ECI Library Matters

Management, Supervision, and Leadership Resources (updated)

This issue features updated library resources on training, management, supervision, and leadership. For a complete listing of library titles, please visit the library’s online catalog at texashealthlibrary.com.

Important News: Due to the COVID-19 pandemic, the DSHS Library is closed. Library staff are working remotely from home. No books or DVDs may be borrowed until the library reopens. Electronic library resources are available on any computer or mobile device with internet access. Please email any questions to avlibrary@dshs.texas.gov.

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Management, Supervision, and Leadership: 
Selected Journal Abstracts

Using a constructivist approach to teacher education, the present study compared the learning outcomes of students in two child development courses infused with instruction in how early education and childcare policy is formed, implemented, and applied. The intervention course, however, included a community-based, semester-long early education and childcare policy engagement and advocacy project. Students in the intervention course reported a greater increase in awareness of social policy and were observed as being more behaviorally engaged during in-class sessions than control group students. Although both groups showed an increase in the commitment to early education and childcare social action, students in the intervention group showed a greater change. Implications for supporting preparation of early childhood educators as leaders in policy engagement and advocacy are discussed.

The Early Childhood Directors Leadership Institute (ECDLI) project addressed a need for effective professional development with a series of Institutes using the Program Administration Scale (PAS), the Program Management Inventory (PMI), and the Plan-Do-Study-Act model, over a 3-year period. Each of the 100 participating program directors in the ECDLI Project from across the state received individualized coaching and support from an early childhood expert and participated in coaching teams in smaller geographically organized groups throughout the project. We describe key features of the development, implementation, and evaluation of this statewide professional development initiative for early childhood leaders.

Research into young children’s leadership skills is sparse and focuses on leadership in early childhood classroom contexts. Understanding of leadership development in young children can be expanded by studying parents’ perceptions of children’s leadership development as it is enacted in contexts outside of the school. This qualitative study examined beliefs, practices, and contextual relationships of families with young children who were identified by teachers within their schools as having strong leadership skills. Student leaders were identified according to the Leadership subscale of the Scales for Rating the Behavioral Characteristics of Superior Students, 3rd ed. Four mothers and three fathers of identified first graders who met gender and ethnic selection criteria participated. Interviews were conducted with structured and unstructured open-ended questions, and parent journals were collected from participants. Using Bronfenbrenner’s bioecological model of human development as a guide, parental perceptions of contextual influences on young children’s leadership development were investigated. Findings indicate that parents were intentional in trying to develop characteristics and dispositions in their children to help them become good citizens but did not necessarily consider their actions as also building early leadership skills. Information concerning contextual situations, relationships, tools, and characteristics of early leadership development is shared. As parents discussed opportunities for their first graders to develop leadership skills, an unexpected theme emerged regarding benefits of rural living for young leadership development.

To receive full-text copies of journal articles, please contact the library staff by email: avlibrary@dshs.texas.gov.
Training early childhood leaders: Developing a new paradigm for professional development using a practice to theory approach.

Given the predictive nature of high-quality early childhood programs on children’s social and learning outcomes, effective leadership is critical to facilitate program improvement. Recognizing the need for cohesive conceptual frameworks that undergird research-based practice, a 5-year training institute for early childhood program directors was evaluated to assess training effectiveness. Moreover, we developed a model of early childhood leadership professional development grounded in our iterative analysis of data from this study and guided by theory-building methods. The findings show positive impacts on leaders’ self-reported facilitation and implementation of developmentally appropriate strategies in positive discipline and prosocial skills in early care and education settings. The practice-to-theory training model developed provides a theoretically cohesive framework to guide the professional development of early childhood program leaders that repositions the theory/practice binary by helping leaders problematize issues of practice and infuse theory as necessary tools and pragmatic anchors for solving real-world problems.

To receive full-text copies of journal articles, please contact the library staff by email: avlibrary@dshs.texas.gov.

Inconvenient truths about early childhood education and care: Workers’ lives matter. p. 93-95. Cumming, T., & Gibson, M.

A critique of the discursive landscape: Challenging the invisibility of early childhood educators’ well-being. p. 96-110. Cumming, T., Logan, H., & Wong, S.


Constrained or sustained by demands? Perceptions of professional autonomy in early childhood education. p. 138-152. Oosterhoff, A., Oenema-Mostert, I., & Minnaert, A.


