

**Leadership and Managing
Recommended Reading:**

Title	Author(s)	Publisher
Creativity & Problem Solving at Work	Tudor Rickards	Gower
Lateral Thinking: Creativity Step by Step	Edward de Bono	Harper Perennial
Six Thinking Hats	Edward de Bono	
The Art of Lateral Thinking	Edward de Bono	
Thinking Strategically – Power Tools for Personal & Professional Advancement	Craig Loehle	Cambridge University Press
Who Moved My Cheese: An Amazing Way to Deal with Change in Your Workplace & In Your Life	Dr Spencer Johnson (foreword by Kenneth Blanchard)	Vermillion
Leading Change	John P Kotter	Harvard Business School Press
Diary of a Change Agent	Tony Page	Gower
The One Minute Manager: The Short Book that has Big Results. Increase Productivity, Profits & Your Own Prosperity	Kenneth Blanchard & Spencer Johnson	Harper Collins Business
The One Minute Manager Builds High Performing Teams	Blanchard & Carew	Harper Collins Business
Leadership & the One Minute Manager	Kenneth Blanchard & Patricia Zigarmi	Harper Collins Business
The 7 Habits of Highly Effective People	Stephen R Covey	Simon & Schuster
Principle-Centred Leadership	Stephen R Covey	Simon & Schuster
Leadership for Dummies	Marshall Loels	Harper Collins Business
Assertiveness for Managers	Terry Gillen	Gower
Getting to Yes: Negotiating an agreement without giving in	Roger Fish & William Ury	Random House – Business Books
The Mentoring Pocketbook	Geoff Alred, Bob Gar	Management Pocketbooks
Training with NLP: Skills for trainers, managers & communicators	Joseph O'Connor & John Seymour	Thorsons
The Facilitator's Pocketbook	John Townsend, Paul Donovan	Management Pocketbooks
Influence – The Psychology of Persuasion	Robert Galdini	Harper Collins Business
Dealing with People You Can't Stand: How to Bring out the Best in People at their Worst	Rick Brinkman	McGraw Hill
Total Quality Management in a Week	John MacDonald	Hodder & Stoughton Educational Paperback
The Complete Idiot's Guide to Project Management	Sunny and Kim Baker	Alpha Books

The Project Management Pocket Book	Keith Posner & Mike Applegarth	Management Pocketbooks
People Watching: the Desmond Morris Guide to Body Language	Desmond Morris	Vintage
The Future of Brands	Peter Clifton & Esther Maughan	MacMillan Business / Interbrand
Eating the Big Fish: How Challenger Brands Can Compete Against Brand Leaders	Adam Morgan	Wiley
The New Marketing Manifesto: The 12 Rules for Building Successful Brands in the 21 st Century	John Grant	Texere
Hotel & Catering – Costing & Budgets	RD Boardman	Heinmann
Hygiene for Management	Richard A Sprenger	Highfield Publications
The Prevention of Food Poisoning	Jill Tricket	Stanley Thornes (Publishers) Ltd

Personal Development for Managers

People Management

Title	Author(s)	Publisher
The Leader	Normal L Frigon & Hary K Jackson	McGraw Hill (Oct 1996)
The Human Equation	Jeffrey Pfeffer	Harvard Business School Press (Jan 98)
The Leader of the Future	Frances Hesselbein, Marshall Goldsmith & Richard Beckhard	(Jan 1996)
Managing for High Performance	Roger Moores	The Industrial Society (Nov 1996)
Delegating with Confidence	Jonathan Coates & Claire Breeze	IPD (1996)
Delegating for Results	Robert B Maddux	Kogan Page (May 1986)
Zapp: The Lightening of Empowerment	William C Byham & Jeff Cox	(Feb. 1998)
Delegation Skills	Bruce B Tepper	(March 1994)
Empowerment: A Practical Guide for Success	Cynthia D Scott & Dennis T Jaffe	Kogan Page (1996)
Transform Your Management Style	Hilary Walmsley	Kogan Page (1998)
10 Minute Guide to Motivating People	Marshall J Cook	(June 1997)
Motivating People	Dayle M Smith	(Aug 1997)
The Motivating Team Leader	Lewis E Losoncy	(May 1995)
How to Be Better at Motivating People	John Allan	Kogan Page/The Industrial Society (1996)
Coaching for Peak Employee Performance	Bill Foster, Karen R Seeker	(Feb 1997)
The Tao of Coaching	Max Landsberg	Harper Collins (1996)
Managers as Mentors – Building Partnerships for Learning	Chip R Bell	Berrett Koehler Publishers
Coaching for Performance	John Whitmore	Nicholas Brealey (Oct 1992)
Mentoring	Gordon F Shea	Kogan Page (Jan 1998)

