

## **SUGGESTED GENERAL READING LIST**

### **LEADERSHIP:**

1. 7 Habits of Highly Effective People, by Covey
2. The Right Words at the Right Time, by Thomas
3. Tipping Point, by Gladwell
4. First Break All The Rules, by Buckingham
5. The Corporate Coach, by Miller
6. Execution: The Discipline of Getting Things Done, by Larry Bossidy
7. The First 90 Days, by Watkins
8. Pocket Guide to Leadership Skills, by Stark & Flaherty

### **POLICIES & PROCEDURES:**

1. Legal Issues for Managers, by Mike Debileux
2. Labor and Employment Laws, by Cihon & Castagnera
3. Avoid Employee Lawsuits, by Repa
4. Pocket Guide to Preventing Sexual Harassment, by Terry Fitzwater

### **COMMUNICATION/COMMUNICATION STYLES/INTERPERSONAL RELATIONSHIPS:**

1. I'm Stuck, You're Stuck: Break Through to Better Work Relationships and Results by Discovering Your DiSC Behavioral Style, by Tom Ritchey
2. How to Communicate in Business (90 Seconds or Less), by Nicholas Boothman
3. Relationships 101, by John C. Maxwell
4. Contented Cows, by Cotlette & Hadden
5. Working Relationships, by Wall
6. How to Say It, by Rosalie Maggio
7. Inner Excellence, by Orsborn
8. Pocket Guide to Influence with Integrity, by Dr. Marlene Caroselli

### **EMAIL COMMUNICATION:**

1. eSpeak, by Maureen Sullivan
2. Pocket Guide to Virtual Teams, by Richard Bellingham
3. Pocket Guide to eCommunication, by Laurie K. Benson

### **CONFLICT RESOLUTION:**

1. The Way of the Owl, by Frank Rivers
2. Managing Disagreement Constructively, by Hebert S. Kindler
3. Territorial Games, by Simmons
4. Pocket Guide to Dealing with Conflict, by Louis B. Hart

### **PERFORMANCE APPRAISALS**

1. Effective Phrases for Performance Appraisals, by Neal

### STRATEGIC PLANNING/CHANGE MANAGEMENT:

1. In Search of Excellence, Peters & Waterman
2. Vision, Values & Courage, by Snyder, Dowd & Houghton
3. Good to Great, by Collins
4. Built to Last, by Collins
5. A Whole New Mind, by Daniel Pink
6. It's Not About the Bike, by Lance Armstrong
7. Who Moved My Cheese? by Johnson
8. Emotional Values, by Barlow & Maul
9. Communicating Change, by TJ Larkin
10. Thinking for a Change, by John Maxwell
11. Focus Your Business, by Brandt
12. Pocket Guide to Strategic and Business Planning, by Haines
13. Pocket Guide to Corporation Culture Change, by Richard Bellingham

### SOCIAL ETIQUETTE:

1. Little Book of Social Etiquette by Sheila Long

### TIME MANAGEMENT:

1. Time Management: Conquering the Clock, by Hopson & Scally
2. How to be Organized in spite of Yourself, by Schlenger
3. Getting Things Done, by Allen

### INTERVIEWING

1. Pocket Guide to Recruiting the Workforce of the Future by Bruce Tulgar
2. Right Person, Right Job, by Chuck Russell
3. Pocket Guide to Interviewing and Hiring Top Performers by Sara J. Ennis

### PERFORMANCE MANAGEMENT:

1. Right Person, Right Job, by Chuck Russell
2. Pocket Guide to Performance Management, by Sharon G. Fisher

### EFFECTIVE EMPLOYEE COUNSELING

1. Pocket Guide to Documenting Employee Performance, by Terry Fitzwater

### MEETING SKILLS MANAGEMENT:

1. Death by Meeting, by Lencioni
2. Pocket Guide to Effective Meetings, by Steve Kaye