



CERTIFIED PUBLIC MANAGER PROGRAM REQUIRED READING LIST

(Revised June 2009)

Many books are available at the MS Library Commission, 3881 Eastwood Dr., Jackson, MS 39211.
Please call Curtis Sene Chatman at 601-432-4127 or email her at cchatman@mlc.lib.ms.us.

- **The Accountable Organization: Reclaiming Integrity and Restoring Trust.* Marchica, John. Davis-Black, 2004.
- **The Age of Speed.* Poscente, Vince. Bard Press, 2008.
- **Becoming a Conflict Competent Leader.* Runde, Craig E. and Tim A. Flanagan, Jossey-Bass, 2007.
- **Benchmarking for Best Practices in the Public Sector: Achieving Performance Breakthroughs in Federal, State, and Local Agencies.* Keehley, Patricia. Jossey-Bass, 1997.
- **Breaking Free: A Prescription for Personal and Organizational Change.* Noer, David M. Jossey-Bass, 1997.
- **Breaking Through Bureaucracy: A New Vision for Managing in Government.* Barzelay, Michael. University of California Press, 1992.
- **Cigars, Whiskey, and Winning: Leadership Lessons from General Ulysses S. Grant.* Kaltmen, Al. Prentice Hall Press, 1998.
- **Coaching for Commitment: Managerial Strategies for Obtaining Superior Performance.* Kinlaw, Dennis. Pfeiffer, 1989.
- **The Complete Communicator. Change Your Communication, Change Your Life!* Lampton, William. Hillsboro Press, 1999.
- **Crisis Management: Planning for the Inevitable.* Fink, Steven. American Management Association, 1986.
- **Crucial Confrontations.* Patterson, Kerry; Grenny, Joseph McMillan, Ron & Switzer, Al. McGraw-Hill, 2004.
- **Death By Meeting.* Lencioni, Patrick M. Jossey-Bass, 2004
- **The Dream Manager.* Kelly, Matthew and Patrick Lencioni, Beacon Publishing, 2007.
- The Eighth Habit From Effectiveness to Greatness.* Covey, Stephen R. Simon & Schuster, 2004.
- 11 Lessons in Self Leadership.* Holeman, Larry. Wyncom, 1995.
- **The Empowered Manager: Positive Political Skills at Work.* Block, Peter. Jossey-Bass, 1987.
- **Excellence by Design: Leadership– The Six Key Characteristics of Outstanding Leaders.* Spence, John. JK Spence, 2002.

* denotes copy available from the CPM Library

+ denotes audio copy available from the MS Library Commission- www.mlc.lib.ms.us

The Fifth Discipline: The Art and Practice of the Learning Organization. Senge, Peter M. Doubleday/Currency, 1990.

**First, Break All the Rules: What the World's Greatest Managers Do Differently.* Buckingham, Marcus. Simon & Schuster, 1999.

**First Things First: To Live, To Love, To Learn, To Leave a Legacy.* Covey, Stephen R. Simon & Schuster, 1994.

*+*Fish!- A Remarkable Way to Boost Morale and Improve Results.* Lundin, Stephen C. G.K. Hall, 2001.

**The Five Dysfunctions of a Team,* Lencioni, Patrick, Jossey-Bass, 2002.

*+*Getting to Yes: Negotiating Agreement Without Giving In.* 2nd ed. Fisher, Roger. Penguin Books, 1991.

**Gifts Differing.* Myers, Isabel Briggs. Consulting Psych. Press, 1980.

*+*Good to Great.* Collins, John. Harper Business, 2001.

**Good to Great and the Social Sectors.* Collins, Jim, 2005.

*+*The Goal: A Process of Ongoing Improvement.* Goldratt, Eliyahu M. North River Press, 1992.

**Growing Great Employees.* Anderson, Erika. Penguin Group, 2006.

**Guide to Strategic Thinking, Guide to Long Range Planning, Guide to Tactical Planning.* (Morrisey on Planning. Set of three.) Morrisey, George. Jossey-Bass, 1996.

**Gung Ho!* Blanchard, Kenneth H. Morrow, 1998.

**Hard Wired Leadership: Unleashing the Power of Personality to Become a New Millennium Leader.* Pearman, Roger R. Davies-Black, 1998.

How to Stay Cool, Calm & Collected When the Pressure's On: A Stress Control Plan for Businesspeople. Newman, John E. American Mgt. Assoc. 1992.

**The Human Resources Scorecard – Measuring the Return on Investment.* Phillips, Jack J. Stone, Ron D., and Phillips, Patricia Pulliam, 2001.

Into the Storm: A Study in Command. Clancy, Tom. Putnam, 1997.

**Leadership and the One Minute Manager.* Blanchard, Kenneth. Morrow, 1985.

**The Leadership Challenge: How to Keep Getting Extraordinary Things Done in Organizations,* 2nd ed. Kouzes, James M. Jossey-Bass, 1995.

**Leadership Pipeline: How to Build the Leadership-Powered Company.* Charan, Ram. Jossey-Bass, 2001.

Leading Quietly: An Unorthodox Guide to Doing the Right Thing. Badaracco, Joseph. Harvard Business School Press, 2002.

**Lincoln on Leadership: Executive Strategies for Tough Times*. Phillips, Donald T. Warner Books, 1993.

**Listening with Empathy: Creating Genuine Connections with Customers and Colleagues*. Selby, John. Hampton Roads, 2007.

**Make It So: Leadership Lessons from Star Trek, The Next Generation*. Roberts, Wess. Pocket Books, 1996.

Making Change Irresistible: Overcoming Resistance to Change in Your Organization. Hultman, Ken. Davies-Black, 1998.

