

**LEADERSHIP AND MANAGEMENT RESOURCES  
IN THE OMAHA DISTRICT LIBRARY**

**COMMUNICATION/COUNSELING**

Accentuate the Positive <b>BF 503 Ac.2</b>	Blanchard	Video
Amazing Change Profile: Discovering Who You are and How You Can Enjoy More Success with Less Stress in Changing Times <b>BF 637.C4 C44 1999</b>	Johnson	Book
Analyzing Performance Problems <b>HF5549.5 P35 M33x 1984</b>	Mager	Book
Assertive Communication Skills for Professionals <b>BF 575.A85 A846 1994</b>	Price	Video
Bad Apples: How to Deal With Difficult Attitudes <b>HF 5549 .B33 2000</b>	VisionPoint	Video
Case of Working Smarter Not Harder <b>HD50 .C34 1985</b>	CRM	Video
Clown <b>BF 575.P9 C62 2002</b>	Angry Man Prod.	Video
Conflict : the Rules of Engagement <b>BF 637.I48 C748 1997</b>	Heim	Book
Cultivating Initiative in Your Staff <b>HF 5549.5.M63 S52 1992</b>	CareerTrack	Video
The Federal Manager's Guide to Discipline <b>JK 768.7 .R45 2000</b>	Reischl	Book
Effective Phrases for Performance Appraisals : a Guide to Successful Evaluations <b>HF 5549.5.R3 N4 2003</b>	Neal	Book
How to Get Results with People <b>BF637.C45 H68 1987X</b>	Salzman	Audio
How to Handle Conflict and Manage Anger <b>HM136.W13 1993</b>	Waitley	Audio
Increasing Productivity Through Performance Appraisal <b>HF5549.5.R3 I367 1982</b>	Latham/Wexley	Book
Management, 1st Ed. <b>HD31 .D773 1985</b>	Drucker	Book

## LEADERSHIP BIBLIOGRAPY

<u>Title</u>	<u>Author/Editor</u>	<u>Type</u>
<b><u>COMMUNICATION/COUNSELING (con't)</u></b>		
Management & Performance <b>HD31 .S94 1988</b>	Szilagyi Jr.	Book
The Managerial Decision-Making Process <b>HD30.23 .H368 1987</b>	Harrison	Book
Managing Employee Performance: a Federal Supervisor's Guide to Getting Top Performance from Employees <b>HF 5549.12 .C78 2004</b>	Corum	Book
Managing Leave and Attendance Problems: a Guide for the Federal Supervisor <b>JK 770 .G55 2003</b>	Gilson/Musacchio	Book
The Mediation Process: Practical Strategies for Resolving Conflict <b>HM 136 .M684 1986</b>	Moore	Book
Mega Trends <b>HN59.2.N35 1985</b>	Nesbitt	Video
Motivating People in Today's Workplace <b>HF 5549.5.M63 M918 1995</b>	CareerTrack	Video
The Performance Appraisal Question and Answer Book : a Survival Guide for Managers <b>HF 5549.5.R3 G642 2002</b>	Grote	Book
Performance Appraisal Solutions <b>HF 5549.5.R3 P47 1996</b>	CareerTrack	Video
Power Dead-Even Rule and Other Gender Differences in the Workplace <b>BF 692.2 .P68 1995</b>	Heim	Video
Problem Employees, How to Improve Their Performance <b>HF5549.5 .E42 W94 1991</b>	Wylie	Book
Taking Disciplinary Actions : a Federal Supervisor's Guide to Corrective Discipline <b>KF 5340 .C678 2003</b>	Corum	Book
Talking From 9 to 5 : How Women's and Men's Conversational Styles Affect Who Gets Heard, Who Gets Credit <b>HF 5718 .T36 1994</b>	Tannen	Book

