

## Moving into Management Bibliography

### Books

*While all of these are relevant, the ones starred provide the most useful information.*

Bennis, Warren. On Becoming a Leader. New York: Basic Books, 2003.

*This book is a classic in the field. It deals primarily with leadership and Bennis makes a distinction between management and leadership. Read if you have time.*

De la Pena McCook, Kathleen. A Place at the Table: Participating in Community Building. Chicago: American Library Association, 2000.

*De la Pena McCook's main point is that you can't be part of any decision-making process if you don't have a place at the table, or at least a seat in the room. Best chapters are in at the beginning and the end of the book where she posits her main themes. Chapters in the middle are mainly examples.*

Doyle, Michael and David Straus. How to Make Meetings Work. New York: Jove Books, 1976.

*Based on the popular Interaction Associates training program. Gives the basics of making any meeting productive.*

Collins, Jim. Good to Great. New York: Harper Business, 2001.

*Looks at what it takes to take a good organization to a great organization. Now has a supplement that applies these principles to non-profits which would include government agencies.*

\*\*\*Hill, Linda. Becoming a Manager: How New Managers Master the Challenges of Leadership. Boston: Harvard Business School Press, 2003.

*If you have time for no other book, read this one. Tells it like it is for people moving into management. Much of this workshop comes from her research. Read this first!!*

King, Ruth. The Ugly Truth about Managing People. Naperville, IL: Sourcebooks, Inc: 2007.

*Fun book with lots of stories about problems managing people. If you read Hill first, you will recognize many of the challenges of a new manager in King's stories.*

Lustberg, Arch. How to Sell Yourself: Winning Techniques for Selling Yourself, Your Ideas, Your Message. Franklin Lakes, NJ: Career Press, 2002.

*Presents the basics of the "open face" and how to use it successfully.*

Lustberg, Arch. Winning When it Really Counts. New York: Simon and Schuster, 1988.

\*\*\*Marshall, Susan. How to Grow a Backbone: 10 Strategies for Gaining Power and Influence at Work. Lincolnwood, IL: Contemporary Books, 2000.

*Another must read. Secrets of being successful in any organization. Entertaining with many clever examples and strategies for surviving in bureaucracy.*

Oakley, Ed and Doug Krug. Enlightened Leadership. Denver, Colorado. StoneTree Publishing. 1992.

*A good follow-up to Linda Hill's book. Oakley and Krug focus on management of people in a practical way to bring about change in an organization. How to motivate people to be excited about change and participate in new ideas.*

\*\*\*Seligman, Martin. Authentic Happiness. New York: Free Press, 2002.

*This book can change your life. It will help you understand yourself and those you work with and supervise. It will teach you to suspect your first assumptions and look more carefully at your interpersonal relations.*

## **Magazine Article**

Gordon, Rachel Singer. "Next Generation Librarianship." American Libraries. March, 2006: 36-38.

*This article looks at the new generation of librarians and what they want from a job.*

## **Websites**

[Herb Rubenstein](http://www.growth-strategies.com/index.html) (www.growth-strategies.com/index.html)

*Herb is a management consultant. His website is useful because he freely gives the full text of his research and article for your use. Look particularly at his detailed reviews of management and leadership books and his list of traits necessary in a leader.*

[Interaction Associates](http://www.interactionassociates.com/) (www.interactionassociates.com/)

*IA is one of the leaders in facilitation training. The website advertises their training programs but also posts regular "white papers" on leadership and facilitation.*

[Authentic Happiness](http://www.authentic happiness.sas.upenn.edu/default.aspxaa) (www.authentic happiness.sas.upenn.edu/default.aspxaa)

*This website is an adjunct of Seligman's book. You can take the surveys in the book or you can register to be part of the national research on the website. You can take all the tests for free, get your personal score, compare with other national and international respondents, and participate in this ongoing research. The surveys on line are more detailed than the ones in the book.*

[Library Leadership](http://www.libraryleadership.net/index.asp) (www.libraryleadership.net/index.asp)

*Library Leadership is a subscription site but you can get many articles free as examples. It focuses on issues of library leadership from key national library leaders.*