



Recommended Reading

Transitioning to Manager

The First 90 Days: Critical Success Strategies for New Leaders at All Levels
by Michael Watkins

A must read for all new managers (or for anyone transitioning into a new position); full of tips, tricks and tools to be successful while avoiding common pitfalls.

The First Time Manager
by Loren Belker and Gary Topchik

A great book that provides readers with the key fundamentals that all great managers master.

Workload Balance

The One Minute Manager Meets the Monkey by Ken Blanchard, William Oncken and Hal Burrows

A classic, that in a short, simple and to-the-point fashion uses a common analogy to explain how to manage a team while also managing your own workload. It will teach you how to manage your team instead of letting them manage you.

Getting Things Done: The Art of Stress-Free Productivity by David Allen

The title accurately indicates the insights this book delivers. From delegation and prioritization tactics to overcoming obstacles all the applicable topics are in this book.

Managing Competing Interests

The 360 Degree Leader: Developing Your Influence from Anywhere in the Organization
by John C. Maxwell

Effective managers must master the art of influence, both with their teams and across other organizations. As a manager you sit in the middle of it all and must find a way to navigate and gain buy-in for what you need to accomplish. This book can help.

Suddenly in Charge: Managing Up, Managing Down, Succeeding All Around
by Roberta Chinsky Matuson

STAR managers lead up and down. This book offers great insights into how to build credibility with the team you manage and building a strong brand with your boss and other company leaders.



Recommended Reading

Interviewing & Hiring

Hire With Your Head: Using Performance-Based Hiring to Build Great Teams

by Lou Adler

From how to attract the right people, explaining the right way to interview in order to find the ideal candidate, to mastering the art of performance-based hiring, this book is a valuable resource for any hiring manager.

Hiring the Best: Manager's Guide to Effective Interviewing and Recruiting

by Martin Yate

This book helps you uncover the best candidates from the rest. Packed with hundreds of questions you can use in interviews, this is a great resource for any manager.

Topgrading: How Leading Companies Win by Hiring, Coaching, and Keeping the Best People

by Bradford D. Smart Ph.D

Learn why half of new hires end up being wrong, how to increase the likelihood of selecting the right person and how to utilize a number of hiring best practices.

Who: The A Method for Hiring

by Geoff Smart and Randy Street

Learn how to find the A players and weed out the rest.

Building a solid team culture & Trust

The Speed of Trust

by Stephen MR Covey

Learn why trust is one of the most important ingredients of any high performing team and how to cultivate it amongst your employees.

Principle Centered Leadership

by Stephen Covey

This book will help you focus your team on creating a culture, based on the right things, that is built to last.

Conscious Business: How to Build Value Through Values

by Fred Kofman

Learn how awareness can help you and your team achieve goals. Foster responsibility, integrity and authenticity amongst your employees.



Recommended Reading

Motivation

To Sell Is Human: The Surprising Truth About Moving Others

by Daniel H. Pink

Everyone sells. STAR managers are able to sell their ideas and motivate their direct reports to extraordinary results. Learn how here.

The Power of Full Engagement

by Jim Loehr and Tony Schwartz

Mastering how you spend your energy (not your time) can lead to increased results. Use these techniques to create a fully engaged and focused team.

Love 'em or Lose 'em: Getting Good People to Stay

by Beverly Kaye and Sharon Jordan-Evans

STAR managers don't just hire great people, they know how to keep them around. Avoid the added cost of hiring and training new staff by utilizing the great advice in this book.

Start with Why: How Great Leaders Inspire Everyone to Take Action

by Simon Sinek

Learn what the best leaders do differently through real life examples from the lives of those who have reached the pinnacle of their given field.

Generational Differences

Keeping the Millennials

by Dr. Joanne G. Sujansky, CSP and Dr. Jan Ferri-Reed

This book not only gives you insights into how to engage and motivate the employees you manage around your age, but it also helps you learn more about yourself and why you act in certain ways within the workplace.

What's Next, Gen X?: Keeping Up, Moving Ahead, and Getting the Career You Want

by Tamara J. Erickson

Here you can not only learn about the generation immediately before us, but you can also get some great career tips too.



Recommended Reading

Leading Through Others

Influence: The Psychology of Persuasion

by Robert B. Cialdini

A great read that outlines the principles of persuasion so you can learn how to change others and guide your team toward achieving goals.

Wooden on Leadership: How to Create a Winning Organization

by John Wooden and Steve Jamison

Gain insights from an old school leader and incredibly effective manager so you can leverage these proven coaching techniques with your team.

Execution: The Discipline of Getting Things Done

by Bossidy, Charan and Burck

This book teaches you how to bring together strategy, operations and people to help your team accomplish more.

General Management

A Manager's Guide to Coaching: Simple and Effective Ways to Get the Best From Your Employees

by Anne Loehr and Brian Emerson

This book helps you master simple but effective coaching techniques to increase the output of your employees and help them move down the path to career development.

Crucial Conversations Tools for Talking When Stakes Are High

by Kerry Patterson

While every interaction you have with your employees matters, some are more impactful than others. Learn how to act in high pressure situations and how to motivate your employees toward improvement when you see they need to change.

The 48 Laws of Power

by Robert Greene

STAR managers are able to capture and further develop power without abusing the privilege. This book shares a holistic view of how to navigate the rough waters of the workplace and use power to your advantage.



Recommended Reading

Leadership

Lead by Example

by John Baldini

This book is stocked with great advice on how to develop as a leader, especially for those managing teams.

The Five Dysfunctions of a Team: A Leadership Fable

by Patrick M. Lencioni

Through the art of storytelling, learn the pitfalls of unhealthy teams and discover how to overcome them.

The 21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You

by John C. Maxwell

Each of the laws outlined in this book should be key considerations you are mindful of whenever leading a team.

The Classics

The Extraordinary Leader

by John Zenger and Joseph Folkman

Learn how to become a great leader with the pragmatic techniques and frameworks outlined within.

The Effective Executive: The Definitive Guide to Getting the Right Things Done

by Peter F. Drucker

No list of classic management books is complete without a Drucker title. There are many things to learn from the Father of Modern Management.

Leading Change

by John P. Kotter

STAR managers are flexible amidst change. Learn how the best lead through times of change and uncertainty from this great book.

Getting to Yes: Negotiating Agreement Without Giving In

by Roger Fisher, William L. Ury, Bruce Patton

The quintessential book on negotiation; a skill all managers needs. Understand how to negotiate effectively and leverage these principles to get your team to agree to your mission, vision, culture and management style.