## LEADERSHIP BIBLIOGRAPY

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<b><u>COMMUNICATION/COUNSELING (con't)</u></b>		
Whale Done! [videorecording] : the Power of Positive Relationships. <b>BF 503 .W48</b>	Blanchard	Video
What Do I Say When--a Guidebook For Getting Your Way With People on the Job <b>HF 5718 .S637 1988</b>	Solomon	Book
When All Else Fails : How to Fire a Federal Employee : a Supervisor's How-to-Guide to Discipline and Termination <b>KF 5340 .W57 2003</b>	Wiley	CDROM
Win-Win Negotiating : a Professional's Playbook <b>HD 58.6 .T57 1993</b>	Tirella	Book
Zapp! : the Lightning of Empowerment: How to Improve Productivity, Quality, and Employee Satisfaction <b>HD 30.3 .B94 1988</b>	Byham	Book
Zapp! :the Lightning of Empowerment : How to Improve Productivity, Quality, and Employee Satisfaction <b>HD 30.3 .B945 1992</b>	Byham	Video
<b><u>DEVELOPING SELF AND OTHERS</u></b>		
12 Bad Habits That Hold Good People Back: How to Become Indispensable in the Volatile World of Business <b>HD 58.7 .W14 2003</b>	Waldroop	CDROM
Assertiveness for Career and Personal Success <b>BF575 .A85 .M35</b>	Marshall	Audio
The Abilene Paradox <b>HD30.23 .A25 1991</b>	Harvey	Video
The Abilene Paradox & Other Mediations <b>HD58.7 .H376 1988</b>	Harvey	Book
Becoming the Obvious Choice: a Guide to Your Next Opportunity <b>HF 5386 .D64 2001</b>	Dodge/Cottrell	Book
Breakaway : deliver value to your customers—fast! <b>HF 5415.5 .F724 2002</b>	Fred	Book

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<b><u>DEVELOPING SELF AND OTHERS (con't)</u></b>		
Dealing with Conflict & Confrontation: How to Keep Your Cool, Stand Your Ground and Reach a Positive Resolution <b>HD 42 .R476 1993</b>	CareerTrack	Video
Dealing with Conflict & Confrontation: How to Keep Your Cool, Stand Your Ground and Reach a Positive Resolution <b>HD 42 .D431 1993</b>	CareerTrack	Cassettes
Effective Team Building <b>HF5547 .W45 1989X</b>	Weiss	Audio
Everyone's a Negotiator <b>BF637 .N4 C6</b>	Cohen	Video
How to Give Exceptional Customer Service: Strategies for 2000 and Beyond <b>HF 5415.5 .F67 1991</b>	Ford	Video
How to Improve Performance Through Appraisal and Coaching <b>HF5549.5 R3 K54 1982</b>	Kirpatrick	Book
The Leadership Equation <b>HD57.7.B377 1989</b>	Barr/Barr	Book
Mark H. McCormack on Negotiating <b>BF637 .N4 M32 1995</b>	McCormack	Book
Negotiate Like the Pros <b>BF637 .N4 N43 1990</b>	Dolan	Audio
Overcoming Procrastination <b>BF637 .P76 O93 1992</b>	Woodring	Video
Personal Power <b>BF632 .F6 1987</b>	Ford	Audio
The Procrastination Cure <b>BF637.58 .B92 1989</b>	Burka	Audio
The Power of Ethical Management <b>HF5387 .B56 1988</b>	Blanchard	Audio
Self-Esteem and Peak Performance <b>BF697 .S44 1989</b>	Canfield	Video
Seven Habits of Highly Effective People <b>BF637 .S8 C68 1989</b>	Covey	Book

