

STRATEGIC CAREER DEVELOPMENT

Suggested Readings

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- Brinkman, Rick. *Dealing with people you can't stand*. McGraw-Hill, 2002.
- Buckingham, M. *The one thing you need to know: about great managing, great leading, and sustained individual success*, 2005.
- Buckingham, M; Clifton D. *Now, Discover Your Strengths*. Free Press, 2001.
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- Fels, Anna. *Necessary dreams: Ambition in Women's Changing Lives*. Pantheon, 2004.
- Fisher, Roger. *Getting it done: how to lead when you're not in charge*. Harper 1998.
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- Goleman, D. *Social Intelligence: The new science of human relationships*, Bantam, 2006.
- Hallowell E. *Crazy busy: strategies for coping in a world gone ADD*. Ballantine, 2006
- Harkins, P. *Powerful conversations: how high-impact leaders communicate*, McGraw-Hill, 1999.
- Heller, R. *Manager's Handbook: everything you need to know about how business and management work*. NY: DK Pub., 2002
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Ludeman Kate, Erlandson E. *Radical Change, Radical Results: 7 actions to become the force for change in your organization*. Dearborn, 2003.

McCormack, Mark: *Never wrestle with a pig and 90 other ideas to build your career*. Penguin 2000.

Patterson, Kerry et al. *Crucial conversations: tools for talking when stakes are high*. McGraw Hill, 2002.

Quinn, Robert. *Building the Bridge as you Walk on it: A Guide to Leading Change*, 2004.

Reardon, K. *It's All Politics: Winning in a World Where Hard Work and Talent Aren't Enough*. Doubleday, 2005.

Reardon, K: *The Skilled Negotiator: Mastering the language of engagement*. Doubleday, 2004.

Seashore, Charles, et al. *What did you say? The art of giving and receiving feedback*, Columbia, Md: Bingham House Books, 2001.

Shell, Richard. *Bargaining for Advantage: negotiation strategies for reasonable people*. Viking, 1999.

Stone, D, et al. *Difficult Conversations: How to Discuss what Matters Most*. Penguin, 1999.

Toogood, G. *The articulate executive: learn to look, act and sound like a leader*. McGraw-Hill, 1995.

Ury, William. *Getting past No: Negotiating your way from confrontation to cooperation*. Bantam, 1993.

Waldroop, James and Butler, T. *Maximum success: changing the 12 behavior patterns that keep you from getting ahead*. Doubleday, 2000.

Watkins, Michael. *The first 90 days: critical success strategies for new leaders at all levels*. Harv Bus Schl Press, 2003.

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