

**LEADERSHIP DEVELOPMENT & MANAGEMENT TECHNIQUES**

<b>Professional Development Catalog #</b>	<b>TITLE</b>	<b>AUTHOR</b>	<b>DESCRIPTION</b>
<b>LDMT:1978</b>	Coaching for Improved Work Performance	<i>Fournies, Ferdinand F.</i>	Addresses the challenges faced by the department chair and provides help for the chair and faculty members to build bridges between individual achievement and department productivity.
<b>LDMT:1981</b>	Administrative Leadership	<i>Dressel, Paul L.</i>	A team building guide for chairs in colleges and universities
<b>LDMT:1982</b>	How to Make Meetings Work The New Interaction Method	<i>Michael Doyle &amp; David Straus</i>	This book covers the full spectrum of departmental responsibilities. A systematic guide for all department, or division heads, in leadership, planning, and management.
<b>LDMT:1984</b>	Managing Faculty Disputes	<i>McCarthy, Jane, Ladimer, Irving &amp; Sirefman, Joseph P.</i>	This book presents effective techniques for managing a wide variety of faculty disputes.
<b>LDMT:1984</b>	Changing Practices in Faculty Evaluation	<i>Seldin, Peter</i>	A much-needed guide to understanding and improving faculty evaluation procedures.
<b>LDMT:1984</b>	Chairing the Academic Department, Leadership Among Peers	<i>Tucker, Allan</i>	The preeminent study of this key role in college and university administration, this book is also a systematic guide to developing competency in leadership, planning, and management for all department or division heads. It is designed to define the primary issues faced by department chairs and to spur chairpersons to analyze their own departments and generate solutions to common problems. New to the third edition are discussions on affirmative action, getting and surviving the job, improving the quality of teaching, and coping with assessment and evaluation.
<b>LDMT:1988</b>	How Colleges Work	<i>Birnbaum, Robert</i>	The central purpose of <i>Departments that Work</i> is to show how academic programs can make evaluation more useful and critical reflection more likely.
<b>LDMT:1988</b>	The Academic Dean, Dove, Dragon and Diplomat	<i>Tucker, Allan &amp; Bryan, Robert A.</i>	A look at how evaluation might be used for instructional improvement and, more specifically, at how peer review might be used for that purpose.

<b>LDMT:1989</b>	Shared Vision: Transformational Leadership in American Community Colleges	<i>Roueche, Baker, Rose</i>	This study identifies those community college presidents who are able to transform their personal vision of their college's future into a vision shared by faculty and staff.
<b>LDMT:1990</b>	How Administrators Can Improve Teaching (2 Copies)	<i>Seldin, Peter &amp; Associates</i>	This book is written to assist chairpersons in carrying out their many duties and responsibilities. The purpose is to provide a supply of good ideas and information that will be useful.
<b>LDMT:1990</b>	The Empowered Manager, Positive Political Skills at Work	<i>Block, Peter</i>	A Practical Guide to Better Performance and Promotion/ Tenure Decisions.
<b>LDMT:1991</b>	The Teaching Portfolio (2 Copies)	<i>Seldin, Peter</i>	Essential Roles for Department Chairs
<b>LDMT:1993</b>	Leadership Skills for Department Chairs	<i>Gmelch, Walter H. &amp; Miskin, Val D.</i>	Practical techniques that show managers how to get employees to stop doing what they should not be doing and to start doing what they should be doing.
<b>LDMT:1993</b>	The Department Chair, New Roles Responsibilities and Challenges	<i>Seagren, Alan T., Cresell, John W. &amp; Wheeler, Daniel W.</i>	The author analyzes decision making on campuses, the processes & the problems and offers suggestions for improving the performance of this vital administrative function.
<b>LDMT:1993</b>	Reflective Faculty Evaluation	<i>Centra, John A.</i>	In this book the author provides faculty members, administrators, and faculty development specialists with the up-to-date approaches they need to evaluate and improve teaching.
<b>LDMT:1994</b>	Strengthening Departmental Leadership, A Team-Building Guide for Chairs in Colleges and Universities	<i>Lucas, Ann F.</i>	Strengthening Departmental Leadership is a practical guide to developing the survival skills chairs need to function as leaders and build cohesive teams in departments. Drawing on her experience working with over 6,000 department chairs at more than 125 campuses in the United States and abroad, Ann F. Lucas presents specific practical techniques for overcoming the most common problems that chairs must struggle with, including: team-building with members of the department, creating a supportive communication climate, facilitating faculty development, motivating faculty-particularly difficult colleagues, poor teachers, and mid-career faculty, handling faculty evaluation and making feedback interviews meaningful, managing conflict.

