

## Bill Griffin's, Management Development Reading List

My favorite way to use this list is in a Book Club format with supervisors and management staff. Here's a general outline of how it works. A book is chosen by executive management or book club members. Each week or every two weeks a chapter is chosen or assigned and read by each member. On a rotating basis one member of the group writes a summary of the key points of the read chapter and verbally presents the summary (with a small number PPT slides) to other members who then discuss how the key points can be applied to benefit each person in their area of responsibility and the company. During the following week or two each participant does his or her best to apply the concepts of the read chapter to their work. At the following meeting each person submits a brief written report on how they applied the concept and what benefits they found and or challenges they faced in doing so. This process continues until each chapter in the book has been read, summarized, discussed, applied and discussed again. This process continues when another book from the list is chosen and the process starts over again. The club may decide to add other books to their list as they see fit. Enjoy the read, the challenges and the benefits.

1. [Eat that Frog](#). 128 pages Brian Tracy \$8.39  
Eat That Frog is a time management book by Brian Tracy that emphasizes prioritizing important tasks. It encourages tackling the most challenging tasks first. The title refers to overcoming procrastination.
2. [Work Made Fun Gets Done!](#) 224 pages Bob Nelson \$9.89  
Work Made Fun Gets Done! offers strategies for integrating fun into workplace practices to enhance productivity and employee happiness. It illustrates how enjoyment can transform work into a more rewarding experience.
3. [1001 Ways to Engage Employees](#). 204 pages Bob Nelson \$14.80  
1001 Ways to Engage Employees provides a wealth of practical strategies to boost employee engagement and motivation. It covers diverse techniques to foster a committed and enthusiastic workforce.
4. [Verbal Judo](#). 224 pages George Thompson \$15.29  
Verbal Judo offers techniques for using words to de-escalate conflicts and gain cooperation. It teaches communication skills that empower individuals to speak more effectively and persuasively.
5. [Dream Manager](#). 176 pages Matthew Kelly \$99.96  
Dream Manager explores how companies can boost employee engagement by helping workers achieve their personal dreams. It presents a compelling case for investing in employees' aspirations to improve retention and satisfaction.
6. [The E Myth](#). 228 pages Michael Gerber \$13.71  
The E Myth examines why small businesses fail and offers insights on thinking more like an entrepreneur than a technician. It stresses the importance of systems in successful business operations.
7. [Seven Habits of Successful People](#). 381 pages Stephen Covey \$12.32  
Seven Habits of Highly Effective People outlines key principles for personal and professional effectiveness. It emphasizes proactive behavior, goal setting, and prioritizing to foster success and leadership.
8. [The Surprising Science of Meetings: How You Can Lead Your Team to Peak Performance](#). 192 pages Steven Rogelberg \$21.69  
The Surprising Science of Meetings offers evidence-based tactics for improving meeting effectiveness, enhancing team performance. It provides practical tips to transform meetings into productive, engaging experiences.
9. [The Break Through Company: How Everyday Companies Become Extraordinary Performers](#). 288 pages Keith McFarland \$13.99  
The Break Through Company analyzes how average companies transform into industry leaders. It provides insights and strategies for growth, innovation, and overcoming challenges to achieve

extraordinary performance.

10. [Leadershift: The 11 Essential Changes Every Leader Must Embrace](#). 288 pages John Maxwell \$23.75  
Leadershift delves into 11 essential changes that leaders must embrace to stay effective and relevant. It highlights the importance of adaptability and forward-thinking in leadership.
11. [How the Mighty Fall: And Why Some Companies Never Give In](#). 240 pages Jim Collins \$22.75  
How the Mighty Fall explores the stages of decline in once-successful companies and why some never recover. It offers insights on recognizing warning signs and preventing corporate failure.
12. [Primal Leadership](#). 336 pages Daniel Goleman \$20.97  
Primal Leadership focuses on the power of emotional intelligence in leadership. It argues that leaders' emotional styles drive the moods and actions of their organizations, impacting overall performance.
13. [The Four Disciplines of Execution](#). 352 pages McChesney, Covey \$21.60  
The Four Disciplines of Execution presents a methodical approach to achieving strategic goals despite the whirlwind of daily demands. It emphasizes focus, leverage, engagement, and accountability to enhance performance.
14. [Think Simple: How Smart Leaders Defeat Complexity](#). 256 pages Ken Segall \$26.28  
Think Simple explores how leaders can cut through complexity to improve clarity and efficiency. It offers strategies for simplifying processes, decision-making, and innovation in business leadership.
15. [Radical Candor: Be a Kick-Ass Boss Without Losing Humanity](#). 272 pages Kim Scott \$24.98  
Radical Candor advocates for a leadership style that combines direct feedback with genuine empathy. It guides leaders on how to be both honest and compassionate in managing teams.
16. [Leadership & Self-Deception: Getting Out of the Box](#). 240 pages The Arbinger Inst. \$14.96  
Leadership & Self-Deception explores how self-deception affects leadership and interpersonal relationships. It offers insights on breaking free from these mental traps to lead more effectively and authentically.
17. [Essentialism: The Disciplined Pursuit of Less](#) 272 pages by Greg McKeown \$10.49  
Essentialism promotes the disciplined pursuit of less but better, guiding individuals to focus on what truly matters. It encourages cutting out the non-essential to enhance productivity and fulfillment.
18. [The 5 Second Rule: Transform Your Life, Work, and Confidence with Everyday Courage](#) 240 pages by Mel Robbins \$13.99  
The 5 Second Rule offers a simple technique to boost productivity and confidence by counting down from five and taking action. It emphasizes the power of decisive, immediate action to overcome hesitation.