The Organisation for Economic Co-operation and Development’s International Early Learning and Child Well-being Study: The scores are in! p. 165-171. Moss, P., & Urban, M.

The hidden complexity of early childhood educators’ work: The Exemplary Early Childhood Educators at Work study. p. 172-175. Press, F.

‘Be realistic, demand the impossible’: A memoir of work in childcare and education by Helen Penn. p. 176-177. Oberhuemer, P.

To receive full-text copies of journal articles featured in the selected table of contents, please contact the library staff by email: avlibrary@dshs.texas.gov.
Management, Supervision, and Leadership: Selected Journal Tables of Content (continued)


Interactive reading to improve language and emergent literacy skills of preschool children from low socioeconomic and language-minority backgrounds. p. 549-560. Thomas, N., Colin, C., & Leybaert, J.

Are your students writing or authoring? Young author’s milieu. p. 561-571. Bruyere, J., & Pendergrass, E.

Flint, Michigan through children's eyes: Using a teaching circle and projects to re-envision a city. p. 573-584. Dorfman, A. B., & Kenney, C. K.

The role of intermediary objects of learning in early years chemistry and physics. p. 585-595. Fridberg, M., Jonsson, A., Redfors, A., & Thulin, S.


Influences of early motor proficiency and socioeconomic status on the academic achievement of primary school learners: The NW-CHILD study. p. 671-682. de Waal, E., & Pienaar, A. E.
Management, Supervision, and Leadership: Selected Journal Tables of Content (continued)


Preservice preschool teachers’ pedagogical content knowledge on geometric shapes in terms of children’s mistakes. p. 385-405. Korkmaz, H. I., & Sahin, O.


Foreign domestic helpers’ involvement in non-parental childcare: A multiple case study in Hong Kong. p. 427-446. Ma, S., Chen, E. E., & Li, H.

Morning or afternoon: Does it make a difference in early childhood programs? p. 447-462. Banerjee, R., Horn, E., & Palmer, S.

Topics in Early Childhood Special Education. Volume 40, Issue 2; August 2020.

Future topics. p. 67.


Early interventionists’ caregiver coaching: A mixed methods approach exploring experiences and practices. p. 84-96. Douglas, S. N., Meadan, H., & Kammes, R.


Participant characteristics in research on interventions for young children with challenging behavior: A systematic review. p. 110-123. Steed, E. A., & Kranski, T. A.

To receive full-text copies of journal articles featured in the selected table of contents, please contact the library staff by email: avlibrary@dshs.texas.gov.
Management, Supervision, and Leadership:
New Audiovisuals

This film discusses emotional health and discipline topics for one-year-olds including: common behavior challenges, tantrums, and staying calm.

**Parenting BASICS - Toddler Age 2: Fatherhood.** 16 min. 2016. Streaming.
Parenting a two-year old can be challenging. This film highlights fatherhood topics including: child needs, money management, and advocating for your child.

**Parenting BASICS - Toddler Age 2: Health & Safety.** 11 min. 2016. Streaming.
This film discusses health and safety topics for two-year-olds including: basic hygiene skills, illness, abuse, and teaching safe choices.

**Parenting BASICS - Toddler Age 2: Nutrition.** 10 min. 2016. Streaming.
This film highlights nutrition topics for two-year-olds including: food choices, avoiding food conflicts, and active family activities.

**Parenting BASICS - Toddler Age 2: Play & Milestones.** 12 min. 2016. Streaming.
This film highlights play and milestones topics for two-year-olds including: kicking, throwing, running, solving puzzles, being creative, and forming sentences.

**Parenting BASICS - Toddler Age 2: Self-Care for Moms.**
9 min. 2016. Streaming.
This film provides tips on self-care for moms of two-year-olds. Tips include: setting and reaching goals, being self-sufficient, and learning to advocate.
Ask a manager: How to navigate clueless colleagues, lunch-stealing bosses, and the rest of your life at work. Allison Green, 2018. (HF 5548.8 G795 2018).
This book tackles the tough discussions you may need to have during your career. You’ll learn what to say when coworkers push their work on you - then take credit for it, you accidentally trash-talk someone in an email then hit “reply all”, or you’re being micromanaged - or not being managed at all.

Based upon research of what successful teams do to overcome severe odds, this book presents an intuitive, seven-step process that equips teams with How to quickly and consistently operate in a manner necessary for success. By applying the concepts in this book, the team’s daily interactions are transformed, focus is sustained, and energetic progress toward your goals is triggered. Every member of your team wants to succeed.