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<b><u>KNOWLEDGE MANAGEMENT</u></b>		
Start Right--Stay Right: Every Employee's Straight-Talk Guide to Job Success <b>HF 5386 .V46 2004</b>	Ventura	Book
Stress Management for Professionals <b>HF5548.85 M4 1989</b>	Mellot	Audio
What Color is Your Parachute? <b>HF 5382.7 B64</b>	Bolles	Book
Complete Idiot's Guide to Knowledge Management <b>HD 30.2 .R86 2002</b>	Rumizen	Book
Cultivating Communities of Practice: a Guide to Managing Knowledge <b>HD 30.2 .W46 2002</b>	Wenger	Book
Knowledge Management Handbook <b>HD 30.2 .K637 1999</b>	Liebowitz	Book
Knowledge Management Lessons Learned: What Works and What Doesn't <b>HD 30.2 .K637 2004</b>	Koenig/Srikantaiah	Book
<b><u>LEADING</u></b>		
180 Ways to Walk the Leadership Talk <b>HD57.7 .B19 2000</b>	Baldoni	Book
The Art of the Leader <b>HD 57.7 .C64 1990</b>	Cohen	Book
Creating Excellence <b>HD31 .H48</b>	Hickman/Silva	Video
Deep Change : Discovering the Leader Within <b>HD 58.8 .Q56 1996</b>	Quinn	Book
Enlightened Leadership : Getting to the Heart of Change <b>HD 57.7 .O2 1993</b>	Oakley	Book
The Female Advantage: Women's Ways of Leadership <b>HD6054.4 .U6 H45 1990</b>	Helgeson	Book
Flight of the Buffalo : Soaring to Excellence Learning to Let Employees Lead <b>HD 57.7 .B447 1993</b>	Belasco	Book

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<b>LEADING (con't)</b> Flight of the Buffalo : Soaring to Excellence Learning to Let Employees Lead <b>HD 57.7 .F45 1994</b>	Belasco	Video
How to Lead a Team <b>HD 66 .H69 1996</b>	CareerTrack	Video
How to Make Meetings Work <b>HM131 .D68 1982</b>	Doly/Straus	Book
The Human Side of Enterprise <b>HF5549 .M27 1985</b>	McGregor	Book
Into the Unknown: Leadership Lessons from Lewis & Clark's Daring Westward Adventure <b>HD 57.7 .U43 2004</b>	Uldrich	Book
John P. Kotter on What Leaders Really Do <b>HD 57.7 .K665 1999</b>	Kotter	Book
Lead the Field <b>HD 57.7 .N56 1996</b>	Nightingale	CDROM
Leading Change <b>HD 58.8 .K65 1996</b>	Kotter	Book
Leading the Way <b>BF 471 .W36</b>	Gilbreath	Video
Leaders : The Strategies for Taking Charge <b>HD 57.7 .B46 1985</b>	Bennis	Book
Leadership <b>HD 57.7 .G58 2003</b>	Giuliani	CDROM
Leadership is An Art <b>HD57.7 .D46 1989</b>	DePree	Book
The Leadership Challenge <b>HD57.7 .K68 1987</b>	Kouzes/Posner	Book
The Leadership Engine: Building Leaders at Every Level <b>HD 57.7 .T58 1998</b>	Tichy	Book
Leadership Secrets of Attila the Hun <b>HM141 .R6 1989</b>	Roberts	Book
Listen Up, Leader! : Pay Attention, Improve, and Guide <b>HF 57.7 .C6 2000</b>	Cottrell	Book
Making Meetings Work <b>HM133 .B63</b>	Bradford	Book

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<b><u>LEADING (con't)</u></b>		
Management of Organizational Behavior <b>HD58.7 .H47 1988</b>	Hersey/ Blanchard	Book
Managing in Turbulent Times <b>HD31 .D7734</b>	Drucker	Book
Military Leadership <b>U408.3 .A13 1990</b>	Army	Book
Organizational Culture and Leadership <b>HD58.7 .S33 1985</b>	Schein	Book
Principle-Centered Leadership <b>BF 637.S8 C67 1992</b>	Kingcade	Book
Principle-Centered Leadership <b>BF 637.S8 C681 1993</b>	Kingcade	Video
The Power of Listening <b>BF323 .L5 P68 1988X</b>	CRM	Video
Shackleton's Way: Leadership Lessons from the Great Antarctic Explorer <b>HD 57.7 .M668 2001</b>	Morrell	Book
Shackleton's Way: Leadership Lessons from the Great Antarctic Explorer <b>HD 57.7 .M668 2001</b>	Morrell	CDROM
Taking the Challenge <b>BF 471. W35</b>	Gilbreath	Video
Taking Your Meeting out of the Doldrums <b>AS6 .S318 1988</b>	Schindler	Book
Team Building <b>HD66 .LS36 1989</b>	Sanborn	Video
Thriving on Chaos <b>HD70 .U5 P426 1987</b>	Peters	Book
Thriving on Chaos <b>HD70 .U5 T47 1989</b>	Peters	Video
What Every Supervisor Should Know <b>HF5549 .B52 1990</b>	Bittel/ Newstrom	Book
Why Work <b>HD57.7 .M33 1989</b>	MacCoby	Book

