

## Recommended Books for Supervisors

*All books listed are available for loan through the Lending Library.*

TITLE	AUTHOR
1001 Ways to Energize Employees	Bob Nelson
1001 Ways to Reward Employees	Bob Nelson
Coaching for Improved Work Performance	Ferdinand F. Fournies
Crucial Confrontations	Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler
Difficult Conversations	Douglas Stone, Bruce Patton and Sheila Heen
Disciplining Federal Employees	Michael Corum
First Break All the Rules	Marcus Buckingham and Curt Coffman
Getting to Yes	Roger Fisher and William Ury
It's Okay To Be The Boss	Bruce Tulgan
It's Okay to Manage Your Boss	Bruce Tulgan
Managing Employee Performance	Michael Corum
Now, Discover Your Strengths	Marcus Buckingham and Donald O. Clifton
Peer Today, Boss Tomorrow: Navigating Your Changing Role	Laura E. Bernstein
Perfect Phrases for Managers & Supervisors	Meryl Runion
Sqawk! How to Stop Making Noise and Start Getting Results	Travis Bradberry
Step Up to Supervisor: Making the Transition from Buddy to Boss	Kate Zabriskie
Supervising Federal Employees	Michael Corum
Take the Bully by the Horns	Sam Horn
The 7 Hidden Reasons Employees Leave	Leigh Branham
The Anatomy of Peace: Resolving the Heart of Conflict	Arbinger Institute
The First Four Weeks	Michael Corum
The Five Dysfunctions of a Team	Patrick Lencioni
The Heart of Mentoring	David Stoddard
The One Minute Manager Meets the Monkey	Kenneth Blanchard, William Oncken Jr and Hal Burrows
The Speed of Trust: The One Thing That Changes Everything	Stephen Covey
The Successful Coaching Manager	Allan M. Mackintosh
Time Management	Marc Mancini
Time Management in an Instant	Karen Leland and Keith Bailey
Tongue Fu!	Sam Horn
Why Employees Don't Do What They're Supposed To Do and What To Do About It	Ferdinand F. Fournies

Updated January 13, 2011 kef