skill sets and behaviors you need to make a positive impact through leadership, no matter whether you are just starting out or have been in a leadership role for years.

Street date 12-05-2021.



E-book

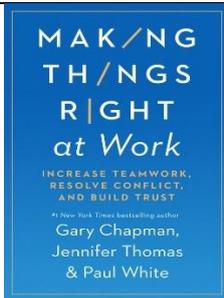
### ***Love 'Em or Lose 'Em : Getting Good People to Stay***

By Beverly Kaye, Sharon Jordan-Evans

This sixth edition of this employee retention book puts a new emphasis on diversity and inclusion but keeps the same appealing format: twenty-six simple strategies from A to Z.

Despite booms and busts, technology advances, talent wars, layoffs, and even a global pandemic, people want what they've always wanted. Employees want—and now expect—meaningful work, supportive bosses, regular recognition, and a chance to learn and grow. And managers want their amazing people to stay—for at least a little while longer. This edition includes a timely focus on diversity and inclusion in every chapter. For example, chapter 6 focuses on family. Different culture's view family responsibilities differently, so the authors address how to take that into consideration when a treasured employee asks for extended leave to care for a grandparent. A section called "Conversations That Count" offers discussion questions for sparking deeper conversation around the topics in the book.

Street date 02-03-2021.



E-book

### ***Making Things Right at Work: Increase Teamwork, Resolve Conflict, and Build Trust***

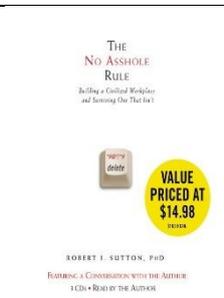
By Gary Chapman, Jennifer M Thomas, Paul White

Workplace conflict is inevitable. When it happens, how can you get back on track? Like all relationships, the ones we have at work are subject to stresses—maybe even fractures that can really take a toll on the workplace. Productivity is lost. Time is wasted. Tension mounts. Cooperation is reduced. And the workplace becomes toxic. What's the solution?

In *Making Things Right at Work* the authors give you the strategies you need to restore harmony at work. You'll learn:

- \* How to discern the causes of workplace conflict.
- \* How to avoid unnecessary disputes.
- \* How to repair relationships when you've messed up.
- \* How to let go of past hurts and rebuild trust.

Street date 25-01-2022.



Audiobook

### ***The No Asshole Rule : Building a Civilized Workplace and Surviving One That Isn't***

By Robert I. Sutton

The definitive guide to working with — and surviving — bullies, creeps, jerks, tyrants, tormentors, despots, backstabbers, egomaniacs, and all the other assholes who do their best to destroy you at work.

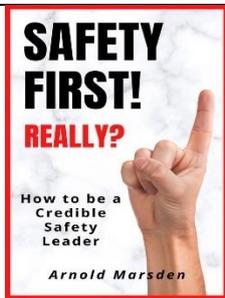
"What an asshole!"

How many times have you said that about someone at work? You're not alone! In this groundbreaking book, Stanford University professor Robert I. Sutton builds on his acclaimed Harvard Business Review article to show you the best ways to deal with assholes – and why they can be so destructive to your company. Practical, compassionate, and in places downright funny, this guide offers:

- \* Strategies on how to pinpoint and eliminate negative influences for good
- \* Illuminating case histories from major organizations

A self-diagnostic test and a program to identify and keep your own "inner jerk" from coming out.

Street date 22-02-2007



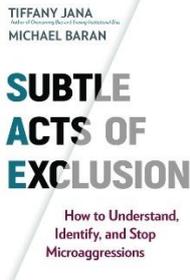
E-book

### ***Safety First! Really?***

By Arnold Marsden

“Safety First! Target Zero! No Harm!”

You repeat it often. You've plastered it all over the office and at the worksites. But do you really mean it? Think about your actions and decisions over the last year. Do they all make the workplace safer? Did you ever sacrifice safety for production? Even a little bit? This book is intended to be your mirror. How do people in your organization describe your safety leadership? Do you know? They, not you, decide what kind of safety leader you are by interpreting your words, actions, decisions, and behaviors. This book describes twelve traits, people are looking for from a credible safety leader, using stories based on real experiences in dozens of companies around the world. Street date 24-02-2023.

