

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
2. [Work Made Fun Gets Done!](#) Bob Nelson
3. [1001 Ways to Engage Employees](#). Bob Nelson
4. [Verbal Judo](#). George Thompson
5. [Dream Manager](#). Matthew Kelly
6. [The E Myth](#). Michael Gerber
7. [Seven Habits of Successful People](#). Stephen Covey
8. [The Surprising Science of Meetings: How You Can Lead Your Team to Peak Performance](#). Steven Rogelberg
9. [The Break Through Company: How Everyday Companies Become Extraordinary Performers](#). Keith McFarland
10. [Leadershift: The 11 Essential Changes Every Leader Must Embrace](#). John Maxwell
11. [How the Mighty Fall: And Why Some Companies Never Give In](#). Jim Collins
12. [Primal Leadership](#). Daniel Goleman
13. [The Four Disciplines of Execution](#). McChesney, Covey
14. [Think Simple: How Smart Leaders Defeat Complexity](#). Ken Segall
15. [Radical Candor: Be a Kick-Ass Boss Without Losing Humanity](#). Kim Scott
16. [Leadership & Self-Deception: Getting Out of the Box](#). The Arbinger Inst.