

## **BOOKS AVAILABLE FOR CHECKOUT**

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TITLE	AUTHOR(S)/DATE	DESCRIPTION
<b><i>BEYOND THE MYTHS AND MAGIC OF MENTORING: HOW TO FACILITATE AN EFFECTIVE MENTORING PROGRAM</i></b>	Murray, Margo 1991	Step-by-step guidelines for putting together cost effective mentor programs
<b><i>BREAKING THE GLASS CEILING: CAN WOMEN REACH THE TOP OF AMERICA'S BIGGEST CORPORATIONS?</i></b>	Morrison, Ann et al 1987	Examines factors that determine success or derailment in corporate environments; how women can break glass ceilings; look at new obstacles on road to the top
<b><i>THE CHANGEMASTERS: INNOVATION AND ENTREPRENEURSHIP</i></b>	Kanter, Rosabeth Moss 1983	Looks behind the scenes at some important companies in America. Defines circumstances under which innovation can flourish.
<b><i>DELEGATING FOR RESULTS: AN ACTION PLAN FOR SUCCESS</i></b>	Maddux, Robert 1990	Practical, realistic, motivating book designed to help supervisors and managers recognize and apply basic delegation skills.
<b><i>THE DEMING MANAGEMENT METHOD</i></b>	Walton, Mary 1986	How to improve profits and profitability by following principles of the Deming Management Method
<b><i>EFFECTIVE MEETING SKILLS: A PRACTICAL GUIDE FOR MORE PRODUCTIVE MEETINGS</i></b>	Hayes, Marion E. 1988	Designed to help you improve the quality of meetings you attend either as the leader, or as a participant.
<b><i>GROUP POWER I: A MANAGER'S GUIDE TO USING TASK-FORCE MEETINGS</i></b>	Daniels, William R. 1986	Intended to help managers accomplish their objectives through use of group dynamics, group membership, group leadership and certain group processes.

<b><i>GROUP POWER II: A MANAGER'S GUIDE TO CONDUCTING REGULAR MEETINGS</i></b>	Daniels, William R. 1990	Provides building blocks for developing the leadership skills needed to conduct effective regular meetings
<b><i>IMPLEMENTING DIVERSITY</i></b>	Loden, Marilyn 1996	Dozens of practical tips for leading the change effort. Twelve classic mistakes organizations make and how to avoid them.
<b><i>IN SEARCH OF EXCELLENCE: LESSONS FROM AMERICA'S BEST-RUN COMPANIES</i></b>	Peters, Thomas Waterman, Robert H., Jr 1982	Results of a study which found eight basic practices characteristic of successful management companies
<b><i>THE LEADERSHIP CHALLENGE: HOW TO GET EXTRAORDINARY THINGS DONE IN ORGANIZATIONS</i></b>	Kouzes, James M. Posner, Barry Z. 1987	Explains leadership as a learnable set of five practices and ten specific behaviors
<b><i>MAKING MEETINGS WORK: A GUIDE FOR LEADERS AND GROUP MEMBERS</i></b>	Bradford, Leland P. 1976	Practical ideas and suggestions for member involvement to assure freedom, fairness, and productivity
<b><i>MANAGING DISAGREEMENTS CONSTRUCTIVELY: CONFLICT MANAGEMENT IN ORGANIZATIONS</i></b>	Kindler, Herbert S. 1988	Provides systematic approach to help the individual achieve personal growth and the organization build a climate for productive teamwork.
<b><i>MANAGING FOR RESULTS</i></b>	Drucker, Peter 1964	How to focus on opportunities rather than problems to make an organization grow
<b><i>MANAGING OLDER WORKERS: OVERCOMING MYTHS AND STEREOTYPES</i></b>	Shea, Gordon F. 1994	Effective management policies and practices to encourage older employees to remain in the workforce longer and become even more productive in their jobs
<b><i>MANAGING THE EQUITY FACTOR... or AFTER ALL I'VE DONE FOR YOU</i></b>	Huseman, Richard Hatfield, John D. 1989	Guide for dealing with others equitably to improve managerial effectiveness and organizational productivity
<b><i>MANAGEMENT IN EXTENSION</i></b>	Buford, James A. Jr. et al 1995	Ohio State University Extension textbook to address diverse roles and responsibilities of Extension leaders/managers