This book presents a set of 10 easily-learnable communication skills to handle conflict and difficult conversations, while managing your own emotions in workplace and personal relationships - hence, boosting your emotional intelligence.

Drawing on the latest findings in neuroscience, psychology, and behavioral economics - as well as the experiences of CEOs, educational reformers, four-star generals, FBI agents, airplane pilots, and Broadway songwriters - this book explains that the most productive people, companies, and organizations don't merely act differently.

This book reveals the most common dysfunctions in talent management, explains how to overcome them, and delivers provocative yet proven methods for making talent management a critical element of your company's success.
The ebook titles are available electronically. You may access them on a computer or mobile device with internet access. Use of ebooks is restricted to employees of the Texas Health and Human Services agencies and their contractors. To view FAQs, Help Sheets, User Guides, and Tutorials, go to http://support.epnet.com/ebooks/. If you have any questions, please contact the library at library@dshs.texas.gov.

This book shows that to achieve exceptional success, leaders must emphasize strengths rather than simply focus on weaknesses; foster virtuous actions such as compassion, gratitude, and forgiveness; encourage contribution goals in addition to achievement goals; and enable meaningfulness in work.

**The unashamed guide to virtual management.** Ben Bisbee, 2019.
Manage virtual teams for maximum results working remotely is a reality of today's and tomorrow's workforce. With organizations switching from a model of only on-site employees to on-site and virtual employees working globally, managers need guidance on how to address the traditional and not-so-traditional issues that occur when staff is not collocated. The Unashamed Guide to Virtual Management provides that direction for topics such as onboarding new staff and delivering performance reviews as well as for the more offbeat issues like handling office romance and doing laundry on the job.

**Webinar Authority: The step-by-step guide on how to prepare, present, host, and execute a successful webinar.** David Brock, 2019.
This book will teach you how to prepare for a webinar including presentation tips to make you better at engaging your audience and tips on camera, lighting, microphone choice and more.
Management, Supervision, and Leadership Resources:  
Selected Audiovisuals


The 7 habits of highly effective people: Restoring the character ethic. 840 min. 2004. Audiobook on CD. (CA0027).

Diversity in the workplace for managers and supervisors. 14 min. 2018. DVD. (DV1370).

How to lead when you're not in charge: Leveraging influence when you lack authority. 380 min. 2017. Audiobook on CD in MP3 format. (AC0043).

Igniting bold leadership: How to create a culture of risk-taking and collaboration. 57 min. 2014. DVD. (DV0884).

Leading change. 350 min. 2007. Audiobook on CD. (CA0033).


Practical coach 2. 25 min. 2014. DVD. (DV0861).

Reflective supervision for infant mental health practitioners. 136 min. 2012. DVD. (DD0613).

Reflective supervision II: Video training series. 124 min. 2016. DVD. (DD0820).

Respectful communicator: The part you play. 15 min. 2011. DVD. (DV0859). Restricted use for employees of the Texas Health and Human Services agencies and their contractors.

The respectful supervisor: Integrity and inclusion. 13 min. 2015. DVD. (DV0944). Restricted use for employees of the Texas Health and Human Services agencies and their contractors.

The respectful supervisor: Motivating and retaining employees. 11 min. 2015. DVD. (DV0945). Restricted use for employees of the Texas Health and Human Services agencies and their contractors.
Servant leadership in action: How you can achieve great relationships and results. 593 min. 2018. Audiobook on CD in MP3 format. (AC0047).

Winning presentations for make or break moments. 23 min. 2014. DVD. (DV1282).

Management, Supervision, and Leadership Resources: Selected Books


The 7 habits of highly effective people. Stephen R. Covey, 2013. (BF 637 S8 C873s 2013). Also available on audiobook (CA0027) and on DVD (DD0313).

365 ways to motivate and reward your employees every day: With little or no money. Diana Podmoroff, 2016. (HF 5549.5 I5 P742 2016).


Management, Supervision, and Leadership Resources: Selected Books (continued)


Bridging the soft skills gap: How to teach the missing basics to today’s young talent. Bruce Tulgan, 2015. (HF 5381 T917 2015 RHB).

Bringing out the best in people: How to apply the astonishing power of positive reinforcement. Aubrey C. Daniels, 2016. (HF 5549.5 M63 D186b 2016 RHB).


