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Canada's Healthy Workplace Week – Leadership Enhancing Books

This list of books was compiled by members of the CHWW Strategy Committee with the assistance of Books for Business (www.booksforbusiness.com).

LEADERSHIP

Autry, James A. **The Servant Leader**, Three Rivers Press, 2001, ISBN 9781400054732

Provides a set of skills and ideals that will help leaders nurture the needs and goals of those who look to them for leadership.

Blanchard, Ken. **Leading at a Higher Level**, Pearson/Prentice Hall, 2007, ISBN 9780132347723

Brings together all Blanchard and his colleagues have learned about world-class leadership. Helps the reader discover the personal "leadership point of view" that all great leaders possess – and apply it throughout his or her life.

Boyatzis, Richard, and Annie McKee. **Resonant Leadership**, Harvard Business School Press, 2005, ISBN 97815913956308

Leaders can't sustain effectiveness if they can't sustain themselves. Resonant Leadership illustrates the ways that three key elements – mindfulness, hope, and compassion – are essential to enabling renewal and sustaining resonance. Includes exercises to guide leaders on their way to renewal.

Charan, Ram. **Know-How**, Crown Business, 2007, ISBN 978030734151

With his insight into the real content of leadership, Charan provides the reader with the eight fundamental skills needed for success in the twenty-first century.

Henein, Amal, and Françoise Morissette. **Made in Canada Leadership**, Jossey-Bass/Wiley, 2007, ISBN 9780470839430

Explores what is unique about the Canadian brand of leadership, why our leadership style is so appealing on the international scene, and how it broadens our influence. Beyond inspiration, it also provides practical advice on how organizations can build their leadership capacity, and how we can enhance our leadership effectiveness as a nation.

Kaye, Beverly, and Sharon Jordan-Evans. **Love 'Em or Lose 'Em: Getting Good People to Stay**, third edition, Berrett-Koehler Publishers, 2005, ISBN 9781576753279

A practical, easy-to-read resource on top leadership strategies to support your people. Research shows that managers have more power and influence than anyone else in engaging and retaining talent.

Maister, David. **Practice What You Preach: What Managers Must Do to Create a High Achievement Culture**, Free Press, 2003, ISBN 9780743223201

Explores the causal relationship between employee attitudes and profitability and the role of managers in promoting high morale among employees.

Pepper, John. **What Really Matters: Service, Leadership, People, and Values**, Yale University Press, 2005, 2007, ISBN 978033123524

"John Pepper proves that leading a good life and leading a great company require the same personal attributes: vision, kindness, and the capacity to change. This is a wise and insightful book." — Richard Levin, President, Yale University

Salacuse, Jeswald W. **Leading Leaders**, Amacom, 2005, ISBN 9780814408551

Offers insights into the special nature of followers who are leaders in their own right, presenting a guide to the art of strategic conversation for those important one-on-one talks, and then devoting a chapter of each of seven tasks: Direction, Integration, Mediation, Education, Motivation, Representation and Trust Creation. This book will help you philosophically and practically.



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Sanborn, Mark. **You Don't Need a Title to Be a Leader**, Currency/Doubleday, 2006, ISBN 9780385517478

An accessible, easy-to-read book about showing leadership through our everyday actions and our influence on those around us. By the author of The Fred Factor,

Surowiecki, James. **The Wisdom of Crowds**, Anchor, 2005, ISBN 97807311950

Points to compelling evidence that a crowd (so long as it's the right sort of crowd, diverse, independent, and "decentralized") will collectively and more consistently make a better decision than an individual. Surowiecki also shows how collective wisdom shapes decisions in business and society.

Wheatley, Margaret J. **Leadership and the New Science: Discovering Order in a Changing World**, expanded 3rd edition, Berrett-Koehler Publishers, 2006, ISBN 9781576753446

This third edition of Wheatley's award-winning classic shows how "new science" – new discoveries in biology, chaos theory, and quantum physics – can be applied to organizations and management. A valuable guide for chaotic times.

GENERAL MANAGEMENT & ORGANIZATION

Block, Peter. **The Answer to How Is Yes: Acting on What Matters**, Berrett-Koehler Publishers, 2001, ISBN 9781576752715

From the Publishers:

Block places the "how-to" craze in perspective and presents a guide to the difficult and life-granting journey of bringing what we know is of personal value into an indifferent or even hostile corporate and cultural landscape.

Bossidy, Barry, and Ram Charan. **Execution: The Discipline of Getting Things Done**, Crown Business, 2006, ISBN 9780609610572

Bossidy, an acclaimed CEO, and Ram Charan, author and advisor, talk about the discipline of execution: understanding how to link people, strategy, and operations, the three main cores of any business. Leading these processes is the real job of running a business. This was a New York Times bestseller.

