

Supervisory Training Suggested Reading List

This list was constructed for supervisors who would like to educate themselves further on the topics discussed in our Supervisory Training Course.

| Title | Author | Topic |
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| A Whole New Mind | Daniel Pink | Human abilities essential for success |
| Blink | Malcolm Gladwell | Decision-making; Thinking skills |
| Built to Last | Collins and Porras | Leading Companies to exceptional performance |
| Credibility | Kouzes and Posner | For leaders who want to strengthen their credibility |
| Crucial Confrontations | Patterson, Grenny, McMillial and Switzler | Developing communication and problem solving skills |
| Dealing with People You Can't Stand | Dr. Rick Brinkman, Dr. Rick Kirschner | Coaching, communication skills, conflict management |
| Difficult Conversations | Douglas Stone, Bruce Patton, Sheila Heen | Communication, conflict management, coaching skills |
| Don't Sweat the Small Stuff at Work | Richard Carlson, Ph. D. | Stress Management, Coping Skills, Communication Skills |
| Drive | Daniel Pink | Personal motivation |
| Getting to Yes | Roger Fisher, William Ury | Negotiating, conflict management, communication |
| Good to Great | Jim Collins | Organizational change, leadership, change management |
| It's Your Ship | Captain D. Michael Abrashoff | Successful Management techniques (from a naval officer's perspective) |
| Leadership on the Line | Linsky and Heifez | Leadership/motivation |
| Lion Taming | Stephen L. Katz | Leadership |
| Never Eat Alone | Keith Ferrazzi | Networking; Professional Development |
| Nice Girls Don't Get the Corner Office | Lois P. Frankel | Leadership and Professional Development just for women |
| Now, Discover your Strengths | Buckingham and Clifton | Leadership; Professional Development; High Achievement; |
| QBQ | John Miller | Problem Solving in Management |
| Silos, Politics and Turf Wars | Patrick Lencioni | Organizational Development |
| Speed of Trust | Stephen M.R.Covey | Leadership; inspiring trust to produce greater organizational results; |
| The 7 Habits of Highly Effective People | Stephen R. Covey | Leadership and Effectiveness |
| The First 90 Days | Michael Watkins | Leadership |
| The Five Dysfunctions of a Team | Patrick Lencioni | Management, developing teams |

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| The Leadership Challenge | Kouzes and Posner | Leadership, professional development, organizational development |
| The One Minute Manager | Ken Blanchard | Supervision and leadership Management Techniques |
| The Relaxation Response | Herbert Benson, M.D. | Stress management, wellness, meditation |
| The Toyota Way | Jeffrey Liker | Management Principles; Mentoring Employees; Customer Service; Problem Solving; |
| Think and Grow Rich | Napoleon Hill | Power of the mind; Philosophy of achievement |
| Workplace Wars and How to End Them | Kenneth Kaye | Conflict Resolution, team building, organizational change |