David and Goliath: Underdogs, misfits, and the art of battling giants. Malcolm Gladwell, 2013. (BF 503 G543d 2013 RHB). This title is also available as audiobook (CA0042).


The employee experience: How to attract talent, retain top performers and drive results. Tracy Maylett, 2017. (HF 5549.5 M469e 2017 RHB).


The feedback imperative: How to give everyday feedback to speed up your team’s success. Anna Carroll, 2014. (HF 5549.5 C319f 2014).

First break all the rules: What the world’s greatest managers do differently. (HD 38.2 B923f 2016).

The first two rules of leadership: Don’t be stupid, don’t be a jerk. David Cottrell, 2016. (HD 57.7 C851f 2016).


Great answers to tough questions at work. Michael Dodd, 2016. (HF 5718 D639 2016 RHB).

A great place to work: Creating a healthy organizational climate. Paula J. Bloom, 2016. (LB 1775.6 B665g 2016 ECI).


How to be a great boss. Gino Wickman, 2016. (HD 38.2 W637 2016 RHB).


Managing the unexpected: Sustained performance in a complex world.


Meeting the ethical challenges of leadership: Casting light or shadow, 6th ed. Craig E. Johnson, 2018. (HF 5387 J66m 2018).


Quiet: The power of introverts in a world that can’t stop talking. Susan Cain, 2012. (BF 698.3 C135 2012). Also available on audiobook (AC0033).

Reflective supervision and leadership in infant and early childhood programs. Mary Claire Heffron, 2010. (LC 4109.3 H461r 2010 ECI).


**Management, Supervision, and Leadership Resources: Selected eBooks**

**Art and science of training.** Elaine Beich, 2017.
Discover how top facilitators always put learners first, even when faced with exceptions to the rule - the unwilling learner, the uninformed supervisor, the inappropriate delivery medium, or the unmanageable performance challenge. And learn why you must understand people, not only content, to ensure consistently exceptional learning experiences.

**The Center for Creative Leadership: Handbook of coaching in organizations.** Douglass Riddle, 2015.
This book provides actionable guidance for those designing, initiating, and implementing coaching programs.

**Change management training.** Elaine Beich, 2016.
This book presents a complete lineup of workshop resources and tools needed to conduct effective change management training. Help managers understand their expanded role, practice new management techniques, and demystify the people side of change with innovative two-day, one-day, and half-day training workshops.

**Chess not checkers: Elevate your leadership game.** Mark Miller, 2015.
As organizations grow in volume and complexity, the demands on leadership change. This is the story of Blake Brown, newly appointed leader of a troubled company. His new mentor points out that Blake needs to play a different game. The early days of an organization are like checkers; a quickly played game with mostly interchangeable pieces. Everybody does a little bit of everything. But as the organization expands, one has to think strategically, plan ahead, and leverage every employee’s specific talents, just like in a game of chess.

**Creating engaged employees: It’s worth the investment.** William Rothwell, 2014.
Research shows that many members of today’s workforce feel overworked and underappreciated, all factors that attribute to high turnover, low customer satisfaction, increased incidences of health and safety problems, and low productivity. This book uses practical wisdom and scholarly research to suggest ways to keep employees engaged without causing burnout.
This book takes the reader on an investigative journey into everyday leadership as framed in the increasingly interconnected context of human relationships within and across organizations. It offers broad appeal for the non-profit executive, experienced scholar or academic student.

This text describes the challenges companies face when filling leadership positions, explains how to differentiate high potentials from high performers, and presents an action plan for developing high-potential employees.

Addressing the area of shared leadership, also known as collective or distributed leadership, this book embraces the underlying idea that leadership is a dynamic process that intersects closely with followership. The authors take a critical look at distributed leadership models by viewing them through the lens of nature and ecosystems.

Effective managers are good at the job and good at people. Horstman explains how to combine those skills to foster team development and maintain a culture of positive productivity.

Government employees face enormous challenges today, including being stigmatized as underworked and overpaid. At the same time, they’re being asked to solve some of our toughest issues: unemployment, security, poverty, and education. This book gives managers the tools they need to leverage the talents of government’s most important resource: its people.

