

Employee Education and Development Library Resources

Supervision/Management/Leadership

Title	Author
<i>7 Kinds of Smart</i>	Armstrong, Thomas
<i>Art of Giving and Receiving Feedback</i>	Poertner, Shirley, Miller
<i>Boss's Survival Guide</i>	Rosner, Halcrow
<i>Character of Organizations</i>	Bridges, William
<i>Documenting Discipline</i>	Debileux, Mike
<i>Encyclopedia of Positive Questions</i>	Whitney, Diana
<i>The Fifth Discipline: The Art and Practice of the Learning Organization</i>	Senge, Peter
<i>Fish!</i>	Lundin, Steve
<i>Fish Tales</i>	Lundin, Steve
<i>Heart of a Leader: Insight on the Art of Influence</i>	Blanchard, Ken
<i>Human Touch Performance Appraisal</i>	Cadwell, Charlie
<i>It's OK to Ask 'Em to Work</i>	McNair, Frank
<i>Power of Appreciative Inquiry</i>	Whitney, Diana
<i>Rapids of Change: Social Entrepreneurship in Turbulent Times</i>	Theobald, Robert
<i>Team Handbook</i>	Scholtes, Peter
<i>Questions That Work</i>	Finlayson, Andrew
<i>Sabbath</i>	Muller, Wayne
<i>Succeeding with Teams</i>	Wellins, Richard
<i>Winnie-the-Pooh on Management</i>	Allen, Roger
<i>Who Moved My Cheese?</i>	Johnson, Spencer
<i>Working with Emotional Intelligence</i>	Goleman, Daniel
<i>Death by Meeting</i>	Lencioni, Patrick
<i>The Charater of Organizations: Using Personality Type in Org. Dev</i>	Bridges, William
<i>The 8th Habit-From Effectiveness to Greatness</i>	Covey, Stephen
<i>Throwing the Elephant: Zen and the Art of Managing Up</i>	Bing, Stanley

Training Resources

Title	Author
<i>1001 Ways to Energize Employees</i>	Nelson, Bob
<i>Succeeding with Teams: 101 Tips that Really Work</i>	Wellins, Richard
<i>101 Ways to Make Training Active</i>	Silberman, Mel
<i>201 Icebreakers</i>	West, Edie
<i>301 Fun Ways to Have Fun at Work</i>	Hemsmath, Dave; Yerkes Leslie
<i>ASTD Training & Development Handbook * Resource Only</i>	Craig, Robert
<i>Games Trainers Play</i>	Newstrom, John
<i>Big Book of Team Building Games</i>	Newstrom, John
<i>The ASTD Trainer's Sourcebook: Teambuilding</i>	Torbes, Fairbanks
<i>Principle -Centered Leadership</i>	Covey, Stephen

<i>The ASTD Trainer's Sourcebook: Leadership</i>	Coyle, Anne
<i>Developing the Leader Within You</i>	Maxwell, John
Skillbuilding	
Title	Author
<i>Assertiveness Skills</i>	Shelton, Nelda
<i>The Balancing Act</i>	Seivert, Sharon
<i>Cracking Creativity</i>	Michalko
<i>Customer Service Excellence</i>	Macheil, Debra
<i>Don't Sweat the Small Stuff at Work</i>	Carlson, Richard
<i>Emotional Intelligence Activity Book</i>	Lynn, Adele
<i>Encyclopedia of Positive Questions</i>	Whitney, Diana
<i>Frames of Mind</i>	Gardner, Howard
<i>How to get Control of Your Time and Your Life</i>	Lakein, Alan
<i>Intelligence Reframed</i>	Gardner, Howard
<i>It's a Jungle out There: Dealing with Difficult Behavior in the Workplace</i>	Mallory, Charles
<i>Great Meetings: How to Facilitate Like a Pro</i>	Plumb, Pam; Kelsey, Dee
<i>People Smart: Developing Your Interpersonal Intelligence</i>	Silberman, Mel
<i>Please Understand Me</i>	Keirse, David
<i>Retirement: The Challenge of Change</i>	Brady, Michael
<i>The Power of Appreciative Inquiry: A Practical Guide to Positive Change</i>	Whitney, Diana
<i>The Rapids of Change: Social Entrepreneurship in Turbulent Times</i>	Theobald, Robert
<i>The 7 Habits of Highly Effective People</i>	Covey, Stephen
<i>The Human Touch Performance Appraisal</i>	Cadwell, Charles
<i>Taming the Paper Tiger at Work</i>	Hemphill, Barbara
<i>The Time Trap</i>	Mackenzie, Alan
<i>Type Talk</i>	Kroeger, Otto
Books are available for 3-week lending.	
Please contact Employee Development at empdev@usm.maine.edu or call 228-8304.	

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