Buckingham, Marcus. **Go Put Your Strengths to Work**, Free Press, 2007, ISBN 9780743261678

Research shows that most people do not come close to making full use of their assets at work. Buckingham sets out to change that by presenting a six-step, six-week program that will reveal the hidden dimensions of the reader's strengths.

Buckingham, Marcus, and Curt Coffman, **First Break All the Rules: What the World's Greatest Managers Do Differently**, New York: Simon and Schuster, 1999, ISBN 9780684852867

In seven chapters, these two consultants for the Gallup Organization debunk some dearly held notions about management. "Great managers are revolutionaries," the authors write. "This book will take you inside the minds of these managers to explain why they have toppled conventional wisdom and reveal the new truths they have forged in its place."

Buckingham, Marcus, and Donald O. Clifton. **Now Discover Your Strengths**, Free Press, 2001, ISBN 9780743201148

From Library Journal:

"The premise of this new management study, a follow-up to Buckingham's First, Break All the Rules (S. & S., 1999), is that the most effective method for motivating people is to build on their strengths rather than correcting their weaknesses." The authors give readers access to the StrengthsFinder website and a special ID number. Once they learn their profiles on the website, they can read the analysis of that type in the book. The book helps employees develop their strengths and aids managers in dealing with them.

Cohen, David S. **Inside the Box: Leading with Corporate Values to Drive Sustained Business Success**, John Wiley and Sons, 2006, ISBN 9780470838327

Cohen argues that what an organization stands for on the inside is just as important as the impression it tries to project to the world. This book looks at values in a clear and practical way, examining what they are, where they come from, and how they can be an advantage.



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Collins, Jim. **Built to Last: Successful Habits of Visionary Companies**, Harper Collins Canada Limited, 2002, ISBN 9780060516406

From the Publisher:

The book provides a master blueprint for building organizations that will prosper long into the twenty-first century and beyond.

Collins, Jim. **Good to Great**, HarperCollins, 2001, ISBN 9780066620992

Can a good company become a great company, and if so, how? In this bestselling book, Jim Collins and his team of researchers looked at 1,435 companies to find those that made substantial improvements in their performance over time – finally settling on 11 for closer study. Good to Great is one of those classic books that managers and CEOs will be reading and rereading for years to come.

Covey, Stephen, **The 8th Habit: From Effectiveness to Greatness**, Free Press, 2005, ISBN 9780743287937
Bestselling author Covey encourages people to find their voices and inspire others to find theirs, thus creating a workplace where workers feel engaged.

Dodd, Dominic, and Ken Favaro. **The Three Tensions: Winning the Struggle to Perform Without Compromise**, John Wiley and Sons, 2007, ISBN 9780787987794

The authors examine the three tensions any business faces – between profitability and growth, between short-term and long-term results, and between the whole and the parts. Drawing on research into the performance of more than a thousand companies, they put forward a new way to assess performance.

Gladwell Malcolm. **Blink: The Power of Thinking Without Thinking**, Little Brown, 2005, ISBN 9780316010665
How do we make decisions – good and bad –and why are some people so much better at it than others? In this follow-up to his huge bestseller The Tipping Point Gladwell reveals that what we think of as decisions made in the blink of an eye are much more complicated than we have assumed, depending less on how much information we can process quickly, than on the few details on which we focus. Gladwell reveals how we can become better decision makers – in our homes, our offices, and in everyday life.

Hock Dee W. **One from Many: VISA and the Rise of the Chaordic Organization**, Berrett-Koehler Publishers, 2005, ISBN 9781576753323

Winner of the PMA Ben Franklin Award, Dee Hock's inspiring story of the creation of the hugely successful VISA Corporation was told in his Birth of the Chaordic Age. This newly revised edition adds updated examples of today's most prominent chaordic (both chaotic and orderly) organizations, including the internet, World Weather Watch, and Alcoholics Anonymous. He also looks at some that are less benign, such as terrorist organizations and organized crime.

Kotter, John, and Holger Rathgeber. **Our Iceberg Is Melting**, St. Martin's Press, 2005, ISBN 9780312361983
This small, easy-to-read book presents a simple fable about doing well in an ever-changing world.

Kim, W. Chan, and Renée Mauborgne. **Blue Ocean Strategy: How to Create Uncontested Market Space and Make This Competition Irrelevant**, Harvard, 2005, ISBN 9781591396192

From the Publisher:

Since the dawn of the industrial age, companies have engaged in head-to-head competition in search of sustained, profitable growth. Now the authors argue that cutthroat competition results in nothing but a bloody ocean of rivals fighting over a shrinking profit pool. Drawing on a study of 150 strategic moves spanning more than a hundred years and thirty industries, the authors argue that lasting success comes not from battling competitors, but from creating "blue oceans": untapped new market spaces ripe for growth. Blue Ocean Strategy presents a systematic approach to making the competition irrelevant and outlines principles and tools any company can use to create and capture blue oceans.