The EQ leader: Instilling passion, creating shared goals, and building meaningful organizations through emotional intelligence.
Steven Stein, 2017.
Data collected from thousands of the world’s best leaders reveals the keys to success: authenticity, coaching, insight, and innovation. By incorporating these methods into their everyday workflow, these leaders have propelled their teams to heights great enough to highlight the divide between successful and not-so-successful leadership.
**First-time leader: Foundational tools for inspiring and enabling your new team.** George B. Bradt and Gillian Davis, 2014.
First-time leaders get motivational and planning tools from top executive coaching firms. This book provides basic frameworks, processes, and tools to help first-time leaders and their teams deliver better results faster. Readers learn the three stages of team development, and get advice for specific leadership situations including onboarding yourself, onboarding others, and crisis management.

**The government manager’s guide to plain language.** Judith Gillespie Myers, 2013.
Government managers learn how to make instructions and policies clear to employees, give effective presentations, and communicate effectively with the public. In addition, government managers also learn how to use social media appropriately and effectively.

**Great webinars: Create interactive learning that is captivating, informative, and fun.** Cynthia Clay, 2012.
This book provides a structured approach to designing and delivering web workshops that replicate the engagement and interactivity of the classroom experience in a virtual setting. Topics covered include: preparation and content, capturing audience attention, creating and using interactive tools effectively, adult learning applications, writing objectives, and more.

**High potential: How to spot, manage, and develop talented people at work.** Ian D. MacRae, 2014.
This book provides a practical framework for managers to create a strong, strategic vision for a high-performing, high-potential workforce. It presents an accessible guide to clearly understanding and defining potential, and how to manage high-potential employees and develop their career.

**How women are transforming leadership: Leadership: Four keys traits powering success.** Mary Lou Decosterd, 2013.
This book examines the stories of influential women throughout history to the present day in order to make the case that women continue to evolve leadership practices for the better. It reveals four skills that promote success and features tools and techniques for developing leadership acumen.
The ideal team player: How to recognize and cultivate the three essential virtues. Patrick M. Lencioni, 2016.
Lencioni presents a practical framework and tools for identifying, hiring, and developing ideal team players.

Interact and engage!: 50+ activities for virtual training, meetings, and webinars. Kassy LaBorie, 2015.
This book offers a framework for igniting online training programs, meetings, and webinars with activities ranging from openers, icebreakers to closers.

Kirkpatrick’s four levels of training evaluation. James D. Kirkpatrick, 2016.
This book describes the New World Kirkpatrick Model, a powerful training evaluation methodology that melds people with metrics. Readers will discover a comprehensive blueprint for implementing the model in a way that truly maximizes your organization’s results. Using these innovative concepts, principles, techniques, and case studies, you can better train people, improve the way you work, and, ultimately, help your organization meet its most crucial goals.

Leader evolution: From technical expertise to strategic leadership. Alan Patterson, 2015.
To reduce the learning curve and create a more effective process, this book describes a road map for leadership development, a series of four stages that expand personal competence as well as create a broader impact on the organization or business.

This book explores different models, concepts, and measures of the soft skills that are so necessary for effective leadership. Learn how to use the soft skills of communication, persuasion, political savvy, and emotional intelligence to inspire, motivate, and move followers toward the accomplishment of goals.

Good leaders become great by skillfully managing their own vulnerabilities. This book is a comprehensive guide to recognizing and acting on the weak points that can impair effectiveness, diminish results, and harm a career.
Complete with effective training methodologies, this book helps you accelerate learning and leverage technology for maximum efficiency. You’ll also find tools to assess leadership strengths and weaknesses. Half-day, full-day, and two-day workshop programs found in this volume make planning easy and can be tailored for the unique needs of your organization.

By outlining the process every organization must go through to achieve its goals, and by identifying where and how even top performers derail during the change process, Kotter provides a practical resource for leaders and managers charged with making change initiatives work. This book serves as both visionary guide and practical toolkit on how to approach the difficult yet crucial work of leading change in any type of organization.

Leading when there’s too much change. Kristin Cullen-Lester, 2016.
How can leaders ensure that change is manageable and that employees do not feel overwhelmed and discouraged in the face of large (and small) transitions? This issue of TD at Work helps leaders prioritize change initiatives and support employees during times of transition.

This book explains how differences in religion, values, norms, and languages affect interactions. Livermore urges those who interact with people from other cultures to plan ahead for unfamiliar cultural settings but remain flexible if actual experience differs from expectations. He provides advice on how to successfully adapt your behavior to each situation.