<b><i>MASTERING MEETINGS: DISCOVERING THE HIDDEN POTENTIAL OF EFFECTIVE BUSINESS MEETINGS</i></b>	3M Management Team with Drew, Jeannine 1994	Secrets of running a better business meeting using technologies in multimedia presentations and high impact visuals from the most respected experts in the field
<b><i>MENTORING: A PRACTICAL GUIDE</i></b>	Shea, Gordon F. 1992	Enables the reader to identify and assess his or her own mentoring experiences and to use mentoring as an empowering tool for positive employee and personal development.
<b><i>THE NEW LEADERS: GUIDELINES ON LEADER DIVERSITY IN AMERICA</i></b>	Morrison, Ann M. 1992	Practical guide to creating more powerful institutions by incorporating talents and abilities of all sectors of our diverse culture
<b><i>THE NEW MANAGERIAL MENTOR: BECOMING A LEARNING LEADER TO BUILD COMMUNITIES OF PURPOSE</i></b>	Fritts, Patricia J. 1998	Provides tools and guidance to make learning happen through supportive, interdependent and collaborative relationships
<b><i>ON LEADERSHIP</i></b>	Gardner, John 1990	Examination of leadership as it is practiced, or "malpracticed" in America
<b><i>THE ONE MINUTE MANAGER</i></b>	Blanchard, Ken Johnson, Spencer 1982	Teaches the quickest way to increase productivity, profits, job satisfaction and personal prosperity
<b><i>THE ONE MINUTE MANAGER BUILDS HIGH PERFORMANCE TEAMS</i></b>	Blanchard, Ken et al	How a manager can help any group become fully effective sooner and with much less stress
<b><i>ORGANIZATIONAL DEVELOPMENT THROUGH TEAM BUILDING</i></b>	Patten, Thomas H., Jr. 1982	Explains how any organization can develop a managerial team. Contains exercises and modules on teambuilding
<b><i>THE PLATEAUING TRAP: HOW TO AVOID IT IN YOUR CAREER AND YOUR LIFE</i></b>	Barwick, Judith M. 1990	Offers guidance to understand and deal with the sense of a stalled career constructively and creatively
<b><i>POLITICS FOR PEOPLE: FINDING A RESPONSIBLE PUBLIC VOICE</i></b>	Mathews, David 1994	Describes how people become politically engaged, how they build civic communities, and generate political energy or public will

<b><i>THE POWER OF TEAM BUILDING USING ROPES TECHNIQUES</i></b>	Snow, Harrison 1992	Introduces “Ropes” programs which incorporate experiential training techniques into challenging outdoor experiences, helping organizations promote teamwork and trust
<b><i>RECRUITING VOLUNTEERS: A GUIDE FOR NONPROFITS</i></b>	Burke, Mary Ann 1992	Provides a model for developing an effective volunteer program
<b><i>SECRETS OF EFFECTIVE LEADERSHIP: A PRACTICAL GUIDE TO SUCCESS</i></b>	Manke, F.A. Jr. 1990	Shares 17 basic leadership attributes. Profiles the leader as one who has compassion and consideration for personnel
<b><i>THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE</i></b>	Covey, Stephen R. 1989	Presents a holistic, integrated, principle-centered approach for solving personal and professional problems
<b><i>THE SITUATIONAL LEADER</i></b>	Hersey, Paul 1984	Presents a practical framework for developing people and increasing productivity
<b><i>SPEAKING TO GROUPS EYEBALL TO EYEBALL</i></b>	Anderson, James B. 1989	Help to master the challenge of speaking to groups in tough situations
<b><i>TAKING YOUR MEETINGS OUT OF THE DOLDRUMS</i></b>	Schindler-Rainman, Eva 1988	Tools and procedures for making meetings more productive
<b><i>TEAM BUILDING: AN EXERCISE IN LEADERSHIP</i></b>	Maddux, Robert B. 1992	Devoted to teaching concepts which make work positive and productive. Principles for transforming groups into teams
<b><i>TEAM-BASED ORGANIZATIONS: DEVELOPING A SUCCESSFUL TEAM ENVIRONMENT</i></b>	Shonk, James H. 1992	How to transition from a traditional hierarchical organization to one of partnership and cooperation
<b><i>21<sup>ST</sup> CENTURY LEADERSHIP: DIALOGUE WITH 100 TOP LEADERS</i></b>	McFarland, Lynne Joy et al 1994	Explores the distinction between leaders and managers and helps redefine leadership through the eyes of highly successful visionary leaders
<b><i>VISIONARY LEADERSHIP</i></b>	Nanus, Burt 1992	Shows why vision is the key to leadership and how it relates to other tasks of leadership