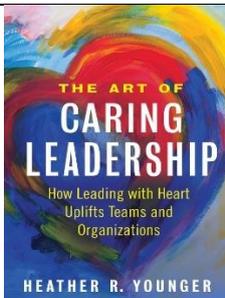


E-book

### ***Subtle Acts of Exclusion : How to Understand, Identify, and Stop Microaggressions***

By Tiffany Jana, Michael Baran

The first practical handbook that helps individuals and organizations recognize and prevent microaggressions so that all employees can feel a sense of belonging. Our workplaces and society are growing more diverse, but are we supporting inclusive cultures? While overt racism, sexism, ableism, and other forms of discrimination are relatively easy to spot, we cannot neglect the subtler everyday actions that normalize exclusion. Many have heard the term microaggression, but not everyone fully understands what they are or how to recognize them and stop them from happening. The Authors offer a clearer, more accessible term, subtle acts of exclusion, or SAEs, to emphasize the purpose and effects of these actions. After all, people generally aren't trying to be aggressive—usually they're trying to say something nice, learn more about a person, be funny, or build closeness. But whether in the form of exaggerated stereotypes, backhanded compliments, unfounded assumptions, or objectification, SAE are damaging to our coworkers, friends, and acquaintances. In the book you get simple and clear tools to identify and address such acts, offering scripts and action plans for everybody involved. Knowing how to have these conversations in an open-minded, honest way will help us build trust and create stronger workplaces and healthier, happier people and communities. Street date 10-03-2020.

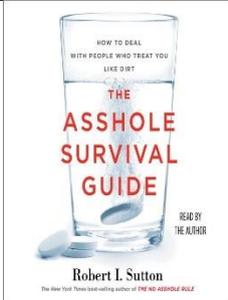


E-book

### ***The Art of Caring Leadership : How Leading with Heart Uplifts Teams and Organizations***

By Heather R. Younger, Stephen M. R. Covey

If your people know you care about them, they will move mountains. Employee engagement and loyalty expert Heather Younger outlines nine ways to manifest the radical power of caring support in the workplace. Genuinely caring for people means that you want to see them succeed for themselves, not just for what they can do for you, your team, or your organization. This book incorporates ten sections with breakout stories and interviews that outline the necessary steps to make all employees feel included and cared for, as well as a call to action for all leaders. Younger states that leaders who have the positive power to change the lives of those they lead shouldn't just want to care for them; they should see it as imperative for the success of their employees and their organization. Street date 13-04-2021



E-book

### ***The Asshole Survival Guide : How to Deal with People Who Treat You Like Dirt***

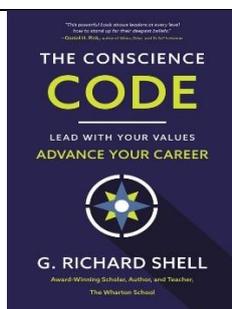
By Robert I. Sutton

This is a guide on how to preserve civility, sanity, and success when facing a business world full of difficult people. Since Robert Sutton's *The No Asshole Rule* became a bestseller a decade ago, he has been asked, in a thousand different ways, the best way to deal with an asshole. This new guide presents Sutton's signature prescriptive advice for everyone who is feeling oppressed, demeaned, or disrespected by people who treat them badly.

Drawing on a trove of real-life stories from people dealing with implacable jerks in every kind of setting, Sutton delivers a highly effective, methodical game plan, starting with a diagnosis: Exactly what kind of asshole are you dealing with? From there, Sutton provides thoughtful, field-tested strategies aimed at specific asshole-deflecting goals—avoiding them, outwitting them, disarming them, and countering their negative influence. He even teaches you how to look inward to stifle your own jackass.

Equally useful and entertaining, *The Asshole Survival Guide* helps you develop a robust new outlook that can preserve the sanity of your workplace and personal life and stop all those perfectly good days from being ruined by some jerk.

Street date 12-09-2017.



E-book

### ***The Conscience Code : Lead with Your Values. Advance Your Career***

By G. Richard Shell

A practical guide to creating workplaces where everyone can thrive. You will find tips and facts that:

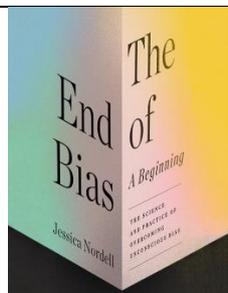
Solves a crucial problem faced by professionals everywhere: What should they do when they are asked to compromise their core values to achieve organizational goals?

Teaches readers to recognize and overcome the five organizational forces that push people toward actions they later regret.

