

HUMAN RESOURCES

Training & Organizational Development

Reading List

- *The Empowered Manager: Positive Political Skills at Work*, Peter Block. San Francisco, CA: Jossey-Bass, 1987.
- *On Becoming a Leader*, Warren Bennis. Reading, MA: Perseus, 1994.
- *Leaders: Strategies for Taking Charge*, Warren Bennis and Burt Nanus. New York, NY: HarperCollins, 2003.
- *The Leadership Challenge* (3rd ed.), James M. Kouzes and Barry Z. Posner. San Francisco, CA: Jossey-Bass, 2002.
- *Credibility: How Leaders Gain and Lose It, Why People Demand It* (2nd ed.), James M. Kouzes and Barry Z. Posner. San Francisco, CA: Jossey-Bass, 2003.
- *Encouraging the Heart: A Leader's Guide to Rewarding and Recognizing Others*, James M. Kouzes and Barry Z. Posner. San Francisco, CA: Jossey-Bass, 2003.
- *Organizational Culture and Leadership* (2nd ed.), Edgar H. Schein. San Francisco, CA: Jossey-Bass, 1992.
- *Practice What You Preach: What Managers Must Do to Create a High Achievement Culture*, David A. Maister. New York, NY: The Free Press, 2001.
- *Getting to Yes*, Roger Fisher and William Ury. New York, NY: Penguin, 1988.
- *Emotional Intelligence*, Daniel Goleman. New York, NY: Bantam, 1995.
- *Working with Emotional Intelligence*, Daniel Goleman. New York, NY: Bantam, 1998.
- *The Emotionally Intelligent Manager*, David R. Caruso and Peter Salovey. San Francisco, CA: Jossey-Bass, 2004.
- *1001 Ways to Reward Employees*, Bob Nelson. New York, NY: Workman, 1994.
- *1001 Ways to Energize Employees*, Bob Nelson. New York, NY: Workman, 1997.

- *The Heart of Change: Real Life Stories of How People Change*, John P. Kotter and Dan S. Cohen. Boston, MA: Harvard Business School Press, 2002.
- *Coaching for Commitment: Managerial Strategies for Obtaining Superior Performance*, D.C. Kinlaw. San Diego, CA: University Associates, 1989.
- *Successful Manager's Handbook* (6th ed.), Personnel Decisions International Corporation, 2001.
- *The 21st Century Health Care Leader*, Roderick W. Gilkey, Editor. San Francisco, CA: Jossey-Bass, 1999.
- *The Manager's Question and Answer Book*, Florence M. Stone. New York, NY: AMACOM, a division of American Management Association, 2003.
- *Principle-Centered Leadership*, Stephen R. Covey. New York, NY: Free Press, 1991.
- *In Search of Excellence*, Thomas J. Peters and Robert H. Waterman, Jr. New York, NY: Harper & Row, 1982.
- *The Oz Principle*, Roger Connors, Tom Smith, and Craig Hickman. New York, NY: Penguin Group, 2004.
- *Shortcuts for Managers: Checklists, Worksheets and Action Plans for Managers with No Time to Waste*, Lisa Davis. New York, NY: AMACOM, a division of American Management Association, 1998.
- *Managing Workforce 2000: Gaining the Diversity Advantage*, David Jamieson and Julie O'Mara. San Francisco, CA: Jossey-Bass, 1991.
- *The Indispensable Health Care Manager*, Wendy Leebov and Gail Scott. San Francisco, CA: Jossey-Bass, 2002.
- *Health Care Managers in Transition*, Wendy Leebov and Gail Scott. San Francisco, CA: Jossey-Bass, 1990.
- *Handbook for the New Health Care Manager* (2nd ed.), Donald N. Lombardi. San Francisco, CA: Jossey-Bass, 2001.
- *The Strategic Health Care Manager: Mastering Essential Leadership Skills*, George H. Stevens. San Francisco, CA: Jossey-Bass, 1991.
- *Smart Questions: The Essential Strategy for Successful Managers*, Dorothy Leeds. New York, NY: Berkeley, 1987.