

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](#). Brian Tracy \$8.39
Eat That Frog! encourages prioritizing tasks, overcoming procrastination, and enhancing productivity through effective time management.
2. [Work Made Fun Gets Done!](#) Bob Nelson \$9.89
Work Made Fun Gets Done! explores boosting employee engagement and productivity through fun workplace practices.
3. [1001 Ways to Engage Employees](#). Bob Nelson \$14.80
1001 Ways to Engage Employees offers numerous strategies for increasing employee motivation and workplace satisfaction.
4. [Verbal Judo](#). George Thompson \$15.29
Verbal Judo teaches effective communication techniques to defuse conflicts and persuade others with empathy and respect.
5. [Dream Manager](#). Matthew Kelly \$99.96
Dream Manager illustrates how supporting employees' personal dreams fosters engagement and success in the workplace.
6. [The E Myth](#). Michael Gerber \$13.71
The E-Myth revisits why small businesses fail and how to succeed by working on, not in, your business.
7. [Seven Habits of Successful People](#). Stephen Covey \$12.32
Seven Habits of Highly Effective People outlines principles for personal and professional effectiveness and fulfillment.
8. [The Surprising Science of Meetings: How You Can Lead Your Team to Peak Performance](#). Steven Rogelberg \$21.69
The Surprising Science of Meetings offers insights and strategies to make meetings more effective and engaging.
9. [The Break Through Company: How Everyday Companies Become Extraordinary Performers](#). Keith McFarland
The Break Through Company offers insights and strategies to make meetings more effective and engaging.
10. [Leadershift: The 11 Essential Changes Every Leader Must Embrace](#). John Maxwell \$23.75
Leadershift explores the essential changes leaders must make to adapt, thrive, and inspire in dynamic environments.
11. [How the Mighty Fall: And Why Some Companies Never Give In](#). Jim Collins \$22.75
How the Mighty Fall analyzes stages of decline in companies and how to avoid or recover from them.
12. [Primal Leadership](#). Daniel Goleman \$20.97
Primal Leadership argues the importance of emotional intelligence in leadership for inspiring and

influencing others effectively.

13. [The Four Disciplines of Execution](#). McChesney, Covey \$21.60
The Four Disciplines of Execution outlines a framework for achieving wildly important goals through focused teamwork.
14. [Think Simple: How Smart Leaders Defeat Complexity](#). Ken Segall \$26.28
Think Simple advocates for simplicity in leadership and business strategies to outperform complexity and drive success.
15. [Radical Candor: Be a Kick-Ass Boss Without Losing Humanity](#). Kim Scott \$24.98
Radical Candor offers a guide to being an effective leader through caring personally and challenging directly.
16. [Leadership & Self-Deception: Getting Out of the Box](#). The Arbinger Inst. \$14.96
Leadership & Self-Deception explores overcoming self-deception to improve leadership, relationships, and organizational performance authentically.
17. [Essentialism: The Disciplined Pursuit of Less](#) by Greg McKeown \$10.49
Essentialism promotes focusing on what truly matters, eliminating excess to lead a more meaningful life.
18. [The 5 Second Rule: Transform Your Life, Work, and Confidence with Everyday Courage](#) by Mel Robbins \$13.99
The 5 Second Rule proposes a simple technique to boost productivity, break bad habits, and embrace courage.