Maslach, Christina, and Michael P. Leiter. **Banishing Burnout: Six Strategies for Improving Your Relationship with Work**, Jossey-Bass Incorporated Publishers, 2005, ISBN 9780787976088

For the past twenty years, Drs. Christina Maslach and Michael Letier have been the acknowledged leaders in the study of burnout. Here they combine forces to outline their revolutionary new program for helping everyone in the workplace overcome everyday stresses and pressures and achieve their career goals. The book includes their highly effective WorkLife self-assessment test and a customized plan of action.



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Miller, John. **QBQ! The Question Behind the Question**, Putnam 2004, ISBN 9780399152337

In this short, easy-to-read book, John Miller argues that organizations can only find real solutions to problems when everyone recognizes the power of personal responsibility. Here he gives a practical method for putting personal accountability into daily action.

Quinn, Robert E. **Building the Bridge as You Walk on It: A Guide for Leading Change**, Jossey-Bass, San Francisco, 2004, ISBN 9780787971120

In his book Deep Change, Quinn argued that, to lead change, you must transform yourself. This book concentrates on this transformative state and the eight practices on which it centres.

Song, Mike, et al. **The Hamster Revolution**, Berrett-Koehler Publishers, 2007, ISBN 9781576754375
Is email taking over your life? That was the problem for Harold, who was so stressed by it that he felt like a hamster on a wheel. In this easy-to-read story, Harold finds a coach who teaches him – and the reader – many techniques to manage the information glut and reclaim his life.

Stubblefield, Al. **Baptist Health Care Journey to Excellence: Creating a Culture That WOWs!** Wiley, 2004, ISBN 9780471708902

This crystal-clear book presents tested principles and best practices to help improve your corporate culture and customer satisfaction, which will lead to loyalty, stability, sustained productivity, and profitability in your own organization.

Templar, Richard. **The Rules of Management**, Pearson/Prentice Hall, 2005, ISBN 9780273695165

This internationally bestselling book presents a definitive code for managerial success. It lays out the golden rules that underpin successful behaviours and actions.

Thompson, Vince. **Ignited: Managers! Light Up Your Company and Career**, Financial Times Press, 2007, ISBN 9780131492486

This book is for those who are leading from the middle and need real tools to reshape their careers and organizations.

Ury, William. **The Power of a Positive No: How to Say No and Still Get to Yes**, Bantam, 2007, ISBN 9780553804980

From the co-author of Getting to Yes comes the secret of saying No without destroying relationships. The secret lies in the art of the Positive No, a proven technique that anyone can learn. This book teaches you how to say No clearly, respectfully, and effectively.

Wagner, Rodd, and James K. Harter. **12: The Elements of Great Managing**, Gallup Press, 2006, ISBN 9781595629982

This is the long-awaited sequel to the bestselling First, Break All the Rules. It continues to follow the Gallup Organization poll of companies, which now includes 10 million interviews spanning 114 countries. Written for both managers and employees it explains what a company needs to know about creating and sustaining employee engagement.

Zander, Rosamund Stone, and Benjamin. **The Art of Possibility: Transforming Professional & Personal Life**, Penguin U.S., 2002, ISBN 9780142001103

The authors' interwoven perspectives provide a deep sense of the powerful role that the notion of possibility can play in every aspect of life. Through uplifting stories, parables, and personal anecdotes, the Zanders invite us to become passionate communicators, leaders, and performers, whose lives radiate possibility into the world.

INDIVIDUAL

Allen, David. **Getting Things Done: The Art of Stress-Free Productivity**, Penguin, 2001, ISBN 9780142000281

From Books for Business:

This is our most popular book on the subject. The author's premise is that our productivity is directly proportional to our ability to relax. When our minds are clear and our thoughts are organized we can achieve effective results and develop our creative potential.



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Carroll, Michael. **Awake at Work: Discovering Clarity and Balance in the Midst of Work's Chaos**, Shambala, 2004, ISBN 9781590302729

Employing lessons from Buddhist wisdom, Carroll – meditation teacher, executive coach, and corporate director – shows how to transform the hassles and tensions of the workplace into valuable opportunities for heightened wisdom and effectiveness.

