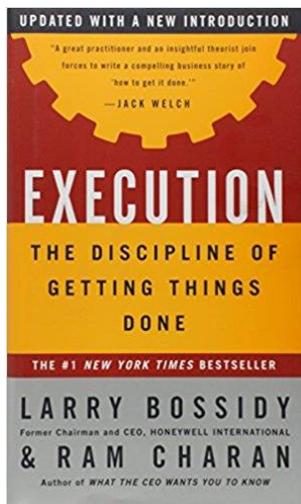


The 10 books all manager-leaders should read immediately

These are the very best books that I have collected in the past 15 years on the topics of accelerating managers and leaders.

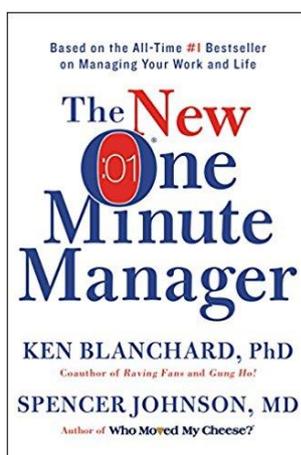
This is about accomplishing more with less, **Now!**



Execution: The Discipline of Getting Things Done Larry Bossidy & Ram Charan.

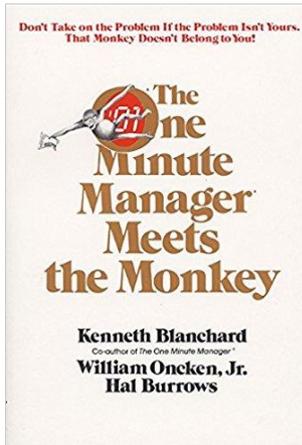
The book that shows how to get the job done and deliver results . . . whether you're running an entire company or in your first management job.

Larry Bossidy is one of the world's most acclaimed CEOs, a man with few peers who has a track record for delivering results. Ram Charan is a legendary advisor to senior executives and boards of directors, a man with unparalleled insight into why some companies are successful and others are not. Together they've pooled their knowledge and experience into the one book on how to close the gap between results promised and results delivered that people in business need today.



The New One Minute Manager Ken Blanchard and Spencer Johnson

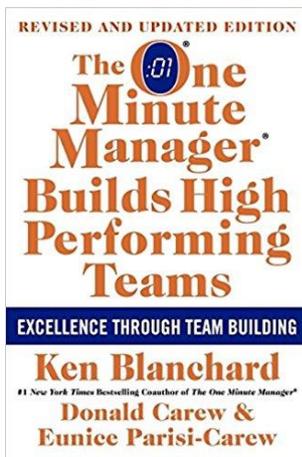
For decades, *The One Minute Manager*® has helped millions achieve more successful professional and personal lives. While the principles it lays out are timeless, our world has changed drastically since the book's publication. The exponential rise of technology, global flattening of markets, instant communication, and pressures on corporate workforces to do more with less—including resources, funding, and staff—have all revolutionized the world in which we live and work.



The One Minute Manager Meets the Monkey

Ken Blanchard

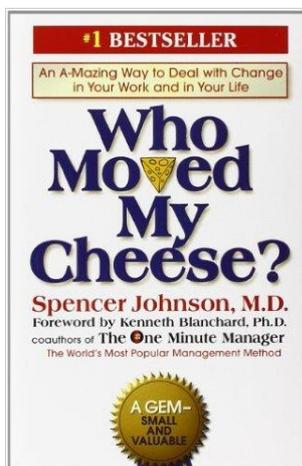
When a person goes to the boss with a problem and the boss agrees to do something about it, the monkey is off his back and onto the boss's. How can managers avoid these leaping monkeys? Here is priceless advice from three famous experts: how managers can meet their own priorities, give back other people's monkeys, and let them solve their own problems.



The One Minute Manager Builds High Performing Teams

Ken Blanchard

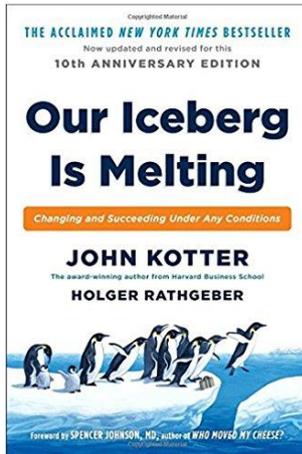
Never before in the history of the workplace has the concept of teamwork been more important to the functioning of successful organizations. Ken Blanchard teams up with Donald Carew and Eunice Parisi-Carew to explain how all groups move through four stages of development on their way to becoming high performing teams—orientation, dissatisfaction, integration and production. The authors then show how a manager can help any group become effective quickly and with a minimum of stress.



