

Developing and Leading Projects Bibliography

Here is my current favorite short list about human behavior and management. I chose authors that I respect because they write clearly, they have been at it for decades, and they are not affected by fads. In some cases, the authors have written dozens of books

Nathaniel Branden. *How to Raise Your Self-Esteem*. Bantam (1988), ISBN: 0553266462. \$7.50. Branden emphasizes personal responsibility in all of his books.

Michael Brooks. *Instant Rapport*. Warner Books (1990), ISBN: 0446391336. \$13.95. Audio version available. A quick-read book on communication skills.

Marcus Buckingham & Curt Coffman. *First, Break All the Rules: What the World's Greatest Managers Do Differently*. Simon and Schuster (1999), ISBN: 0684852861. \$27.00. Audio version available. 80,000 people tell us what makes a good manager.

Roger Fisher and William Ury. *Getting to Yes: Negotiating Agreement Without Giving In*. Penguin USA (1991), ISBN: 0140157352. \$14.00. The first and most famous in a series on negotiation; some say the best book on the subject in 50 years.

Ronald Gross. *Peak Learning: How to Create Your Own Lifelong Education Program for Personal Enlightenment and Professional Success*. J. P. Tarcher (1999), ISBN: 087477957X. \$16.95. Audio download available at Amazon.

Ronald Gross and Michael J. Gelb. *Socrates' Way: Seven Master Keys to Using Your Mind to the Utmost*. J. P. Tarcher (2002), ISBN: 1585421928. \$15.95. Ron writes beautifully about wisdom and learning. Look for his website at www.ronaldgross.com.

Linda A. Hill. *Becoming a Manager: How New Managers Master the Challenges of Leadership*. Harvard Business School Press (2003), ISBN: 1591391822. \$19.95. What is different about being a manager; an instant classic.

Chuck Kremer and Ron Rizzuto. *Managing by the Numbers: A Commonsense Guide to Understanding and Using Your Company's Financials: An Essential Resource for Growing Businesses*. Perseus Book Group (2000), ISBN: 0738202568. \$18.00. How to think like financial managers - for non-financial types.

Anné Linden. Mindworks. *Unlock the Promise Within : NLP Tools for Building a Better Life*. Andrews McMeel Publishing (1997), ISBN: 0836221680. \$6.99. Elegant book on the practical application of cognitive psychology.

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Bryan Magee. *Philosophy and the Real World: An Introduction to Karl Popper*. Open Court Publishing Company (1985), ISBN: 0875484360. \$16.95. How to ask hard questions that help you stay fair-minded about difficult issues.

Joan Magretta. *What Management Is: How It Works and Why It's Everyone's Business*. Free Press (2002), ISBN: 0743203186. \$25.00. What do we mean by management; an instant classic.

Karen Pryor. *Don't Shoot the Dog: The New Art of Teaching and Training*. Bantam Books (1999), ISBN: 0553380397. \$14.95. Check out for her website at www.clickertraining.com/home/index.htm. Introduction to positive reinforcement, influence and behavioral science in a fun format.

Virginia Satir. *The New Peoplemaking*. Science and Behavior Books (1988), ISBN: 0831400706. \$25.95. One of the most important books on human behavior in families explains how we react to each other in the workplace.

Martin Seligman. *Authentic Happiness: Using the New Positive Psychology to Realize Your Potential for Lasting Fulfillment*. Free Press (2002), ISBN: 0743222970. \$26.00. Audio version available. The leading author on optimism and learning to take charge of your life, based on decades of clinical research. These are his best-known books.

Martin Seligman. *Learned Optimism: How to Change Your Mind & Your Life*. Pocket Books (1998), ISBN: 0671019112. \$14.00. Audio download available at Amazon.

Martin Seligman. *What You Can Change... and What You Can't: The Complete Guide to Successful Self-Improvement: Learning to Accept Who You Are*. Ballantine Books (1995), ISBN: 0449909719. \$12.95.