

DEVELOPING PEOPLE – GENERAL

TITLE: *Deep Change*

AUTHOR: Robert E. Quinn

PUBLISHER: Jossey-Bass Inc.

DATE OF PUBLICATION: 1996

PAGES: 228

SUMMARY OF CONTENT: This book shows how a leader can transform separate individuals into cohesive teams. *Deep Change* assumes that one person can change an organization. It shows how an internally driven leader views the world differently and illustrates how a transformational leader requires the ability to take significant risks. The authors show how organization and change do not compliment each other. “Each of us has the potential to change the world. But, because the price of change is so high, we seldom take the challenge. Fear blinds the possibility of excellence.”

The author points out that individuals are educated to manage but not to lead. Through this resource, you see how successful living necessitates continuous personal change. You are also confronted with the fact that changing an organization requires sacrifice by everyone. It means engaging in real conflict, and it will not always be pleasant.

TITLE: *Execution – The Discipline of Getting Things Done*

AUTHORS: Larry Bossidy and Ram Charan

PUBLISHER: Crown Business

DATE OF PUBLICATION: 2002

PAGES: 269

SUMMARY OF CONTENT: It has been said that culture trumps strategy in the business world. Building on this adage, the authors lay out the need for a culture that is focused on execution and then describe the building blocks of an execution oriented organization. It is co-written by an executive, Larry Bossidy – former CEO of Honeywell and AlliedSignal, and an academic, Ram Charan – a professor at Harvard Business School. They provide excellent illustrations from many organizations.

TITLE: *Good to Great*

AUTHOR: Jim Collins

PUBLISHER: Harper Business

DATE OF PUBLICATION: Published: 2001

PAGES: 210

SUMMARY OF CONTENT: A profile of great companies and distinctive characteristics that took them from merely good to outstanding. Based on objective data and extensive interviews, the author and his research team have compiled their findings into major categories of organizational behavioral that contribute to sustained high performance. This book includes many important management (and people) lessons such as leadership styles that make a difference, building effective teams, developing an understanding of core values and competencies and the value of incremental (vs radical) change.

TITLE: *The Leadership Engine*

AUTHOR: Noel M. Tichy

PUBLISHER: Harper Collins Publishers Inc.

DATE OF PUBLICATION: 1997

PAGES: 248

SUMMARY OF CONTENT: Tichy's central theme is that winning companies possess a "Leadership Engine" that produces dynamic leaders at every level within the organization. He argues forcefully that winning is about leadership and that leadership is the key trait that distinguishes winners from losers.

TITLE: *Play to Your Strengths*

AUTHORS: Haig Nalbantian, Richard Guzzo, Dave Kieffer, and Jay Doherty

PUBLISHER: McGraw Hill

DATE OF PUBLICATION: 2004

PAGES: 274

SUMMARY: This book discusses the evolution of how organizations look at employees. It illustrates that the best organizations strategically position the importance of employees as a key element to the organization's success.

DEVELOPING PEOPLE – DEVELOPING AND RETAINING TALENT

TITLE: *Coaching, Mentoring and Managing*

AUTHOR: Micki Holliday

PUBLISHER: The Career Press, Inc.

DATE OF PUBLICATION: Second Edition, 2001

PAGES: 278

SUMMARY OF CONTENT: This book highlights the supervisor's role as a coach, mentor and counselor. It also discusses how as a supervisor, our values impact our team. The book uses case studies and a variety of exercises to teach the differences between coaching, mentoring and counseling and when it is appropriate to use each.

TITLE: *Crucial Conversations: Tools for talking when stakes are high*

AUTHORS: Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler

PUBLISHER: McGraw-Hill

YEAR OF PUBLICATION: 2002

PAGES: 228

SUMMARY OF CONTENT: This book gives you the tools needed to handle some of life's most difficult and important conversations. Specifically, the book can help you: 1) prepare for situations in which the stakes are high, 2) transform feelings of hurt or anger into a powerful dialogue, 3) make it safe to talk about almost anything, and 4) learn to be persuasive without being abrasive.

TITLE: *Wisdom of Teams*

AUTHORS: Jon R. Katzenbach and Douglas K. Smith

PUBLISHER: Harper Business

DATE OF PUBLICATION: 1994

PAGES: 317

SUMMARY OF CONTENT: The book outlines why teams are important within organizations. It gives practical steps on how to develop teams and get team members to work together. From a management perspective, it defines the leader's role and how to achieve top performance and outcome from team efforts.