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<b><u>MANAGEMENT THOUGHT</u></b>		
A Passion for Customers <b>HF5415.5 P47 1987X</b>	Peters	Video
A Passion for Excellence <b>HD70 .U5 P425 1986</b>	Peters	Book
Contemporary Applied Management <b>HD31 .D79 1989</b>	Dubrin	Book
Contemporary Management <b>HD31 .V3185 1991</b>	Van Fleet	Book
Defining Moments : When Managers Must Choose Between Right and Right <b>HF 5387 .B32 1997</b>	Badaracco	Book
Deming Management Method <b>HD38 .D439 W35 1986b</b>	Walton	Book
The Distance Manager : a Hands-On Guide to Managing Off-Site Employees and Virtual Teams <b>HD 2336.3 .F57 2001</b>	Fisher	Book
Essentials of Management <b>HD31 K62 1990</b>	Peters	Book
Essentials of Organizational Behavior <b>HD 58.7.R6 2005</b>	Robbins	Book
First, Break All The Rules <b>HD38.2 .B83 1999</b>	Coffman/Buckingham	Book
The Empowered Manager-Positive Political Skills at Work <b>HD58.7 .B58 1991</b>	Block	Book
Good to Great : Why Some Companies Make the Leap--and Others Don't <b>HD 57.7.C645 2001</b>	Collins	Book
Good to Great : Why Some Companies Make the Leap--and Others Don't <b>HD 57.7.C645 2001</b>	Collins	CDROM
High Impact Leadership <b>BF637 .L54 H44 1990</b>	Sanborn	Video
Introduction to Total Quality Management in the Federal Government <b>TS156.6 .I5 1991</b>	Fed Qual Institute	Book

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<b><u>MANAGEMENT THOUGHT</u> (con't)</b>		
In Search of Excellence <b>HD70 .U5 148 1985</b>	Peters	Video
Keys to Telecommuting Success <b>HD 2336.3 .K4 1994</b>	Arizona/Oregon/Washington Departments of Energy	Video
Legal Peril : 8 Management Pitfalls to Avoid <b>KF 3369 .L51 2003</b>	Coastal	Video
The Lexus and the Olive Tree <b>HF 1359 .F74 2000</b>	Friedman	Book
Liberation Management <b>HD58.8 .P48 1993</b>	Video Publishing Co.	Video
A Manager's View of Telework <b>HD 2336.3 .M3 1997</b>	Telework Collaborative	Video
Managing Virtual Teams : Practical Techniques for High-Technology Project Managers <b>HD 66 .H39 1998</b>	Haywood	Book
The Nature of Managerial Work <b>HD31 .M457</b>	Mintzberg	Book
One Minute Manager <b>HD31 .B527 1982</b>	Blanchard	Video
Project Management <b>HD69 .P75 K47 1992</b>	Kerzner	Book
The Renewal Factor <b>HD58.8 W387 1987</b>	Waterman	Book
Skills for New Managers <b>HD 57.7 .S736 2000</b>	Stettner	Book
Telecommuting: Management Tool for the '90s <b>HD 2336.3 .T45 1995</b>	Arizona/Oregon/Washington Departments of Energy	Video
<b><u>ORGANIZATION</u></b>		
The Change Monster : the Human Forces That Fuel or Foil Corporate Transformation and Change <b>HD 58.8 .D833 2001</b>	Duck	Book
Delegating <b>HD 50 .D4</b>	CRM	Video
Heart of Change : Real-Life Stories of How People Change Their Organizations <b>HD 58.8 .K645 2002</b>	Kotter	Book

