

## **Leadership and Management Books**

### **Effective Leadership - How to develop leadership skills.**

By: John Adair  
Published by: Pan  
ISBN: 0-330-30230-2

A self-help title which offers advice on developing leadership skills. Draws upon examples of leadership in action - commercial, historical and military - to identify the essential requirements of good leadership. First published by Gower Press in 1983.

### **In Search of Excellence**

By: Peters / Waterman  
Published by: Harper & Row  
ISBN: 0-06-338002-1

A book dealing with many different principles of economics and what makes big business' excellent. The first idea that Peters discusses is his chart of the McKinsey 7-S Framework. The graph is very simple but the ideas are fairly complex. In their research, they found that their philosophies were too hard to explain and easily forgettable. They made this Framework to deal with strategy, structure, style, systems, staff (people), skills, and shared values (culture).

### **Leadership Challenge Planner**

By: Kouzes / Posner  
Published by: JB Pfeiffer  
ISBN: 0-7879-4568-4

A practical follow-up and implementation tool that takes users through the process of planning a major project or initiative using the Leadership Challenge model. (The Leadership Challenge has sold over 750,000 copies.) This stand-alone self-learning tool will guide users (novice through expert) through their projects. Each chapter contains easy-to-use worksheets that aid in planning.

### **Managing People is Like Herding Cats**

By: Warren Bennis  
Published by: Kogan Page  
ISBN: 0-7494-2849-x

Herding Cats spells out the dilemma facing our leaderless society, details the qualities that successful leaders must have, and explores the challenges that today's leaders must face as they move toward change

### **Not Bosses but Leaders**

By: John Adair  
Published by: Kogan Page  
ISBN: 0-7494-0270-9

The author's views are presented in a clear and readable form as a dialogue with a young business executive, who is soon to become a strategic leader. By using this approach Not Bosses but Leaders offers accessible guidance on exactly what is needed to become a leader, as each fundamental aspect of leadership is exposed and explained in a concise, lucid way. It is a book that doesn't depend on historical models but springs from the day to day realities of management. It is the study of what a leader actually has to do.

## **Seven Habits of Highly Effective People**

By: Stephen Covey  
Published by: Simon & Schuster  
ISBN: 0-671-71117-2

The 'Seven Habits' are a remarkable set of inspirational and aspirational standards for anyone who seeks to live a full, purposeful and good life, and are applicable today more than ever, as the business world becomes more attuned to humanist concepts. Covey's values are full of integrity and humanity, and contrast strongly with the process-based ideologies that characterised management thinking in earlier times.

## **Your Personal Survival Guide to the 21<sup>st</sup> Century**

By: Roy Sheppard  
Published by: Centre  
ISBN: 1-901534-02-2

The author read the BBC breakfast news for five years before he was suddenly declared redundant. He reinvented himself as a business communications consultant with more control over his life, more satisfaction with his career, and much more money. He argues that, in a world of increasing business and technological change, we all need to take more responsibility for our future by acquiring new skills, seeking new contacts, and marketing ourselves which involves becoming more entrepreneurial, developing a portfolio of work opportunities, and ideally becoming self-employed. As Sheppard puts it: "The future belongs only to those who have adequately prepared for it".

## **Good to Great**

By: Jim Collins  
Published by: Arrow Books Ltd Random House Business Books, 2001

Answers the question: "Can a good company become a great company, and if so, how?" After a five year research project, Collins concludes that good to great can and does happen. Collins uncovers the underlying variables that enable any type of organisation to make the leap from good to great, while other organisations remain only good.