<b>LDMT:1994</b>	Collaborative Peer Review	<i>Keig, Larry and Waggoner, Michael D.</i>	The book offers advice on recognizing and solving the problems which confront academic administrators who have several departments or divisions under their jurisdiction.
<b>LDMT:1994</b>	Managing Community Colleges	<i>Cohen, Brawer and Associates</i>	A presentation to administrators with pragmatic, ready-to-use information for developing institutional policies and practices that actively support good teaching and give it a higher priority that is long overdue in undergraduate education.
<b>LDMT:1994</b>	The Development Officer in Higher Education	<i>Worth, Michael J. &amp; Asp, III, James W.</i>	A presentation to administrators with pragmatic, ready-to-use information for developing institutional policies and practices that actively support good teaching and give it a higher priority that is long overdue in undergraduate education.
<b>LDMT:1996</b>	Dealing with Conflict and Anger	<i>Hiesberger, Jean Marie &amp; Hendricks, Dr. William N.</i>	This book deals with resolving conflicts, creating a win-win environment, overcoming fear of conflict and building better relationships.
<b>LDMT:1996</b>	Communication Skills for Department Chairs	<i>Higgerson, Mary Lou</i>	This book presents a path to the empowerment of each employee, especially middle managers.
<b>LDMT:1996</b>	Maximizing Your Impact in Contract Education	<i>California Community College Economic Development Network</i>	A comprehensive examination of the administrative environment of community colleges provides practical advice for making the institution function more effectively.
<b>LDMT:1998</b>	Academic Leadership: A Practical Guide to chairing the Department	<i>Leaming, Deryl R.</i>	The authors develop a development-officer paradigm that structures several basic philosophical issues concerning the position of the development officer. Conclusions and recommendations help to define the professional role that this position plays.
<b>LDMT:1999</b>	Leading Academic Change	<i>Lucas, Ann F. &amp; Associates</i>	A resource for those in community colleges charged with delivering training & other services on contract to employers.
<b>LDMT:1999</b>	Renewing Administration: Preparing Colleges and Universities for the 21st Century	<i>Oblinger, Diana G. &amp; Katz, Richard N., Editors</i>	This volume deals expressly with the administrative dimension of the higher education enterprise: the environment, processes, and tools that make it possible for educators to deliver instruction, for students to learn, and for researchers to produce meaning.