**Management Methods of Jesus: Ancient Wisdom for Modern Business*. Briner, Bob. T. Nelson, 1996.

**Management: Tasks, Responsibilities, Practices*. Drucker, Peter. Butterworth-Heinemann, 1974.

**Managing from the Heart*. Bracey, Hyler. Dell, 1990.

Managing the Hidden Organization. Deal, Terrence. Warner, 1994.

**Monday Morning Leadership*. Cottrell, David. Cornerstone, 2002.

**More Than Words: Nine Silver Rules for Powerful Yet Considerate Comm*. Horrell, Edward. Center for the Spoken Comm. 1995.

Motivation Management: Fueling Performance by Discovering What People Believe in Themselves and Their Organizations. Green, Thad B. Davies- Black Publishing, 2000.

The 9 Natural Laws of Leadership. Blank, Warren. AMACOM, 1995.

**Never Check E-mail in the Morning*. Morgenstern, Julie. Fireside, 2005.

**The New Managerial Mentor: Becoming a Learning Leader to Build Communities of Purpose*. Fritts, Patricia J. Davies-Black, 1998.

**The No A-hole Rule: Building a Civilized Workplace and Surviving One that Isn't*. Sutton, Robert I., Ph.D. Warner Business Books, 2007.

**Now, Discover Your Strengths*. Buckingham, Marcus and Dr. Donald O. Clifton, The Free Press, 2001.

**On Becoming a Leader*. Bennis, Warren. Addison-Wesley, 1994.

**The One Minute Manager Builds High Performance Teams*. Blanchard, Kenneth. Morrow, 1990.

**The One Minute Manager Meets the Monkey*. Blanchard, Kenneth. Morrow, 1989.

**The Power of Eagles, Nature's Way to Individual Accomplishment*. Towery, Twyman L. Wessex House, 2000.

**The Power of Ethical Manage*. Blanchard, Kenneth. Morrow, 1988.

*+*Primal Leadership*. Goleman, Daniel. Harvard Press, 2002.

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**Principle-Centered Leadership*. Covey, Stephen R. Summit Books, 1991.

**Putting the One Minute Manager to Work*. Blanchard, Kenneth. Berkley, 1985.

**The Rules of Management*. Templar, Richard. Prentice Hall, 2005.

**Seamless Government: A Practical Guide to Re-Engineering in the Public Sector*. Linden, Russell M. Jossey-Bass, 1994.

**Send: The Essential Guide to Email for Office and Home*. Shipley, David and Will Schwalbe. Alfred A. Knopf, 2007.

+*The Seven Habits of Highly Effective People: Restoring the Character Ethic*. Covey, Stephen R. Simon & Schuster, 1989.

The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team. Maxwell, John. T. Nelson, 2001.

**Social Intelligence: The New Science of Human Relationships*, Goleman, Daniel, Bantam, 2006

**Stressed is Desserts Spelled Backward*. Seaward, Brian Luke, Ph.D. Whole Person Associates, Inc, 2008.

**The Success Principles: How to Get to Where You Are to Where You Want to Be*. Collins, 2005.

The 10 Natural Laws of Successful Time and Life Management: Proven Strategies for Increased Productivity and Inner Peace. Smith, Hyrum. Warner, 1994.

**The 360^o Leader*. Maxwell, John C. Nelson Books, 2005.

**Take Charge of Your Mind: Core Skills to Enhance Your Performance*. Hannam, Paul and John Selby. Hampton Roads Publishing, 2006.

**Tough-Minded Leadership*. Batten, Joe D. AMACOM, 1989.

**Toxic Coworkers: How to Deal with Dysfunctional People on the Job*. Cavaiola, Alan. New Harbinger, 2000.

**True Leaders*. Price, Bettie. Dearborn Trade, 2001.

**Turbulence!: Challenges and Opportunities in the World of Work: Are You Prepared for the Future?* Herman, Roger E. Oakhill Press, 1995.

+*The 21 Indispensable Qualities of a Leader: Becoming the Person Others Will Want to Follow*. Maxwell, John C. T. Nelson, 1999.

**Up is Not the Only Way: A Guide to Developing Workforce Talent*. Kaye, Beverly. Davies-Black, 1997.

Verbal Judo: The Gentle Art of Persuasion. Thompson, George. Morrow, 1993.

**A Whack on the Side of the Head: How You Can be More Creative*. Van Oech, Roger. Warner, 1998.

*+ *Who Moved My Cheese?: An Amazing Way to Deal with Change in Your Work and in Your Life.* Johnson, Spencer. G.P. Putnam's Sons, 1998.

* *Wilkinomics: How Mass Collaboration Changes Everything.* Tapscott, Don and Anthony D. Williams. Penguin Group, 2008.

* *The Wisdom of Teams: Creating the High-Performance Organization.* Katzenbach, Jon R. Harvard Business School Press, 1993.

* *The Wisdom of Wolves: Nature's Way to Organizational Success.* Towery, Twyman L. Wessex House, 1995.

+ *The World Is Flat,* Thomas L. Friedman, Farrar, Straus, Giroux, 2005

* *Work With Me!: Resolving Everyday Conflict in Your Organization.* Scott, Gini Graham. Davies-Black, 2000.

*+ *Working with Emotional Intelligence.* Goleman, Daniel. Bantam Books, 1998.

* *You Don't Need a Title to Be a Leader.* Sanborn, Mark. Doubleday, 2006.

* *You've Got to be Believed to be Heard.* Decker, Bert. St. Martin's Press, 1992.

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