Influence

Title	Author(s)	Publisher
30 Minutes to Negotiate a Better Deal	Brian Finch	Kogan Page (May 1998)
It's a Deal	Paul Steele, John Murphy & Richard Russill	McGraw Hill (1995)
The Power of Personal Influence	Richard Hale & Peter Whitlam	McGraw Hill (1995)
Positive Influencing Skills	Terry Gillen	IPD (1995)
30 Minutes to Boost Your Self Esteem	Patricia Cleghorn	Kogan Page (May 1998)
The Positive Thinker	Alice Potter	(May 1997)
Heart at Work	Jack Canfield & Jacqueline Miller	McGraw Hill (1996)
Why Didn't I Say That?!	Donald H Weiss	McGraw Hill (1996)
Business Speak	Suzette Haden Elgin	McGraw Hill (1995)
30 Minutes to Make the Right Impression	Eleri Sampson	Kogan Page (1997)
101 Ways to Captivate a Business Audience	Sue Gaulke	McGraw Hill (1996)
Make Yourself Memorable	Stephanie G Sherman & V Clayton Sherman	McGraw Hill (1996)
Body Talk	Judi James	The Industrial Society (May 1995)

Communication

Title	Author(s)	Publisher
Communications for Manager – A Practical Handbook		The Industrial Society (July 1993)
Communication Skills – A Practical Handbook		The Industrial Society (July 1993)
People Talk – The Skills of Positive Communication & Customer Care	Judi James	The Industrial Society (Sept 1997)
Powerful Presentations – 50 Original Ideas for Making a Real Impact (2 nd Edition)	Jons Ehrenborg & John Mattock	Kogan Page (1997)
Report Writing for Management Decisions	Peter J Hager, HJ Scheiber	(1992)
Persuasive Reports & Proposals	Andrew Leigh	IPD (1997)
Quick Tips for Better Business Writing	Gary Blake	McGraw Hill (1995)
The Right Report	Alan Barker	The Industrial Society (Dec 1992)
Business Ethics; A Guide for Managers	Elizabeth P Tierney	Kogan Page (1996)

Tyranny of the Bottom Line	Ralph Estes	Berrett-Koehler (Jan 1996)
Trust in the Balance: Building Successful Organisations on Results, Integrity & Concern	Robert Bruce Shaw	Jossey-Bass (Mar 1997)
Ethical Leadership	Stephen Connock & Ted Johns	IPD (1995)
Competitive & Ethical	Giles Wyburd	Kogan Page (June 1998)