Since employees who walk out the door cost their organizations up to 200 percent of their annual salaries to replace, retention is one of the most important issues facing workplaces today. This book offers twenty-six simple strategies, from A to Z, that managers can use to address their employees’ real concerns and keep them engaged.
Make it matter: How managers can motivate by creating meaning. Scott Mautz, 2015. How many people find a sense of purpose in their jobs? Unfortunately, studies show that most do not. Their bodies may put in long hours, but their hearts and minds never punch in. This upbeat, original book shows how meaning-rich workplaces connect, inspire, and catapult employees into new realms of productivity and well-being.

Managing as a ground floor leader. Daniel J. Schwartz, 2016. How can managers ensure that employees are empowered to do their best work? What actions can managers take today to influence culture change and develop people? What are the essential questions to ask when helping an employee? This book provides real-life examples about how exhibiting certain values influences culture change that can lead to results, and lists nine characteristics of a ground floor leader.

Managing people: A practical guide for front-line managers, 4th ed. Rosemary Thomson, 2015. This book examines how the different parts of managing people fit together, while acknowledging that different contexts require different approaches and recognizing ongoing organizational, environmental and legal changes that affect the employment framework. It recognizes the rapidly changing context in which modern front-line managers have to operate and acknowledges the increasing expectations of good leadership as a necessity. However, the book also emphasizes the need for front-line managers to understand themselves, their own management styles and attitudes, together with the importance of empathy in appreciating the perspectives of the staff that work for them.

Manager vs. Leader: Untying the Gordian knot. Robert M. Murphy, 2017. This book works to differentiate the terms manager and leader. Providing both academic and practical organizational examples, this book challenges readers with ranging experience and knowledge to explore management and leadership in a new and comprehensive way. Enabling readers to better understand the nuances between leading and managing, this book provides historical context while guiding readers in understanding the impact each role has within an organization.
Manager’s guide to presentations. Lauren Hug, 2014.  
Author Lauren Hug teaches readers how to speak with confidence, whether they are presenting to their employees, their bosses, or external stakeholders. This book walks readers through the process of planning and developing content, mastering their materials, and delivering a dynamic performance. The book includes interactive exercises and templates, so that readers can learn to embrace their signature speaking style and speak like a pro.

The author explains why all employees must be considered as potential mentors, making everyone both advisors and learners. This book offers a blueprint for success with a model that benefits more than the select few and steers clear of forcing connections between people. Emelo demonstrates that a culture in which people choose what they want to learn and whom they learn from, while increasing overall organizational intelligence, is completely within reach.

This book demonstrates how effective leaders under pressure work from an understanding of the situation at hand and of their impact on others, and explains how leaders can best apply their internal strengths.

This book explains the importance of planning, dynamics, and strategies. It will help the reader understand the psychology, tactics, and behaviors of negotiation.

Elaine Biech presents two-day, one-day, and half-day training workshops that help supervisors embrace their new roles and develop supervisory skills in five key areas: promoting communication, guiding the work, leading the workforce, coaching employee performance, and developing themselves.
Organizational culture and leadership. Edgar H. Schein, 2016.
This book shows how culture has become a popular concept leading to a wide variety of research and implementation by various organizations and expands the focus on the role of national cultures in influencing culture dynamics, including some practical concepts for how to deal with international differences. Special emphasis is given to how the role of leadership varies with the age of the organization from founding, through mid-life to old age as the cultural issues vary at each stage.

Performance coaching offers a guide to the fundamentals of coaching with an overview of all the key principles, tools, and case studies you need to develop more advanced knowledge. Using practical tools throughout and with case studies to illustrate the various cultural challenges coaches and managers can face, this book is a complete resource for developing coaching in any organization.

PerformanceStat is a focused effort by public executives to exploit the power of purpose and motivation, responsibility and discretion, data and meetings, analysis and learning, feedback and follow-up, all to improve government’s performance.

The practical Drucker: Applying the wisdom of the world’s greatest management thinker. William A. Cohen, 2014.
Few thinkers have had a greater impact on business than Peter Drucker, the inventor of modern management, whose legacy continues to influence leaders around the globe. This book mines his vast body of work to pinpoint 40 applicable truths for solving real-world problems.

