

# **A List of Leadership Resources**

## Leadership Resource List

### BOOKS

| Book   | Author                         | Publisher   | Year | Themes  |
|--|--------------------------------|---|------|---|
| <i>Leadership without Easy Answers</i>                             | Heifetz, Ronald                | Cambridge, Mass.:<br>Belknap Press of Harvard<br>University Press | 1994 | <ul style="list-style-type: none"> <li>▪ Leadership</li> </ul>  |
| <i>Stewardship: Choosing Service over Self-Interest</i>            | Block, Peter                   | San Francisco, Calif.:<br>Berrett-Koehler Publishers              | 1993 | <ul style="list-style-type: none"> <li>▪ Industrial management</li> <li>▪ Social aspects of industries</li> </ul>   |
| <i>Leadership is an Art</i>  | De Pree, Max                   | Mich.: Michigan State<br>University Press                         | 1987 | <ul style="list-style-type: none"> <li>▪ Leadership</li> </ul>  |
| <i>Leadership Jazz</i>   | De Pree, Max                   | NY.: Doubleday  | 1992 | <ul style="list-style-type: none"> <li>▪ Leadership</li> </ul>  |
| <i>Organisational Culture and Leadership</i>                       | Schein, Edgar H.               | San Francisco, Calif.:<br>Jossey-Bass                             | 1992 | <ul style="list-style-type: none"> <li>▪ Corporate culture</li> <li>▪ Culture</li> <li>▪ Leadership</li> </ul>  |
| <i>The Seven Habits of Highly Effective People</i>                 | Covey, Stephen                 | NY: Simon and Schuster  | 1989 | <ul style="list-style-type: none"> <li>▪ Psychological aspects of success</li> <li>▪ Character</li> </ul>   |
| <i>An Invented Life: Reflections on Leadership and Change</i>      | Bennis, W. G.                  | NY: Addison – Wesley  | 1993 | <ul style="list-style-type: none"> <li>▪ Personal stories illustrate how to invent a rewarding career and a fulfilling life by learning to lead</li> </ul>  |
| <i>On Becoming a Leader</i>  | Bennis, W. G.                  | MA: Addison – Wesley  | 1994 | <ul style="list-style-type: none"> <li>▪ Explores the dynamics and difficulties of being a leader</li> <li>▪ Contains discussions with leaders from business, politics, and art</li> </ul>  |
| <i>Choosing to Lead</i>  | Clark, K.E. and<br>Clark, M.B. | Greensboro, NC: Center<br>for Creative Leadership                 | 1996 | <ul style="list-style-type: none"> <li>▪ Discusses that leaders must make a conscious decision to commit (i.e., Choosing to Lead)</li> <li>▪ Discusses the role of experience and cultural differences in ldr. development</li> </ul> |
| <i>Leadership: Quotations from the World's Greatest Motivators</i> | Fitton, R.A. (Ed.)             | Boulder, Co: Westview<br>Press                                    | 1997 | <ul style="list-style-type: none"> <li>▪ Leadership and motivational quotes from ancient history to present day</li> </ul>  |

| <b>BOOKS</b>   |  |  |                                      |   |
|--|--|--|--------------------------------------|---|
| <b>Book</b>  | <b>Author</b>  | <b>Publisher</b>                         | <b>Year</b>                          | <b>Themes</b>   |
| <i>The Leader of the Future: New Visions, Strategies, and Practices for the Next Era</i>                             | Hesselbein, F., Goldsmith, M., and Beckhard, R, (Eds.) | San Francisco: Jossey – Bass             | 1996                                 | <ul style="list-style-type: none"> <li>▪ Contains original essays on leadership by Senge, Covey, Kouzes, Posner, and others</li> </ul>  |
| <i>The Leadership Challenge: How to Keep Getting Extraordinary Things Done in Organizations (2<sup>nd</sup> ed.)</i> | Kouzes, J.M. and Posner, B.Z.                          | San Francisco: Jossey – Bass             | 1995                                 | <ul style="list-style-type: none"> <li>▪ Explores the practices and commitments of exemplary leaders</li> </ul>   |
| <i>Developing the Leaders Around You</i>   | Maxwell, J.C.  | Nashville, TN.: Thomas Nelson Publishers | 1995                                 | <ul style="list-style-type: none"> <li>▪ Argues that the key to great leadership is developing the good people around you</li> </ul>  |
| <i>21<sup>st</sup> Century Leadership: Dialogues with 100 Top Leaders</i>  | McFarland, L.J., Senn, L.E., and Childress, J.R.       | NY: Leadership Press                     | 1993                                 | <ul style="list-style-type: none"> <li>▪ Contains personal interviews with 100 CEO's, university presidents, authors, and journalists</li> <li>▪ Discusses vision and the future of leadership</li> </ul> |
| <i>Managing Generation X: How to Bring Out the Best in Young Talent</i>  | Tulgan, B.   | Santa Monica, CA: Merritt Publishing     | 1995                                 | <ul style="list-style-type: none"> <li>▪ Contains interviews with Gen X'ers about motivation, technology, culture, etc.</li> </ul>  |
| <b><i>The Fifth Discipline</i></b>   | <b>Senge, P.</b>                                       | <b>Doubleday, N.Y.</b>                   | <b>1990</b>                          | <ul style="list-style-type: none"> <li>▪ <b>Systems thinking</b></li> <li>▪ <b>Strategic thinking</b></li> </ul>  |
| <b><i>The Pyramid Principle</i></b>  | <b>Minto, B.</b>                                       | <b>Trans-Atlantic Publications</b>       | <b>2002 (3<sup>rd</sup> Edition)</b> | <ul style="list-style-type: none"> <li>▪ <b>Strategic Thinking</b></li> <li>▪ <b>Leadership judgment</b></li> </ul>   |
| <b><i>Six Thinking Hats</i></b>  | <b>De Bono, E.</b>                                     | <b>Little Brown &amp; Co.</b>            | <b>1999</b>                          | <ul style="list-style-type: none"> <li>▪ <b>Strategic Thinking</b></li> <li>▪ <b>Thinking Styles</b></li> </ul>   |

