

## **Recommended Readings on Leadership**

**Be Quiet, Be Heard: The Paradox of Persuasion** by Susan and Peter Glaser

A practical and easy to read guide to managing business, family and relationship conflicts. The book teaches concrete, tangible skills for a wide range of communication challenges.

**Begging for Change; The Dollars and Sense of making Nonprofits Responsive, Efficient and Rewarding for All** by Robert Egger

**Built to Last** by James C. Collins and Jerry I. Porras

This book is the culmination of a 6 year research project at Stanford's Graduate School of Business that studied 18 outstanding and long lasting companies. The authors systematically distinguish the myths from the timeless qualities that truly visionary companies are comprised of. In addition, they give practical ideas we can all use to build stronger foundations for our own companies. Also wrote **Good to Great**

**Developing the Leader Within You** by John Maxwell

Maxwell shares his heart for developing exceptional leaders. Timeless principles applied to your life – and the life of your organization – will bring about positive change through personal integrity and self-discipline.

He is also the author of **Developing the Leaders Around You.** and **The 21 Irrefutable Laws of Leadership and Failing Forward**

**Difficult Conversations: How to Discuss What Matters Most** by Douglas Stone, Bruce Patton and Sheila Heen

This book, filled with examples of everyday life, walks you through a step-by-step approach to conducting the toughest conversations with less stress and more success. Learn how to interpret the significance of what is said, and what is not said; how to manage strong emotions and spot ways your self-image affects the conversation.

**Discovering the Leader in You** by R Lee and S King of the Center for Creative Leadership

This book offers an approach to understanding how aspects of personality, character, vision, home life, values and skills match with essential leadership activities.

**Energizing Entrepreneurs: Charting a Course for Rural Communities** by Deborah Markley, Don Macke and Vicki Luther

The authors see a new entrepreneurial culture and climate flourishing in rural areas across the country. This guide is a road map for community leaders as they chart their course.

**Even Eagles Need a Push** by D. McNally

This book offers techniques for individualized development of leadership potential with emphasis on practical exercises to enhance self-confidence and positive communication.

**Getting to Yes – Negotiating Agreement Without Giving In** by Roger Fisher and William Ury.

This book is a guide to principled negotiation from members of the Harvard Negotiation Project that offers a concise, step-by-step strategy for coming to mutually acceptable agreements in every sort of conflict. A Classic!

**How Good People Make Tough Choices: Resolving the Dilemmas of Ethical Living** by Rushworth Kidder

The founder of the Institute of Global Ethics dissects complex philosophical issues as he gives readers a step-by-step guide to dealing with everyday issues.

**Leadership is an Art** by Max DePree

This is a quick, easy read that illustrates the connection between extraordinary business performance and the spirit of leader as servant. It was written by a CEO of a very successful furniture manufacturing company that used a new model of leadership to build a very special company.

**Leadership on the Line - Staying Alive through the Dangers of Leading** by Ronald A. Heifetz and Marty Linsky

The authors bring a half century of combined teaching and consulting experience to show that it is possible put ourselves on the line, respond effectively to risks, and live to celebrate our efforts! Heifetz and Linsky share proven compelling examples and strategies for surviving and thriving amidst the dangers of leading.

**Leading Without Power; Finding Hope in Serving Community** by Max De Pree  
Brimming with rich, warm, wise advice, Leading Without Power takes an enlightened look at the forces that drive selfless accomplishment. It offers encouragement and hope for creating organizations that inspire the very best in people. And it provides leaders at every level with a new context for effecting positive change.

**Leadership: The Inner Side of Greatness** by Peter Koestenbaum

This book provides an in depth examination of how one develops a great mind for leadership. The author uses a model of leadership built around vision, reality, ethics and courage and provides prescriptive input for developing each of these vehicles to personal and organizational greatness. The ideas presented in this book are a valuable representation of great leadership.

**Make Success Measurable** by Doug K. Smith

This is an excellent how-to book emphasizing outcomes as opposed to actions in setting goals. It teaches you how to avoid activity based goals that can go on indefinitely and articulates how to set aggressive outcome-based goals that are specific, measurable, achievable, relevant and time-bound.

**Orbiting the Giant Hairball** by Gordon Mackenzie

This book is a light read with an important message about creativity and what must be done in organizational life to enliven people's ability to innovate. The format of the book is an expression of its message, making it fun and memorable.

**Presence: Human Purpose & the Field of the Future** by Peter Senge, C. Otto Scharmer, Joseph Jaworski, and Betty Sue Flowers

This book makes the case for spending time in reflection so we are able to solve our biggest problems with the help of our deepest internal resources.

**Stewardship** by Peter Block

This book provides revolutionary ideas on the topics of empowerment and employee participation. The author takes aim at the concept of leadership as an outmoded vehicle of a patriarchal society that keeps real power in the hands of the few at the top. While the book takes us farther than many of us are able to go, it provides much food for thought about how managers unwittingly and unknowingly impede their own cause by demotivating the people they want to "step up" to more responsibility.

**Synchronicity: The Inner Path of Leadership** by Joseph Jaworski

This is a story of a lawyer (son of Watergate prosecutor Leon Jaworski) whose business success almost cost him everything. He becomes "enlightened" and develops the ability to blend total commitment with a sense of adventure and openness to discovery. Living with this as a mindset, the right events "magically" occur leading him to his desired destination. If you're interested in examining what's at the source of "being in the flow" and having life be easy, this is an excellent book.

**The Courageous Follower** by Ira Chaleff

This is a must read for people in middle management who feel frustrated with their reluctance to interact powerfully with people above them. The author provides detailed scenarios that commonly occur and respectful ways to raise difficult issues and get things done. This is also a useful book for managers who desire more assertiveness from their subordinates because it illuminates the obstacles that must be overcome by all involved.

**The Different Drum** by M. Scott Peck

A later book by the author of [The Road Less Traveled](#). Scott Peck describes his methodology of bringing groups of people out of a condition of superficiality or conflict

and into an experience of –genuine community”. It is our opinion that we all crave this state of affairs with the important people in our lives and it is, for the most part, missing. He combines psychiatry and spirituality in his approach to help people in all types of organizations develop harmonious meaningful relationships. Some people will doubt it’s application in a business setting, but we’ve found it can be a very useful tool when the situation is right.

### **The Five Temptations of a CEO** by Patrick Lencioni

This leadership fable is terrible fiction, yet contains an accurate analysis of some of the most common pitfalls of organizational leaders. Each of us can relate to falling pray to one or more of these temptations on a more consistent basis than we’d like to admit. It’s a quick read that concludes with a summary of the content for those that can not handle the prose. However, the story does illustrate how we rationalize ourselves into making the compromises that curtail our effectiveness.

Other books by Patrick Lencioni

- **Death by Meeting** (about solving the most painful problem in business)
- **The Five Dysfunctions of a Team** (teamwork remains the most competitive advantage in business both because it is so powerful and so rare)
- **Silos, Politics and Turf Wars** (about destroying the barriers that turn colleagues into competitors)

### **The Seven Habits of Highly Effective People** by Steven Covey

Perhaps the all time best selling classic on successful living. It is relevant to both work and personal life. The book contains many principles and tools to assist one deal with the challenges we face every day. It provides a core foundation for making long term meaningful changes. Even people who despise self help books admit this is a good one.

### **The Wisdom of Crowds; Why the Many are Smarter than the Few and How Collective Wisdom Shapes Business, Economies, Societies and Nations** by James Surowiecki