## LEADERSHIP BIBLIOGRAPY

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Honda Motor: The Men, The Management, The Machines <b>HD 970 .J34 H65713 1987</b>	Sakiya	Book
How to Delegate Work Work & Ensure It's Done Right <b>HF 5549 .L65 1989</b>	CareerTrack	Video
How to Delegate Work & Ensure It's Done Right <b>HF5549 .L65 1988</b>	Lohr	Audio
How to Run a Successful Meeting in Half the Time <b>HF5718 .F743 1989</b>	Frank	Book
Implementing Total Quality Management Competing in the 1990s <b>TS156 .J12</b>	Jablonski	Book
Leadership and the New Science : Learning About Organization from an Orderly Universe <b>Q158.5 .W43 1992</b>	Whaeatley	Book
Organizational Development <b>HM131 .B435</b>	Bennis	Book
<b><u>PLANNING</u></b>		
A Guide to Planning Accessible Meetings <b>HD 5734.5 .G8 1993</b>	Kailes/Jones	Book
The Art of the Long View <b>HD 30.28 .S316 1991</b>	Schwartz	Book
The Balanced Scorecard : Translating Strategy Into Action <b>HD 56 .K35 1996</b>	Kaplan/Norton	Book
Change Without Pain : How Managers Can Overcome Initiative Overload, Organizational Chaos, and Employee Burnout <b>HD 58.8 .A265 2004</b>	Abrahamson	Book
Competing for the Future <b>HD 41 .H24 1994</b>	Hamel/Prahalad	Book
The Effective Executive <b>HD38 .D68 1985</b>	Drucker	Book

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<b><u>PLANNING (con't)</u></b>		
Goal Setting <b>HD31 .H78</b>	Hughes	Book
The Genius of Sitting Bull <b>HD 70 .U5 M87 1993</b>	Murphy/Snell	Book
Hope is not a Method : What Business Leaders Can Learn from America's Army <b>HD 31 .S762 1996</b>	Sullivan	Book
Hope is not a Method : What Business Leaders Can Learn from America's Army <b>HD 31 .S762 1996</b>	Sullivan	Cassettes
How to Set and Achieve Goals <b>BF637 .S4 H68 1989</b>	Sommer	Video
The Northbound Train : Finding the Purpose Setting the Direction, Shaping the Destiny of Your Organization <b>HD 58.9 .A447 1994</b>	Albrecht	Book
Putting the One Minute Manager to Work <b>HD31 .B52</b>	Blanchard	Video
Sticking To It : the Art of Adherence: How to Consistently Execute Your Plans <b>HD 31 .C612 2003</b>	Colan	Book
Strategic Planning Workbook <b>HD 30.28 .H43 1993</b>	Krallinger	Book
The Time Trap <b>HD69 .T54 M33 1990</b>	Mackenzie	Book
<b><u>OTHER</u></b>		
180 Ways to Walk the Motivation Talk : Proven and Practical "How-Tos" to Energize Everyone in Your Organization <b>GV 436.5 B19 2002</b>	Baldoni/Harvey	Book
The Cheese Experience : an Amazing Way to Deal with Change in Your Work and in Your Life <b>BF 637.C4 J643 1999</b>	Johnson	Book
First Things First : To Live, To Love, To Learn, To Leave a Legacy <b>BJ 1581.2.C66 1994</b>	Covey	Book

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<b>OTHER (con't)</b>		
Fish! <b>HD 58.7 .L97 2001</b>	Lundin	CDROM
Fish! Tales: Real-life Stories to Help You Transform Your Workplace and Your Life <b>HD 58.7 .L97 2002</b>	Lundin	CDROM
Fish! Sticks: a Remarkable Way to Adapt to Changing Times and Keep Your Work Fresh <b>HD 58.7 .L97 2003</b>	Lundin	CDROM
Who Moved My Cheese? <b>BF 637.C4 J64 1998</b>	Johnson	Book
Who Moved My Cheese? <b>BF 637 .C4 J64 1998</b>	Johnson	Audio
Who Moved My Cheese? : the Movie <b>BF 637 .C4 J64 1999</b>		Video

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