Developing Relationships

Title	Author(s)	Publisher
How to Deal with People You Can't Stand	Rick Brinkman & Rich Kirschner	McGraw Hill (1994)
How to Win Friends & Influence People	Dale Carnegie	(Jan 1994)
Making Meetings Work	Alan Barker	The Industrial Society (Sept 1993)
The Transactional Manager	Abe Wagner	The Industrial Society (Apr 1996)
The Tom Peters Seminar: Crazy Times Call for Crazy Organisation	Thomas J Peters, Tom Peters	Vintage Books (May 1994)
The Practice of Management	Peter F Drucker	Harperbusiness Books (May 1993)
Territorial Games	Annette Simmons	McGraw Hill (1997)
The Communicating Organisation	Michael Blakstad & Aldwyn Cooper	IPD (1995)
People Styles at Work	Robert Bolton & Dorothy Grover Bolton	McGraw Hill (1996)
Problem People & How to Manage Them	Peter Honey	IPD (1992)
Improve Your People Skills	Peter Honey	IPD (1997)
Interpersonal Skills	Astrid French	The Industrial Society
Getting Things Done When You Are Not in Charge	Geoffrey M Bellman	Berrett-Koehler Publishers
Teams at the Top	Jon R Katzenbach	McGraw Hill (1997)
Working in Teams	Alison Hardingham	IPD (1995)
Build That Team!	Steve Smith	Kogan Page (1997)
Corporate Creativity – How Innovation & Improvement Actually Happen	Alan G Robinson & Sam Stern	Berrett-Koehler Publishers
Imagination – New Mindsets for Seeing, Organizing & Managing	Gareth Morgan	Berrett-Koehler Publishers (June 1997)
The Whole Brain Business Book	Ned Hermann	McGraw Hill (1996)

Leading Change	John P Kotter	McGraw Hill (1996)
Create that Change!	Steve Smith	Kogan Page (1997)

Planning for Action

Title	Author(s)	Publisher
Making it Happen – A Non-Technical Guide to Project Management	Mackenzie Kyle	Wiley & Sons
Strategic Planning – The Nine Step Programme	Simon Wootton & Terry Horne	Kogan Page (1997)
Competing on the Edge	Shona L Brown & Kathleen M Eisehardt	Harvard Business School (Mar 1998)
The Leader of the Future	Frances Hesselbein, Marshall Goldsmith & Richard Beckhard	(Jan 1996)
Strategic Skills for Team Leaders & Line Mgrs	Michael Colenso	Butterworth-Heinemann/ The Industrial Society (1998)
Make Things Happen	Steve Smtih	Kogan Page (1997)
Goal Directed Project Management	E S Anderson, K V Grude, T Haug & J R Turner	Kogan Page (1998)
Target Setting	Ian Lawson	The Industrial Society (June 1998)
Project Skills	Same Elbeik & Mark Thomas	Butterworth-Heinemann/The Industrial Society 1998
80 Things You Must Do to Be a Great Boss	David Freemantle	McGraw Hill (1995)
Effective Business Briefings	Dr Colin Clark	Kogan Page (Sept 1998)
Making Meetings Work	Alan Barker	The Industrial Society (Sept 1993)

Analysing Information

Title	Author(s)	Publisher
Smart Thinking for Crazy Times – The Art of Solving the Right Problems	Ian Mitroff	Berrett-Koehler Publishers (Mar 1998)
How to Be a Better Problem Solver	Michael Stevens	Kogan Page/The Industrial Society (1996)

Practical Problem Solving & Decision Making – An Integrated Approach	Richard Hale & Dr Peter Whitlam	Kogan Page (1997)
Solve That Problem!	Steve Smith	Kogan Page (1997)
Decision Making & Problem Solving	John Adair	IPD (1997)
Managing Information Overload	Linn Llvely	McGraw Hill (1996)
Working Knowledge	Thomas H Davenport & Laurence Prusak	McGraw Hill (1997)
Ask the Right Question	Ruper Eales-White	McGraw Hill (1997)
Creativity for Managers	Alan Barker	The Industrial Society (Nov 1995)
Honing Your Knowledge Skills	Marian Funes & Nancy Johnson	Butterworth-Heinemann / The Industrial Society (1998)