<b>LDMT:2002</b>	Fish Sticks (DVD and 2 booklets)	<i>Charthouse Learning</i>	In Fish! Sticks, the authors who originated the original FISH! philosophy to help people add energy and passion to their work have produced another short business parable to help leaders sustain a change effort after the original momentum has subsided. In a tale about a health-care leader who is working to keep a successful change initiative alive in her hospital, the authors deliver poignant advice about holding on to a culture of innovation before efforts backslide. As other characters add depth and color to the points Fish! Sticks delivers, a set of principles emerges about the next steps that must be taken after an initial change.
<b>LDMT:2002</b>	Fish! (the Guide, DVD, and handouts)	<i>Charthouse Learning</i>	In this engrossing parable, a fictional manager is charged with the responsibility of turning a chronically unenthusiastic and unhelpful department into an effective team. Across the street from her office is Seattle's very real Pike Place Fish Market, world famous and wildly successful thanks to its fun, bustling, joyful atmosphere and customer service. By applying ingeniously simple lessons learned from the actual Pike Place fishmongers, our manager learns how to energize those who report to her and effect an astonishing transformation in her workplace.
<b>LDMT:2002</b>	Fish Tales (includes a book and a personal guide)	<i>Stephen C. Lundin, John Christensen, Harry Paul, and Philip Strand</i>	Fish! told the story of a fictional company which transformed itself by applying lessons learned from Seattle's famous Pike Place Fish market. Now, with Fish! Tales, readers can learn how real-life businesses and individuals energized their workplaces--and their lives--by implementing the lessons from Fish! Best of all, the book stands on its own for newcomers to the Fish! philosophy. Fish! Tales focuses on diverse companies, such as a bustling Sprint regional customer service center, a quiet neuro-surgical unit at a major hospital, and a brilliant car dealership. It features dozens of quick and easy ways to apply the Fish! philosophy right now. And it includes a detailed program with specific steps and action plans.

<b>LDMT:2002</b>	College Deans: Leading From Within	<i>Woverton, Mimi &amp; Gmelch, Walter H.</i>	College Deans is based on the National Deans Survey, which was sponsored by the Center for the Study of Academic Leadership and included 800 deans from all U.S. 4-year academic institutions. The book consists of two main sections: 'Deans: Their Campuses and Colleges' and 'Dimensions: Duties and Challenges.' The first section describes the deanship in general, the national study in particular, and the background of current academic deans. It then gives a profile of deans: who they are and where they work. The second section of the book discusses the position of dean itself. This section looks at academic leadership in general and, more specifically, at what deans in this study believe were their primary roles and responsibilities, where role ambiguity and conflict came into play, and how they characterized stress and its relationship to job satisfaction. In addition, this section has a separate segment devoted to gender-related issues and a final chapter that highlights the most pressing challenges deans see in the near future.
<b>LDMT:2002</b>	Developing Leadership Abilities	<i>Bell, Arthur H. &amp; Smith, Dayle M.</i>	Teaches specific skills that matter most for those assuming a leadership role.
<b>LDMT:2003</b>	Departments that Work: Building and Sustaining Cultures of Excellence in Academic Programs	<i>Wergin, Jon F.</i>	This book helps the reader develop the knowledge, skills, insights, and attitude needed in order to become an effective leader.
<b>LDMT:2005</b>	Effective Leadership: Ten steps for Technical Professions	<i>Goetsch, David L.</i>	This book focuses on the four aspects of leadership: the individual as a leader; the life cycle of leadership; the organization; and the community.
<b>LDMT:2005</b>	Four-Dimensional Leadership	<i>Fisher, William P. &amp; Muller, Christopher C.</i>	A problem-based approach to implementing the ISLLC standards.
<b>LDMT:2005</b>	Practicing the Art of Leadership	<i>Green, Reginald Leon</i>	Takes a groundbreaking look at how new discoveries in brain science challenge our standard ways of thinking about change in teams and organizations.

<b>LDMT:2012</b>	The Art and Science of Changing People Who Don't Want to Change( 4 Copies)	<i>Reut Schwartz-Hebron</i>	A groundbreaking look at how new discoveries in brain science challenge our standard ways of thinking about change in teams and organizations. The book shows how our reliance on old models stands in the way of effectively managing change. It offers a new tested solution for executing change, introducing a new way to engage resistance and overcome it. This book Includes Webcast Materials and a CD Recording.
<b>LDMT:2013</b>	Recruiting and Retaining Diverse Faculty-Session 1	<i>Academic Impressions/Leaving a lasting mark on higher education</i>	Webcast Materials and CD Recording
<b>LDMT:2013</b>	Recruiting and Retaining Diverse Faculty- Session 2	<i>Academic Impressions/Leaving a lasting mark on higher education</i>	Brochure on skill building workshops.
<b>LDMT:2013</b>	On-Campus Workshops (2 Copies)	<i>Academic Impressions/Leaving a lasting mark on higher education</i>	The interaction method is a new, tested way to stop wasting time and get things done at meetings. It increases productivity up to 15 percent. Works whether you're in a hierarchical (authoritarian) or horizontal (democratic) organization.
<b>LDMT:2016</b>	The Practice of Adaptive Leadership	<i>Ronald Heifetz, Alexander Grashow, Marty Linsky</i>	When change requires you to challenge people's familiar reality, it can be difficult, dangerous work. Whatever the context--whether in the private or the public sector--many will feel threatened as you push though major changes. But as a leader, you need to find a way to make it work.The Practice of Adaptive Leadership is a hands-on, practical guide containing stories, tools, diagrams, cases, and worksheets to help you develop your skills as an adaptive leader, able to take people outside their comfort zones and assess and address the toughest challenges.