This book explores the cutting edge of change management, leadership development, organizational transformation, and society benefit. These concepts are explored through strengths-based approaches such as: appreciative inquiry, emotionally and socially intelligent leadership, positive organization development, and sustainable enterprises.
Management, Supervision, and Leadership Resources: Selected eBooks (continued)

**Practical supervision: How to become a supervisor for the helping professions.** Penny Henderson, 2014.
As a supervisor, how do you best support growth, learning, and improved practice? This book is designed to equip all those in the helping professions who are starting out in supervision with the theoretical, practical, and psychological base needed for effective practice.

**Project management for trainers.** Lou Russell, 2015.
This book offers a structured approach to moving projects from conception to completion. Discover how to maintain a clear focus on client goals no matter how many changes they request or how many people get involved. This book is an essential guide to building a project charter, creating a project schedule, and conducting a post-project review.

**Prove it: How to create a high-performance culture and measurable success.** Stacey Barr, 2017.
This book is the executive guide to improving organizational performance through the practice of evidence-based leadership. With a simple methodology and a focus on practical results, it can help you set a strategic direction that inspires organizational excellence; gain a true picture of your organization’s performance; and master the habits that help you lead a high-performance culture.

**The psychology of human leadership: How to develop charisma and authority.** Michael Paschen, 2014.
The book seamlessly links fundamental insights and practical approaches to address the most important leadership problems and challenges. Each of the 11 chapters takes a close look at a specific leadership aspect and explains how to develop personal leadership qualities.

**Reinforcements: How to get people to help you.** Heidi Grant Halvorson, 2018.
With humor, insight, and engaging storytelling, Heidi Grant, PhD, describes how to elicit helpful behavior from your friends, family, and colleagues - in a way that leaves them feeling genuinely happy to lend a hand.
Each of the seven disciplines is valuable on its own, but together they add up to more than a sum of their parts, and work synergistically to propel leaders to higher levels of effectiveness. From initiative, to planning, to community service, readers will gain insight into what separates the good from the great, and how organizations can nurture these qualities in their employees with leadership potential.

It’s the worst sort of surprise: a valued and seemingly happy employee gives her notice. Can you do anything at this point? Probably not. Could you have anticipated the departure and tried to prevent it? Absolutely. This practical guide introduces managers to a powerful new engagement and retention tool: the stay interview. Smart organizations have begun conducting these periodic reviews in order to discover why their important talent might leave and to solve any problems before they actually quit.

A team of leaders: Empowering every member to take ownership, demonstrate initiative, and deliver results. Paul Gustavson, 2014.
Workplace teams are supposed to harness employees’ talents to tackle challenges. But the reality often falls short. This book shows readers how to design systems that nurture the leadership performance of every employee.

The truth doesn’t have to hurt: How to use criticism to strengthen relationships, improve performance, and promote change. Deborah Bright, 2015.
Executives, managers, and team leaders will learn to deliver the truth and have it taken as helpful, to create an atmosphere of acceptance, and learn to avoid mistakes that sabotage an exchange. This book delivers proven techniques and tools for motivating people and triggering improvement, swiftly and painlessly.

Learning transfer is the missing link in training. Using conventional approaches to training, an average of just 10-20 percent of learning makes it back into the workplace. This book provides tools to enable trainers, buyers of training, and L&D professionals to find ways to facilitate genuine behavioral change and accountability in the workplace.
Management, Supervision, and Leadership Resources: Selected eBooks (continued)

Why I don’t work here anymore: A leader’s guide to offset the financial and emotional costs of toxic employees. Mitchell Kusy, 2018. Through the many case examples, evidence-based practices and templates, each chapter singles out one main issue and how to resolve it with respect and clarity. It presents concrete practices that will restore civility and respect into your organization as well as with increased performance.

Management, Supervision, and Leadership Resources: Selected Websites


Leadership Now helps build a community of leaders by developing people at all levels of society. Go to leadershipnow.com for more information.

National Association for the Education of Young Children (NAEYC) offers leadership information. Go to naeyc.org/resources/topics/leadership for more information.

Nonprofit Organization Information provides links to valuable nonprofit resources from the Texas Department of State Health Services Funding Information Center website. Go to dshs.texas.gov/fic/nonprofit.shtm for more information.

SBDCNet is the National Information Clearinghouse serving Small Business Development Center Network and America’s small business community. Go to sbdcnet.org for more information.

Whole Leadership: A Framework for Early Childhood Programs is offered by the McCormick Center of Early Childhood Leadership at National Louis University. Go to mccormickcenter.nl.edu/library/whole-leadership-a-framework-for-early-childhood-programs/ for more information.