Who Moved My Cheese?

John Spencer

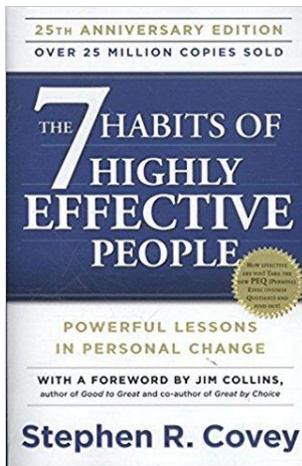
Most people are fearful of change, both personal and professional, because they don't have any control over how or when it happens to them. Exploring a simple way to take the fear and anxiety out of managing the future, *Who Moved My Cheese?* can help you discover how to anticipate, acknowledge, and accept change in order to have a positive impact on your job, your relationships, and every aspect of your life.



Our Iceberg Is Melting: Changing and Succeeding Under Any Conditions

John Kotter

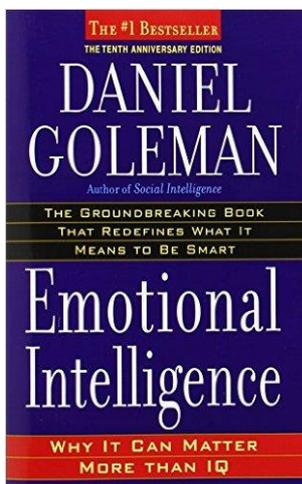
This is a simple story about doing well under the stress and uncertainty of rapid change. It is based on John Kotter's pioneer-ing research into the eight steps that can produce needed change in any sort of group. After finishing the story, you'll have a powerful framework for influencing your own team, no matter how big or small; and it will help you and your colleagues thrive during tough times.



The 7 Habits of Highly Effective People

Stephen R. Covey

Stephen R. Covey presents an approach to being effective in attaining goals by aligning oneself to what he calls "true north" principles of a character ethic that he presents as universal and timeless. Covey defines effectiveness as balancing obtaining desirable results with caring for that which produces the desirable results. He claims that effectiveness can be expressed in terms of the P/PC ratio, where P refers to getting desired results and PC is caring for that which produces the results.

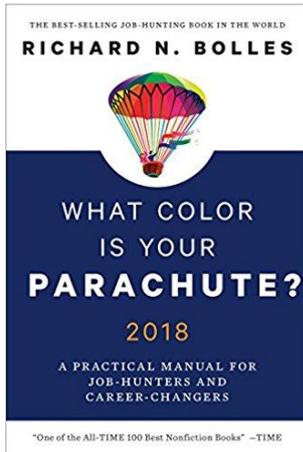


Emotional Intelligence

Daniel Goleman

Everyone knows that high IQ is no guarantee of success, happiness, or virtue, but until *Emotional Intelligence*, we could only guess why. Daniel Goleman's brilliant report from the frontiers of psychology and neuroscience offers startling new insight into our "two minds"—the rational and the emotional—and how they together shape our destiny.

Through vivid examples, Goleman delineates the five crucial skills of emotional intelligence, and shows how they determine our success in relationships, work, and even our physical well-being. What emerges is an entirely new way to talk about being smart.

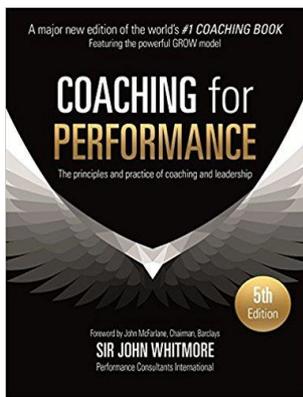


What Color Is Your Parachute?

Richard N. Bolles

It is one of the most highly regarded career advice books in print. The book recommends networking to find "the person with the authority to hire you", rather than sending out resumes in bulk, shotgun fashion. It also recommends carefully figuring out what one is best at and what one enjoys most, which (the author says) tend to coincide.

Bolles demystifies the entire job-search process, from writing resumes to interviewing to networking, expertly guiding job-hunters toward their dream job.



Coaching for Performance

John Whitmore

An international bestseller, featuring the influential GROW model, this book is the founding text of the coaching profession. It explains why enabling people to bring the best out of themselves is the key to driving productivity, growth, and engagement. A meaningful coaching culture has the potential to transform the relationship between organizations and employees and to put both on the path to long-term success.