

Recommended Reading For Managers

Leadership and Management Skills

Bacon, Terry and Pugh, David. (2003). *Winning Behavior - What the Smartest, Most Successful Companies Do Differently*. New York: AMACOM.

Bennis, Warren and Nanus, Burt. (1985). *Leaders - The Strategies for Taking Charge*. New York: Harper & Roe Publishers.

Bennis, Warren. (1989). *On Becoming a Leader*. Pennsylvania: Adison - Wesley Publishing Company.

Conger, Jay A. (1992). *Learning to Lead - The Art of Transforming Managers into Leaders*. California: Jossey-Bass Publishers.

Hersey, Paul. (1984). *The Situational Leader*. New York: Warner Books.

Keirse, David and Bates, Marilyn (1978). *Please Understand Me - Character & Temperament Types*. California: Prometheus Nemesis Book Company.

Kotter, John P. (1990). *A Force For Change - How Leadership Differs From Management*. New York: The Free Press.

Kouzes, James M. and Posner, Barry Z. (1995). *The Leadership Challenge*. California: Jossey-Bass Publishers.

Pierce, Jon L. and Newstrom, John W. (1995). *Leaders & The Leadership Process*. Pennsylvania: Austen Press.

TYPE and Personal Leadership

Corlett, Eleanor S. and Millner, Nancy B. (1993). *Navigating Midlife: Using Typology as a Guide*. California: Davies-Black Publishing.

Fitzgerald, Catherine and Kirby, Linda K. (1997). *Developing Leaders: Research and Applications in Psychological Type and Leadership Development*. California: Davies-Black Publishing.

Fitzsimmons, Sharon. (1999) *Type & Time Management*. Edmonton: Psychometrics Canada, LTD.

Keirse, David and Bates, Marilyn (1978). *Please Understand Me. Character & Temperament Types*. California: Prometheus Nemesis Book Company

Kroeger, Otto and Thuesen, Janet M. (1988). *Type Talk - The 16 Personality Types that Determine How We Live, Love, and Work*. New York: Dell Publishing

Kroeger, Otto and Thuesen, Janet M. (2002). *Type Talk at Work*. New York: Dell Publishing

Manz, Charles C. (1992). *Mastering Self-Leadership*. New Jersey: Prentice Hall.

Short, Ron. (1991). *A Special Kind of Leadership*. Seattle: Ron R. Short. Ph.D.

Effective Communication Skills

Adler, Ronald B. and Elmhorst, Jeanne M. (1996). *Communicating at Work*. New York: The McGraw-Hill Companies, Inc.

Pearce, Terry. *Leading Out Loud - The Authentic Speaker, the Credible Leader*. (1995). California: Jossey-Bass Publishers.

Motivating a Diverse Workforce

Blanchard, Kenneth, Ph.D. and Johnson, Spencer, Ph.D. (1983). *The One Minute Manager*. New York: Berkeley Books.

Blanchard, Kenneth, Ph.D. and Lorber, Robert, Ph.D. (1985). *Putting the One Minute Manager to Work*. New York: Berkeley Books.

Pfeffer, Jeffrey. (1994). *Competitive Advantage Through People - Unleashing the Power of the Workforce*. Massachusetts: Harvard Business School Press.

Dealing with Change

Argyris, Chris. (1993). *Knowledge for Action - A Guide to Overcoming Barriers to Organizational Change*. San Francisco: Jossey-Bass Publishers.

Kotter, John P. (1996). *Leading Change*. Massachusetts: Harvard Business School Press.

Kotter, John P. and Heskett, James L. (1992). *Corporate Culture and Performance*. New York: The Free Press.

Senge, Peter. Et Al. (1999). *The Dance of Change - The Challenges to Sustaining Momentum in Learning Organizations*. New York: Currency Doubleday.

Senge, Peter. (1993). *The Fifth Discipline - The Art & Practice of a Learning Organization*. New York: Currency Doubleday.