

Boot Camp for New (and lightly-trained) Supervisors

REFERENCES

GENERAL BOOKS

The New Supervisor's Coach: A Guide to the Top 3 Priorities in Your New Position; Dennis Wade and Tyler Wade

The First-Time Manager; Loren Belker, Jim McCormick, and Gary Topchik

The Essential Supervisor's Handbook: A Quick and Handy Guide for Any Manager or Business Owner; Brette McWhorter Sember and Terrence Sember

Supervisor's Training Guide: The How-to Book for New and Experienced Supervisors; Joyce Karnes

INTRODUCTION: THE POWER OF CHOICE

Monday Morning Choices: 12 Powerful Ways to Go from Everyday to Extraordinary; David Cottrell

The Power of Habit: Why We Do What We Do in Life and Business; Charles Duhigg

The Truth about Leadership: The No-fads, Heart-of-the-Matter Facts You Need to Know; James Kouzes and Barry Posner

Year of Yes: How to Dance It Out, Stand In the Sun and Be Your Own Person; Shonda Rhimes
Take Time for Your Life; Cheryl Richardson

WEEK 1: DEFINING AND CREATING SUCCESS

The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change; Stephen Covey

The Five Dysfunctions of a Team: A Leadership Fable; Patrick Lencioni

Fish: A Proven Way to Boost Morale and Improve Results; Stephen Lundin and Harry Paul

Resonant Leadership: Renewing Yourself and Connecting with Others Through Mindfulness, Hope, and Compassion; Annie McKee and Richard Boyatzis

Positivity: Top-Notch Research Reveals the Upward Spiral That Will Change Your Life; Barbara Fredrickson

Love 2.0: Finding Happiness and Health in Moments of Connection; Barbara Fredrickson

Harvard Business Review: Proof That Positive Work Cultures Are More Productive; Emma Seppala and Kim Cameron

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REFERENCES (con't)

WEEK 2: QUALITIES OF A GREAT SUPERVISOR

Encouraging the Heart: A Leader's Guide to Rewarding and Recognizing Others; James Kouzes and Barry Posner

Leadership and Self-Deception: Getting Out of the Box; The Arbinger Institute

Just Listen: Discover the Secret to Getting Through to Absolutely Anyone; Mark Goulston and Keith Ferrazzi

The Seven Principles for Making Marriage Work: A Practical Guide from the Country's Foremost Relationship Expert; John Gottman and Nan Silver

WEEK 3: BUILDING PERSONAL INFLUENCE

The SPEED of TRUST: The One Thing That Changes Everything; Stephen M. R. Covey

The Science of Trust: Emotional Attunement for Couples; John Gottman

Becoming a Resonant Leader: Develop Your Emotional Intelligence, Renew Your Relationships, Sustain Your Effectiveness; Annie McKee, Richard Boyatzis, Frances Johnston

Emotional Intelligence: Why It Can Matter More Than IQ; Daniel Goleman

Emotional Intelligence 2.0; Travis Bradberry and Jean Greaves

WEEK 4: HANDLING DELEGATION AND CONFLICT

Leadership and the One Minute Manager; Increasing Effectiveness Through Situational Leadership II; Ken Blanchard and Patricia Zigarmi

Developmental Sequence in Small Groups; Bruce Tuckman

Getting to Yes: Negotiating Agreement Without Giving In; Roger Fisher and William Ury

Fierce Conversations: Achieving Success at Work and in Life, One Conversation at a Time; Susan Scott

Difficult Conversations: How to Discuss What Matters Most; Douglas Stone, Bruce Patton, and Sheila Heen

Harvard Business Essentials: Power, Influence, and Persuasion; Harvard Business School

Harvard Business Essentials: Negotiation; Harvard Business School

Let's Stop Meeting Like This: Tools to Save Time and Get More Done; Dick Axelrod and Emily Axelrod

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REFERENCES (con't)

WEEK 4: HANDLING DELEGATION AND CONFLICT (con't)

Decisive: How to Make Better Choices in Life and Work; Chip Heath and Dan Heath

Appreciative Inquiry for Collaborative Solutions; Robyn Stratton-Berkessel

Facilitator's Guide to Participatory Decision-Making; Sam Kaner

Change Your Questions Change Your Life: 10 Powerful Tools for Life and Work; Marilee Adams

Harvard Business Review: 8 Ground Rules for Great Meetings; Roger Schwarz

Harvard Business Review: Don't End a Meeting Without Doing These 3 Things; Bob Frisch and Cary Greene

Harvard Business Review: How to Run a Meeting; Antony Jay

Harvard Business Review: Taking the Stress Out of Stressful Conversations; Holly Weeks

WEEK 5: COACHING AND FEEDBACK

A Manager's Guide To Coaching: Simple and Effective Ways to Get the Best Out of Your Employees; Brian Emerson and Anne Loehr

Co-Active Coaching: Changing Business Transforming Lives; Henry Kimsey-House, Karen Kimsey-House, Phillip Sandagn and Laura Whitworth

The Coaching Habit: Say Less, Ask More and Change the Way You Lead Forever; Michael Bungay Stanier

Your First Leadership Job: How Catalyst Leaders Bring Out the Best in Others; Tacy Byham and Richard Wellins

Harvard Business Review: Fixing Performance Appraisal Is About More than Ditching Annual Reviews; Graham Kenny

Harvard Business Review: Why More and More Companies Are Ditching Performance Ratings; David Rock and Beth Jones

Harvard Business Review: The Top Complaints from Employees About Their Leaders; Lou Solomon

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REFERENCES (con't)

WEEK 6: CREATING A CULTURE OF SUCCESS

Switch: How to Change Things When Change Is Hard; Chip Heath and Dan Heath

Transparency: How Leaders Create a Culture of Candor; Warren Bennis, Daniel Goleman, James O'Toole, and Patricia Ward Biederman

That's Not What I Meant! : How Conversational Style Makes or Breaks Relationships; Deborah Tannen

Body Language; Julius Fast