Lays out a systematic, values-to-action process that people at all levels can follow to maintain their integrity while achieving true success in their lives and careers.

The book shows how to create value-based workplaces where everyone can thrive.

Street date 08-06-2021



E-book

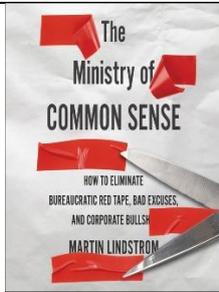
### ***The End of Bias : A Beginning: The Science and Practice of Overcoming Unconscious Bias***

By Jessica Nordell

**The book is a transformative, groundbreaking exploration into how we can eradicate unintentional bias and discrimination, the great challenge of our age.**

Unconscious bias: persistent, unintentional prejudiced behavior that clashes with our consciously held beliefs. We know that it exists, to corrosive and even lethal effect. We see it in medicine, the workplace, education, policing, and beyond. But when it comes to uprooting our prejudices, we still have far to go. With nuance, compassion, and ten years' immersion in the topic, Jessica Nordell weaves gripping stories with scientific research to reveal how minds, hearts, and behaviors change, and the approaches outlined here show how we can begin to remake ourselves and our world.

Street date 21-09-2021.



Audiobook

***The Ministry of Common Sense : How to Eliminate Bureaucratic Red Tape, Bad Excuses, and Corporate BS***

**By Martin Lindstrom, Robert Fass**

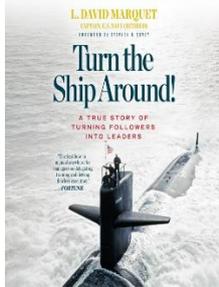
A humorous yet practical five-step guide to ridding ourselves—and our companies—of bureaucratic bottlenecks and red tape.

During the COVID-19 pandemic, the airport securities are allowing passengers to board planes with unlimited amounts of hand sanitizer, while maintaining its limit on all other liquids... You need a chainsaw to pry open your new pair of headphones from their package...

What has happened to common sense? And how can we get it back? Companies, it seems, have become so entangled in their own internal issues, and further beset by reams of invisible red tape, that they've lost sight of their core purpose. Inevitably, they pay the price.

The author combines numerous real-life examples of corporate common sense gone wrong with his own ingenious plan for restoring logic—and sanity—to the companies and people that need it most. A must-read for today's executives, managers, and employees.

Street date 19-01-2021.



Audiobook

***Turn the Ship Around! : A True Story of Turning Followers into Leaders***

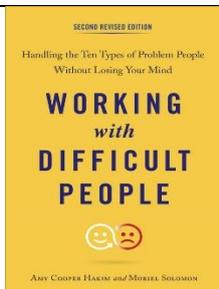
by [L. David Marquet](#), [Stephen R. Covey](#)

Since *Turn the Ship Around!* was published in 2013, hundreds of thousands of readers have been inspired by former Navy captain David Marquet's true story. Marquet was a Naval Academy graduate and an experienced officer when selected for submarine command. Trained to give orders in the traditional model of "know all-tell all" leadership, he faced a new wrinkle when he was shifted to the *Santa Fe*, a nuclear-powered submarine. Facing the high-stress environment of a sub where there's little margin for error, he was determined to reverse the trends he found on the *Santa Fe*: poor morale, poor performance, and the worst retention rate in the fleet.

Almost immediately, Marquet ran into trouble when he unknowingly gave an impossible order, and his crew tried to follow it anyway. When he asked why, the answer was: "Because you told me to." Marquet realized that while he had been trained for a different submarine, his crew had been trained to do what they were told—a deadly combination. That's when Marquet flipped the leadership model on its head and pushed for leadership at every level.

Whether you need a major change of course or just a tweak of the rudder, you can apply Marquet's methods to turn your own ship around.

Street date 16-02-2021.



E-book

***Working with Difficult People : Handling the Ten Types of Problem People Without Losing Your Mind*** By Amy Cooper Hakim, Muriel Solomon

A guide on how to best resolve conflict in today's technologically advanced workplace. Your workday is filled with them—people who frustrate, impede, maneuver, undermine, plot, connive, and whine. This indispensable guide details specific techniques for handling all of them, with easy-to-follow scenarios for every situation.

This guide describes 10 kinds of culprits, from tyrants and bullies (regular and cyber) to the pushy and presumptuous to connivers and camouflages; and offers helpful strategies and phrases for diffusing workplace tensions and effectively resolving conflicts.

Street date 06-12-2016.