Covey, Stephen, and Reader's Digest. **Everyday Greatness: Inspiration for a Meaningful Life**. Rutledge Hill Press, 2006, ISBN 9781401602413

Everyday greatness says more about who a person is than what a person has. For eight decades Reader's Digest has been presenting stories and quotes that offer insights into effective living. Now Stephen Covey has collected 63 of some of its most inspiring stories and hundreds of quotes in Everyday Greatness.

Gibson, Katherine. **Unclutter Your Life: Transforming Your Physical, Mental and Emotional Space**, Beyond Words Publishing, 2004, ISBN 9781582701158

Written in a lively and entertaining manner, this book combines expert perspectives with stories and insights of ordinary people to help readers learn to let go of any possession they no longer really use or want, attack invisible clutter with action and clarity, and make more room in their lives for beauty, spontaneity, and adventure.

Godin, Seth. **The Dip: A Little Book That Teaches You When to Quit (and When to Stick)**, Portfolio, 2007, ISBN 9781591841661

Bestselling author Seth Godin says that what sets superstars apart from everybody else is the ability to escape dead ends quickly, while staying focused and motivated when it really counts – and the wisdom to know which situation is which. Godin doesn't have all the answers, but in this little easy-to-read book, he teaches you to ask the right questions.

Gottman, John. **The Seven Principles for Making Marriage Work**, www.therelationshipcoaches.com

Holden, Robert, and Ben Renshaw. **Balancing Work and Life**, Dorling Kindersley, 2002, ISBN 780789484116
From Books for Business:

This is part of DK's Essential Managers series. These are little books, beautifully illustrated, easy to read, and priced for sale. Other relevant titles in the series are:

- *Dealing with E-Mail, by David Brake*
- *Manage Your Time, by Tim Hindle*
- *Reducing Stress, by Tim Hindle*
- *Do It Now! by Andy Bruce & Ken Langdon*
- *Learning to Lead, by Robert Heller*

Loehr, Jim, and Tony Schwartz. **The Power of Full Engagement**, Free Press, 2003, 2005, ISBN 9780743226752

As the authors convincingly demonstrate, managing energy, not time, is the key to high performance and life balance. This book offers a highly practical, scientifically based approach to managing your energy more skillfully.

Pollan, Stephen. **It's All in Your Head: Thinking Your Way to Happiness**, Collins, 2005, ISBN 9780060760007

After over three decades as a life coach, lawyer, consultant, and author Stephen Pollan has become convinced of one thing: Attitude is everything. Our attitudes are not just one element of succeeding, he argues, but the foundation of a happy life, and he illustrates this by weaving in the moving stories of people and the observations of philosophers and spiritual leaders.

Prentice, Steve. **Cool Down: Getting Further by Going Slower**, Wiley Canada, 2007, ISBN 9780470839027
Steve Prentice challenges our addiction to high-speed activity, and highlights the value of slowing down in many aspects of our lives. Speed, in fact, can blind us to the real skills we need to be more productive and successful. Here he provides a complete approach to managing the pressures of life in a fast-paced world and helps you slow down so you can get ahead.



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Rath, Tom. **Strengths Finder 2.0**, Gallup Press, 2007, ISBN 9781595620156
In 2001 Gallup introduced the first version of its online assessment (see Now, Discover Your Strengths) to help people uncover their real but untapped talents. This book unveils Gallup's new version of its popular assessment. You can read this book in one sitting, but you'll keep it as a reference for years. Full of strategies for applying your strengths, Strengths Finder 2.0 will change the way you look at yourself.

Rath, Tom. **Vital Friends: The People You Can't Afford to Live Without**, Gallup Press, 2006, ISBN 9781595620071

Tom Rath and a team of researchers analyzed more than 8 million interviews from the Gallup Organization's worldwide database to conduct a massive study of the impact of friendships. What they found challenged long-held assumptions that people have about their relationships. Drawing on diverse research and case studies, and enlivened by Rath's fast-paced storytelling, Vital Friends reveals what's common to all truly essential friendships.

Sharp, Dr. Timothy. **The Happiness Handbook**, www.thehappinessinstitute.com

Wheatley, Margaret. **Turning to One Another - Simple Conversations to Restore Hope in the Future**, Berrett-Koehler Publishers, 2001, ISBN 9781576751459

Margaret Wheatley believes we can make great changes if we learn to listen to one another again. This book, leavened with stories, poems, and illustrations, is meant to encourage conversations among people about things that matter to them.

Winston, Stephanie. **Getting Organized**, revised edition, 2006, Warner Books, ISBN 9780446694131

This classic guide has been helping people simplify and manage their lives for almost three decades. Now it has been extensively revised and updated to apply the timeless principles of organization to today's changing lifestyles and technology.

Descriptions for each book were found on amazon.com except where noted.