<b>LDMT:2016</b>	Strengths Based Leadership	<i>Tom Rath</i>	In Strengths Based Leadership, #1 New York Times bestselling author Tom Rath and renowned leadership consultant Barry Conchie reveal the results of this research. Based on their discoveries, the book identifies three keys to being a more effective leader: knowing your strengths and investing in others' strengths, getting people with the right strengths on your team, and understanding and meeting the four basic needs of those who look to you for leadership. As you read Strengths Based Leadership, you'll hear firsthand accounts from some of the most successful organizational leaders in recent history, from the founder of Teach For America to the president of The Ritz-Carlton, as they discuss how their unique strengths have driven their success. Filled with novel research and actionable ideas, Strengths Based Leadership will give you a new road map for leading people toward a better future.
<b>LDMT:2016</b>	Good to Great	<i>Jim Collins</i>	Start with 1,435 good companies. Examine their performance over 40 years. Find the 11 companies that became great. Now here's how you can do it too. Lessons on eggs, flywheels, hedgehogs, buses, and other essentials of business that can help you transform your company.
<b>LDMT:2016</b>	Crucial Conversations	<i>Patterson, Grenny, McMillian, Switzler</i>	The first edition of Crucial Conversations exploded onto the scene and revolutionized the way millions of people communicate when stakes are high. This new edition gives you the tools to: Prepare for high-stakes situations, Transform anger and hurt feelings into powerful dialogue, Make it safe to talk about almost anything, Be persuasive, not abrasive.

<b>LDMT:2016</b>	The Art of Possibility Transforming Professional and Personal Life	<i>Rosamund Stone Zander,</i> <i>Benjamin Zander</i>	Presenting twelve breakthrough practices for bringing creativity into all human endeavors, <i>The Art of Possibility</i> is the dynamic product of an extraordinary partnership. The Art of Possibility combines Benjamin Zander's experience as conductor of the Boston Philharmonic and his talent as a teacher and communicator with psychotherapist Rosamund Stone Zander's genius for designing innovative paradigms for personal and professional fulfillment. The authors' harmoniously interwoven perspectives provide a deep sense of the powerful role that the notion of possibility can play in every aspect of life. Through uplifting stories, parables, and personal anecdotes, the Zanders invite us to become passionate communicators, leaders, and performers whose lives radiate possibility into the world.
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Project Management in Product Development: Leadership Skills and Management Techniques to Deliver Great Products is written for new and aspiring project managers in product development. Although texts on project management are common, the material presented here is unique, instead focusing on product development, a challenging segment of project management because of the high level of uncertainty, the need for a robust set of problem-solving techniques, and a demand for broad cross-functional teams. The book also focuses on more than just project management techniques, including a thorough treatment of techniques that will be covered includes people management, current leadership thinking, leadership styles, conflict management and effective communication to develop the confidence of the participants as leaders and managers. Objectives. Prioritize, plan, and manage their resource and time effectively in the context of a supervisor. Identify their primary leadership style as well as develop flexibility to use other leadership styles. Develop and manage the potential and performance of teams through communication and coaching. Resolve conflicts effectively, engage their teams productively and deve...