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Rachel Koshi, Professor of Anatomy, Apollo Institute of Medical Sciences and Research, Chittoor, India Rachel Koshi is Professor and Head of the Department of Anatomy at the Apollo Institute of Medical Sciences and Research, Chittoor, India. He began his career in Anatomy at Christian Medical College, Vellore, India, where he taught Anatomy for over 20 years and headed the Department of Anatomy for eight years. He later worked with Cornell University, New York, as Professor and Head of Anatomy at Weill Cornell Medical College in Qatar for nine years before returning to India and taking up his current post at Apollo. He has previously worked as an expert reviewer for Grays Anatomy, Grays Anatomy for students and Frank Netter's Atlas of Human Anatomy. Dr. J. Suganthy, Professor of Anatomy, Christian Medical College, Vellore, India Dr Aparna Shyamkumar, Professor of Radiology, Christian Medical College and Hospital, Vellore, India Stephen Bush is an expert in consulting and professional education. He is CEO and founder of the Commercial Financing Group AEX. Practical Small Business BooksRead Tips for Small Business Owners and Students Whether you are a small business owner, a student, or a reader interested in learning more about how to run a successful business, my shortlist of practical and effective small business books should be helpful. Many, if not all, of these superb business, communications and finance books should be included in any academic setting that is committed to providing students with the most effective and practical training to succeed in the business world. At the same time, the high standards for including any book on my list also requires that 100 percent of them can be immediately useful to anyone already involved in any stage of running a company. The five primary hearings for these book recommendations This overview will be characterized by a number of personal reviews. Taken together, these book reviews represent my recommended reading list on running a successful business. While every business book reviewed here certainly deserves a "must read" label, most importantly everyone has also earned a "must use" label from me. In other words, if you want to have a successful business, my candid recommendation is that you "must use" these business books to help you drive what will still be a challenging journey. Interspersed with the book reviews you will find additional commentary on business and finance. Below are the five main groups of potential readers for the recommended books: Small Business Owners Current or challenging business students Anyone thinking of buying or starting a small business Someone looking to help a friend who owns a business Everyone enjoys getting to know Business issues "Shut Up and Say Something" by Karen FriedmanAdding or improving business communication strategies should be among the top priorities for any small business owner. I think Karen Friedman's explanations represent the book business communication available anywhere. Transmits persuasively the reasons to communicate effectively in a very understandable and simultaneously translates his candid opinions in a practical "how-to" on communications. This is a living, breathing example of what I mean by a book "should read and use." The communication skills to be learned from this superb book business will be easily transferable to all that you do, both in business and beyond. Corporate Communications: Do not Overlook Business Writing When you focus on the value of corporate communications, remember that this is not only to speak and listen. The power of the written word is too often overlooked. The following video shows some of the greatest business writing errors to avoid. Tips for avoiding business writing errors "what every investor needs to know your cash flow" Frank GallinelliFrank Gallinelli also wrote Mastering Real Estate Investment: Examples, Metrics and Case Studies. While you could easily choose to buy both books, I recommend the most cost-effective option to buy only what every investor needs to know about cash flow. Realty has ups and downs, and anyone with the goal of working to have more ups than downs should read and use this book. Any small business owner has a real estate investment of default if they own the real property as well as the business itself. It's absolutely crucial to get a better understanding of the real estate sector because © will impact almost everything about the financing of small businesses. This book should make it much more comfortable with the use and understanding of the most important financial measures for the property sector. Another thing ... must read and must Use In my reviews, I have intentionally included the phrase "must use" along with "I have to read." Each of the books I have included in my selective recommended reading list it can be fully appreciated by anyone simply looking for a book of business and unique refreshing to read. But if at least part of your goal in reading these books is to improve both yourself and your business, then the "label must use" should serve as a gentle reminder to keep these books front and center (at least in the your mind) when making decisions about life and business. 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The increasing pace of life also means that many of us feel that there is simply not enough time to read the long version of anything. Some of the best video presentations take less than ten minutes to absorb, and time management issues alone can make video sources compelling. I regularly watch videos to get information and new ideas on topics such as negotiation, business writing, incoming marketing and career development. It's our choices...that shows what we really are, much more than our abilities. It's â "J.K. Rowling Business Reading What Do You Know Zombie Banks? Very few companies can survive without dealing with banks and bankers. The growing number of "Zombie Banks" and troubled banks are monitored by the FDIC media that companies of all sizes will need to learn more about the impact of banking problems on commercial real estate loans and equity financing for their business. "Zombie Banks: How Broken Banks and Debtor Nations Are Paralyzing The global economy "illustrably illustrates why "Zombie Banks" should be understood before small businesses try to arrange commercial financing. This book was written by Yalman in Aran with the active support of Sheila Baira (he also wrote the preface), the former head of the Federal Deposit Insurance Corporation (FDIC). For many of the most serious corporate finance mistakes made by lenders, greed is a common theme. Unsurprisingly negative results have been produced by the attempt to achieve quick profits and higher than normal returns. The only people surprised by the devastating losses are the bankers themselves. After two years of unsuccessful attempt to make someone else pay for their mistakes, the largest lender of small businesses in the United States (CIT Group) eventually declared bankruptcy. Duringfinancial crisis, we have seen a record level of bank failures. With most accounts, many of the largest banks should have been allowed to fail, but were instead backed by artificial government funds. When lending or purchasing securities such as those now referred to as toxic goods, there have been many instances where banks have not looked at the cash flow. A underwriting process known as declared income where the commercial borrower's tax returns were not needed has been used for some small business finance programs. Lehman Brothers has been one of the most aggressive commercial lenders using this approach, and have also filed for bankruptcy because of this and other questionable financial practices. A Trilogy of Books on How to Negotiate in Difficult Situations The benefits of doing a better job in trade negotiations usually include quick improvements to the bottom line, and Getting Past No from William Ury provides practical and candid help for a misunderstood business process. Negotiating is a key example of a business skill that doesn't get enough respect for what it can accomplish for a small business owner. After all, the other guys (banks, suppliers, utilities, etc.) will make the most of their negotiator. Here is a book to help level the playing field! William Ury wrote a trilogy of books on the critical use of "Yes" and "No" (this was the second). The first was "Get to Yourself" and the third was "The Power of a Positive No".All three are exceptional. Each book is alone and can be read independently. You can't open a book without learning something. â Confucius This article is accurate and true to the best of the author's knowledge. The content is for informational or entertainment purposes and does not replace personal advice or professional advice on business, financial, legal or technical matters. © 2012 Stephen BushAssistZilla - Virtual Real Estate Assistants on 20 June 2020: Hire experienced virtual real estate assistants to grow your business. 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