

LEADERSHIP – GENERAL

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: *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. It illustrates how a transformational leader requires the ability to take significant risks. You are shown 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: 2001
PAGES: 210

SUMMARY OF CONTENT: A profile of great companies, including the 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: *Gung Ho*
AUTHORS: Ken Blanchard & Sheldon Bowles
PUBLISHER: William Morrow & Co.
DATE OF PUBLICATION: 1998
PAGES: 176

SUMMARY OF CONTENT: The Spirit of the Squirrel, the Way of the Beaver, and the Gift of the Goose are three management principles highlighted in this quick-read book. The management principles include: employees understanding the role they play; developing clear goals and values; and the need to celebrate successes and cheer each other on. These are applicable to all levels of management.

TITLE: *Leadership*
AUTHOR: Rudolph W. Giuliani
PUBLISHER: Hyperion
DATE OF PUBLICATION: 2002
PAGES: 380

SUMMARY OF CONTENT: This book discusses the importance of trust, respect, confidence and knowing your team every step of the way. Rudy Giuliani was able to lead his team through 9/11 by building that trust and confidence prior to the tragedy. He made it a point to have weekly meetings with every department head in city government. He made himself assessable to all of them. Because of that openness, they felt comfortable with his leadership style, which assisted him in handling crises during 9/11.

TITLE: *Leadership and the New Science*
AUTHOR: Margaret J. Wheatley
PUBLISHER: Berrett-Koehler Publishers, Inc.
DATE OF PUBLICATION: 1994
PAGES: 151

SUMMARY OF CONTENT: The main focus of this book centers on the idea that chaos is healthy, whether it be in organizational management or life sciences. The author challenges many assumptions about organizational management. Management science has been used to create rigid, controlling hierarchies that have kept employees out of the information and participation loops. The author also discusses how new science offers hope for a better future. “No problem can be solved from the same consciousness that created it. We must learn to see the world anew” (Einstein).

TITLE: *Leadership in Collaborative Community Health*
AUTHORS: Jeffrey Alexander, Maureen E. Comfort, Bryan J Weiner, and Richard Bogue
JOURNAL: *Nonprofit Management and Leadership*, 12(2), 159-175
DATE OF PUBLICATION: 2008

SUMMARY OF CONTENT: Based on extensive research, the authors have identified five key themes of collaborative leadership. These include: systems thinking, vision-based leadership, collateral leadership, power sharing, and process-based leadership. The article outlines differences between traditional leadership and collaborative leadership and distinguishes features of a collaboration

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.