Decision Making

Title	Author(s)	Publisher
How to Be a Better Decision Maker	Alan Barker	Kogan Page (July 1996)
Systematic Problem Solving & Decision Making	Sandy Pokras	Kogan Page (1998)
The Agile Manager's Guide to Making Decisions	David F Folino	Plymouth PR Ltd (April 1998)
Business Research for Decision Making	Duane Davis & Robert M Cosenza	(Oct 1995)
Effective Decision Making – 2 nd Edition	Helga Drummond	Kogan Page (1996)
Team Think	Ava S Butler	McGraw Hill (1996)
The Confident Decision Maker: How to Make the Right Business & Personal Decisions Every Time	Roger Dawson	(May 1995)
Decision Taking	Colin Chase	The Industrial Society (June 1998)
Managing "Live" Innovation	Michel Syrett & Jean Lammiman	Butterworth Heinemann (1995)
How to Be Better at Creativity	Geoffrey Petty	Kogan Page (1997)
How to Get Ideas	Jack Foster	McGraw Hill (1996)
30 Minutes to Brainstorm Great Ideas	Alan Barker	Kogan Page (1997)

Business Development

Title	Author(s)	Publisher
Customers as Partners – Building Relationships That Last	Chip R Bell	Berrett-Koehler Publishers (Sept 1994)
Keep the Right Customers	Mark Steward	McGraw Hill (1996)
Incredible Customer Service – The Final Test	David Freemantle	McGraw Hill (1994)
How to Understand Financial Statements 2 nd Edition	James O Gill	Kogan Page (1998)
Businesslike Budgeting	Eric Parsloe & Raymond Wright	IPD (1995)
First Books for Business: Budgeting & Finance		McGraw Hill (1996)
Finance & Budgeting for Line Managers	Anthony Greenall	The Industrial Society (Sept 1996)
Jungle Rules	John P Imlay Jr, Dennis Hamilton	Kogan Page (1997)
How to be Better at Managing Change	David Hussey	Kogan Page (Mar 1998)
Effective Change – 20 ways to make it happen	Andrew Leigh	IPD (1998)
Business Partnering for Continuous Improvement	Charles C Poirier & William F Houser	Berrett-Koehler (1993)
Competing on the Edge	Shona L Brown & Kathleen M Eisenhardt	Harvard Business School Press (Mar 1998)
The Communicating Organisation	Michael Blakstad & Aldwyn Cooper	IPD (1995)

Resilience

Title	Author(s)	Publisher
Toughness Training for Life: A Revolutionary Programme for Maximising Health, Happiness & Productivity	James E Loehr	Plume (Oct 1994)
60 Ways to Relieve Stress in 60 Seconds	Manning Rubin, Paul Frahm	Workman Publishing Company(May 1993)
Stress for Success: The Proven Programme for Transforming Stress into Positive Energy at Work	James E Loehr	Times Books (June 1997)
The Stress Workbook	E Warren & C Toll	Nicholas Brealey Publishing (June 1993)
What's All This About Stress?	Brenda Davidson	Kogan Page (1998)
Wellness at Work: Building Resilience to Job Stress	Valerie O'Hara	New Harbinger Publications
The 4 Routes to Entrepreneurial Success	John B Miner	McGraw Hill (1996)
A Passion for Success	Kazuo Inamori	McGraw Hill (1995)
The Positive Thinker	Alice Potter	(May 1997)

Patterns of High Performance – Discovering the Ways People Work Best	Jerry L Fletcher	Berrett-Koehler Publishers (Sept 1993)
Creating Your Future – Personal Strategic Planning for Professionals	George L Morrissey	Berrett-Koehler Publishers (Sept 1992)
The 1998 What Colour is Your Parachute	Richard N Bolles	Ten Speed Press (Oct 1997)
Nibble Theory & the Kernel of Power	Kaleel Jamison	(Nov 1986)
A Manager's Guide to Self Development – 3 rd Edition	Mike Pedler, John Burgoyne & Tom Bodyell	McGraw Hill (1994)
Building Personal Effectiveness for Business Success	Paul R Timm	Kogan Page (May 1998)