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Stock your shelves

Think of these books as the grown-up version of school supplies. They can help you bounce back from a layoff, cope with a tough job and, hopefully, start the fall season with a new job.

Am I the Only Sane One Working Here?

101 Solutions for Surviving Office Insanity by Albert J. Bernstein. \$16.95

Clinical psychologist and con-



flict resolution expert Albert J. Bernstein offers tips for staying sane in a crazy office environment. through "survival scenarios

and "survival solutions." He also offers advice on how to avoid being laid off, how to get promoted and how to make people listen to you.

The Art of Work

Janice Bryant Howroyd,

founder and CEO of the

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How to Make Work, Work

by Janice Bryant Howroyd,

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est privately

held staffing

firm, shows

readers how

to succeed

at work and

how to find

a great. She

Working for You Isn't Working for Me

The Ultimate Guide to Managing Your Boss by Katherine Crowley and Kathi Elster, \$25.95 At one point or another,



everyone encounters a bad boss; this book teaches readers how to deal with. rather than run from, difficult bosses.

Crowley and Elster help readers reclaim control of their boss-employee relationships and improve their work environments through universal laws, tactics and worksheets.

Zen and the Art of Making A Living A Practical Guide to

Creative Career Design by Laurence G. Boldt, \$22 This book is designed to help readers identify their real



passions and show them how to pursue them. Author **Boldt** includes information on iob searching. resume building, starting

a business and much more. The book includes plenty of how-tos, worksheets, stories and tips. The most important thing, he says, is to take

Healing The Wounds

Overcoming the Trauma of Layoffs and Revitalizing Downsized Organizations by David M. Noer, \$27.95 This newly revised and updated book offers advice for



layoff survi-HEALING vors on how to handle job cuts and downsizing, and how to stay productive through it all. Noer discusses

"layoff survivor sickness," symptoms including anger, fear, anxiety, battered morale and distrust, and offers practical advice on how to get past the negative feelings and revitalize your organization.

The Leap

How 3 Simple Changes Can Propel Your Career From Good to Great by Rick Smith, \$24.95 Author Rick Smith makes the argument that anyone — not



just gutsy daredevils can change their life and career from ordinary to extraordinary. With thoughtprovoking

questions, diagrams, tips, interviews with innovators and much more, Smith shows how to boost your career forward. Big risks aren't necessary, he says, just a positive attitude and a few simple changes at a time.

NERGY

(LIZBETTE OCASIO-RUSSE)

... again

Dutch take

Manhattan

From left, Stephen Scully, Patrick Nugter and John Scully on a city fireboat.

To celebrate the 400th anniversary of Henry Hudson's journey to the New World, Dutch and New York professionals are swapping jobs for a week.

We caught up with Dutch fireman Patrick Nugter and FDNY lieutenant John Scully, participants in Job-Swap, who worked together in New York last week.

In addition to attending the 9/11 memorial service, Nugter worked shifts at Scully's Williamsburg fire station and spent a day training on Randall's Island. He was taught by Stephen Scully, John's brother, who's in charge of fire department training and is doing the swap too.

All three of them are in Amsterdam this week.

Why did you want swap? John Scully: I love the buildings and architecture in Holland and want to see how they fight their fires. They're dealing with much

older buildings and they do it with less people.

Patrick Nugter: It was a once in a lifetime opportunity. It's more than a job, being a firefighter. so you're keen to find out how others do it. Also, New York has the biggest fire department in the world. It's sort of a firefighter's dream.

Have you noticed major differences?

PN: Here, they make a hole in the ceiling right away. We go into extinguish a fire and then do the vent. Also, we're a bit overregulated. There are rules and guidelines in the U.S., but we have more.

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