

Leadership from the Inside Out: Becoming a Leader for Life: Framed in seven simple yet profound mastery areas, this book serves as an integrated coaching experience that helps leaders understand how to harness their authentic, value-creating influence to elevate their impact as individuals, in teams and organizations. “Whole person approach” – we lead by virtue of who we are.

Leverage Your Best Ditch The Rest: Blanchard (son of renowned business consultant, Ken Blanchard) and Homan start by raising three key questions: How do you see yourself? How do others see you? How do you want to be seen? People must be able to answer these points to improve their daily work routines as well as to be happier in general. The authors walk readers through a series of exercises that offer a perspective on their office situation and in what specific areas they need guidance. In some cases, by learning how others see them, readers may be able to make easy "fixes" to a troubling professional problem, but others may find they need to change their careers. The authors clearly explain the steps readers need to take to make these changes. This is an upbeat book, filled with practical advice, real life examples and numerous exercises. It is almost as good as having one-on-one sessions with an executive coach.

The 7 Habits of Highly Effective People: Presents a holistic, integrated, principle-centered approach for solving personal and professional problems. With penetrating insights and pointed anecdotes, Covey reveals a step-by-step pathway for living with fairness, integrity, honesty, and human dignity — principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates.

Principle Centered Leadership: The answer to general leader dilemmas is *Principle-Centered Leadership*, a long-term, inside-out approach to developing people and organizations. The key to dealing with the challenges that face us today is the recognition of a principle-centered core within both ourselves and our organizations. Dr. Covey offers insights and guidelines that can help you apply these principles both at work and at home -- leading not just to a new understanding of how to increase quality and productivity, but also to a new appreciation of the importance of building personal and professional relationships in order to enjoy a more balanced, more rewarding, more effective life.

Who Moved My Cheese: This is a brief tale of two mice and two humans who live in a maze and one day are faced with change: someone moves their cheese. Reactions vary from quick adjustment to waiting for the situation to change by itself to suit their needs. This story is about adjusting attitudes toward change in life, especially at work. Change occurs whether a person is ready or not, but the author affirms that it can be positive. His principles are to anticipate change, let go of the old, and do what you would do if you were not afraid. Listeners are still left with questions about making his or her own specific personal changes.

Our Iceberg is Melting: Presents a framework for an effective corporate change initiative through the tale of a colony of Antarctic penguins facing danger-inspired, perhaps, by today's

real-life global warming crisis (or, perhaps, by March of the Penguins' box office). Under the leadership of one particularly astute bird, a small team of penguins with varied personalities and leadership skills implement a thoughtful plan for coaxing the other birds in their colony through a time of necessary but wrenching change. This light, quick read should fulfill its intended purpose: to serve as a springboard for group discussions about corporate culture, group dynamics and the challenges of change.

Execution: The Discipline of Getting Things Done: Disciplines like strategy, leadership development, and innovation are the sexier aspects of being at the helm of a successful business; actually getting things done never seems quite as glamorous. But as the authors demonstrate, the ultimate difference between a company and its competitor is, in fact, the ability to execute. Execution is "the missing link between aspirations and results," and as such, making it happen is the business leader's most important job. While failure in today's business environment is often attributed to other causes, the authors argue that the biggest obstacle to success is the absence of execution. They point out that without execution, breakthrough thinking on managing change breaks down, and they emphasize the fact that execution is a discipline to learn, not merely the tactical side of business.

First Break all the Rules: The authors use the company's study of 80,000 managers in 400 companies to reach the conclusion that a company that lacks great frontline managers will bleed talent, no matter how attractive the compensation packages and training opportunities. With this in mind, they sought the answers to the follow-up questions: "How do great managers find, focus and keep talented employees." Using case studies, diagrams, and excerpts from interviews, the authors guide us through their findings that discipline, focus, trust, and, most important, willingness to treat each employee as an individual are the overall secrets for turning talent into lasting performance. The book concludes with suggestions on how to become a great manager, including ideas for interviewing for talent, how to develop a performance management routine, and how to get the best performance from talented employees.

Now, Discover Your Strengths: the most effective method for motivating people is to build on their strengths rather than correcting their weaknesses. The authors, researchers at the Gallup Organization, have analyzed results of interviews conducted by Gallup of over 1.7 million employees from 101 companies and representing 63 countries. When asked, only 20 percent of these employees stated that they were using their strengths every day. So that they can take a test revealing their strengths, readers are given access to the StrengthsFinder web site and a special ID number; once they learn their profile, they can read the analysis in the book. A description of each type is included, together with case studies, and managers are shown how to handle various types. This book offers a unique perspective on successful management strategy and developing employees' strengths.

Strengths Based Leadership: Identifies three keys to being a more effective leader: knowing your strengths and investing in others' strengths, getting people with the right strengths on your

team, and understanding and meeting the four basic needs of those who look to you for leadership.

Good to Great: The author discovered common traits that challenged many of the conventional notions of corporate success. Making the transition from good to great doesn't require a high-profile CEO, the latest technology, innovative change management, or even a fine-tuned business strategy. At the heart of those rare and truly great companies was a corporate culture that rigorously found and promoted disciplined people to think and act in a disciplined manner. Peppered with dozens of stories and examples from the great and not so great, the book offers a well-reasoned road map to excellence that any organization would do well to consider.

Five Dysfunctions of a Team: an astutely written fictional tale to unambiguously but painlessly deliver some hard truths about critical business procedures, Patrick Lencioni targets group behavior in the final entry of his trilogy of corporate fables. And like those preceding it, *The Five Dysfunctions of a Team* is an entertaining, quick read filled with useful information that will prove easy to digest and implement. This time, Lencioni weaves his lessons around the story of a troubled Silicon Valley firm and its unexpected choice for a new CEO: an old-school manager who had retired from a traditional manufacturing company two years earlier at age 55. Showing exactly how existing personnel failed to function as a unit, and precisely how the new boss worked to reestablish that essential conduct, the book's first part colorfully illustrates the ways that teamwork can elude even the most dedicated individuals--and be restored by an insightful leader. A second part offers details on Lencioni's "five dysfunctions" (absence of trust, fear of conflict, lack of commitment, avoidance of accountability, and inattention to results), along with a questionnaire for readers to use in evaluating their own teams and specifics to help them understand and overcome these common shortcomings. (Actually all Lencioni's books are rather good)

The 21 Irrefutable Laws of Leadership: What would happen if a top expert with more than 40 years of leadership experience were willing to distill everything he had learned about leadership into a handful of life-changing principles just for you? It would change your life. John C. Maxwell has done exactly that in *The 21 Irrefutable Laws of Leadership*. He has combined insights learned from his thirty-plus years of leadership successes and mistakes with observations from the worlds of business, politics, sports, religion, and military conflict. The result is a revealing study of leadership delivered as only a communicator like Maxwell can. (Like Lencioni, Maxwell's books are all good)