

# MUST-READ BOOK LIST

Boost your brain power; expand your perspectives. These books come highly recommended by our readers, and most of the books are best sellers. Happy Reading!

## Leadership & Management Skills

- **Primal Leadership**  
*by Daniel Goleman*
- **On Becoming a Leader**  
*by Warren Bennis*
- **On Leadership**  
*by John W. Gardner*
- **Perfect Phrases for Managers and Supervisors**  
*by Meryl Runion*
- **Building Emotional Intelligence**  
*by Daniel Goleman*
- **Coaching for Performance**  
*by John Whitmore*
- **Executive Charisma**  
*by D.A. Benton*
- **Leading with Questions**  
*by Michael J. Marquardt*
- **Why Should Anyone Be Led by You?**  
*by Robert Goffee and Gareth Jones*
- **The Leader as Communicator**  
*by Robert Mai and Alan Akerson*

- **The Leadership Challenge**  
*by James M. Kouzes and Barry Z. Posner*
- **Leading at a Higher Level**  
*by Ken Blanchard*
- **Resonant Leadership**  
*by Richard Boyatzis and Annie McKee*
- **The First 90 Days**  
*by Michael Watkins*

## Communication Skills

- **10 Steps to Successful Business Writing**  
*by Jack Appleman*
- **Fierce Conversations**  
*by Susan Scott*
- **Social Intelligence**  
*by Daniel Goleman*
- **You Can Talk to Almost Anyone About Almost Anything**  
*by Elaine Cogan and Ben Padrow*
- **Crucial Conversations**  
*by Kerry Patterson, Joseph Grenny, Ron McMill, and Al Switzler*
- **When Generations Collide**  
*by Lynne C. Lancaster and David Stillman*

- **Are You Really Listening?**  
*by Paul Donoghue, Ph.D. and Mary Siegel, Ph.D.*
- **Face-to-Face Communications for Clarity and Impact**  
*by Harvard Business School Press*

## Employee Motivation

- **1001 Ways to Energize Employees**  
*by Bob Nelson*
- **1001 Ways to Reward Employees**  
*by Bob Nelson*
- **Empowerment Takes More than a Minute**  
*by Ken Blanchard, John P. Carlos, and Alan Randolph*
- **The Art of Possibility**  
*by Rosamund Stone Zander and Benjamin Zander*
- **Optimal Thinking**  
*by Rosalene Glickman*
- **Think Like a Champion**  
*by Mike Shanahan*
- **The Power of Full Engagement**  
*by Jim Loehr and Tony Schwartz*

# MUST-READ BOOK LIST

## Presentation Skills

- Can You Say a Few Words?  
*by Joan Detz*
- Perfect Phrases for Executive Presentations  
*by Alan M. Perlman*
- Presenting to Win: The Art of Telling Your Story  
*by Jerry Weissman*
- Power Speaking  
*by Achim Nowak*

## Learning & Development

- Training Effectiveness Handbook  
*by Lester T. Shapiro*
- Teaching Outside the Box  
*by LouAnne Johnson*
- The Talent Management Handbook  
*by Lance Berger and Dorothy Berger*
- Michael Allen's Guide to e-Learning  
*by Michael Allen*
- Evaluating Training Programs: The Four Levels  
*by Donald L Kirkpatrick, Ph.D. and James D. Kirkpatrick*
- Thiagi's Interactive Lectures  
*by Sivasailam Thiagarajan*

## Sales & Marketing

- The Psychology of Persuasion  
*by Robert B. Cialdini, Ph.D.*
- How to Become a Rainmaker  
*by Jeffrey J. Fox*
- The Tipping Point  
*by Malcolm Gladwell*
- The Purple Cow  
*by Seth Godin*
- The Little Red Book of Selling  
*by Jeffrey Gitomer*
- Persuasive Business Proposals  
*by Tom Sant*
- Never Eat Alone  
*by Keith Ferrazzi*

## Creativity / Innovation

- How to Think Like Leonardo da Vinci  
*by Michael J. Gelb*
- Orbiting the Giant Hairball  
*by Gordon Mackenzie*
- The Art of Innovation  
*by Tom Kelley*
- A Whole New Mind  
*by Dan Pink*

## Self Growth & Personal Empowerment

- Health Bliss  
*by Susan Smith Jones*
- A New Earth  
*by Eckhart Tolle*
- The Power of Infinite Love & Gratitude  
*by Dr. Darren R. Weissman*
- Confidence  
*by Rosabeth Moss Kanter*
- How Full Is Your Bucket?  
*by Tim Rath and Donald O. Clifton*
- Succeed on Your Own Terms  
*by Herb Greenberg and Patrick Sweeney*
- Three Deep Breaths: Finding Power and Purpose in a Stressed-Out World  
*by Thomas Crum*
- The Secret  
*by Rhonda Byrne*
- Stand Up for Your Life  
*by Cheryl Richardson*
- Think & Grow Rich  
*by Napoleon Hill*
- Do What You Love and the Money Will Follow  
*by Marsha Sinetar*