| <b>LEADERSHIP SURVEYS</b>                        |  |  |                    |
|--|--|--|--------------------|
| <b>Survey</b>                                    | <b>Purpose</b>   | <b>Adv/Disad</b>   | <b>Ease of Use</b> |
| <i>Belbin Diagnostic</i>                         | <ul style="list-style-type: none"> <li>• Use to determine the roles individuals play (or will play) on a team</li> <li>• Used to build understanding among team members of different personality and interaction styles</li> </ul>   | NA   | H                  |
| <i>Birkman Method</i>                            | <ul style="list-style-type: none"> <li>• Use to assess the communication styles of Change Sponsors and Change Agents</li> <li>• Use to improve communication, increase management effectiveness, build cohesive teams, reduce turnover, and improve sales and profits through better hiring decisions</li> </ul> | Adv:<br>- Non-confrontational, constructive feedback<br>- Socio-economic, gender, and culture neutral  | H                  |
| <i>Communication Styles Survey</i>               | <ul style="list-style-type: none"> <li>• Use to enable an individual to explore the styles they use in communicating with others</li> </ul>  | Adv:<br>- 18 item questionnaire enables quick assessment   | H                  |
| <i>Dimensions of Leadership Profile</i>          | <ul style="list-style-type: none"> <li>• Use to discover individual leadership potential at all levels of the organization</li> <li>• Use to obtain insight into creating committed followers</li> </ul>   | Adv:<br>- Easy, self-scoring instrument<br>- Focuses on areas of strength and limitation<br>- Provides guided information for easy applicability to both followers and leaders | H                  |
| <i>Executive Readiness</i>                       | <ul style="list-style-type: none"> <li>• Use to map willingness and capability of the organization to manage change by identifying key individuals who may block change as well as those who have the capability to lead and sponsor it</li> <li>• Provides a graphic representation</li> </ul>                  | Disadv:<br>- Very subjective   | M                  |
| <i>Hermann Brain Dominance Instrument (HBDI)</i> | <ul style="list-style-type: none"> <li>• Use to examine left-brain/right-brain orientation and the affects on creativity, problem-solving, team work, and relationship building</li> </ul>   | Adv:<br>- Self assessment instrument<br><br>Disadv:<br>- Requires a certified facilitator to debrief the survey  | M                  |
| <i>Leadership Practice Inventory (LPI)</i>       | <ul style="list-style-type: none"> <li>• Use to determine high-level strengths and weaknesses in leadership style</li> </ul>   | Adv:<br>- Does not require a certified facilitator to debrief it   | H                  |

**LEADERSHIP SURVEYS**

| <b>Survey</b>                                   | <b>Purpose</b>  | <b>Adv/Disadv</b>   | <b>Ease of Use</b> |
|---|---|---|--------------------|
| <i>Leadership Skills Profile (LSP)</i>          | <ul style="list-style-type: none"> <li>• Use to provide leaders with solid peer and subordinate feedback in an anonymous format</li> <li>• Provides focus areas on self development and allows for one-on-one coaching, if needed</li> </ul>  | Adv:<br>- Provides a well-rounded view of leadership style<br><br>Disadv:<br>- Expensive (~\$65 per survey participant) | H                  |
| <i>Linking Skills Index (LSI)</i>               | <ul style="list-style-type: none"> <li>• Use to assess an individual's communication skills</li> </ul>  | NA  |                    |
| <i>Motivational Needs Profile System (MNPS)</i> | <ul style="list-style-type: none"> <li>• Use to help chief executives and managers understand their strengths and weaknesses as leaders</li> </ul>  | Disadv:<br>- Difficult to edit<br>- Time consuming  | M                  |
| <i>Myers-Briggs Type Indicator (MBTI)</i>       | <ul style="list-style-type: none"> <li>• Use to explore the strengths and developmental needs of individuals; encourages individual understanding and self-development</li> <li>• Use to encourage understanding of the individual personalities on a team and how the team members interact with each other</li> </ul> | Adv:<br>- Provides a quick, reliable method of personality analysis   | H                  |
| <i>Personal Profile System (DISC)</i>           | <ul style="list-style-type: none"> <li>• Use to present a plan to help individuals understand their behavior and identify the environment most conducive to success</li> <li>• Use to recognize individual differences and the environment required to maximize productivity and teamwork</li> </ul>                    | Adv:<br>- Easy, self-scoring instrument<br><br>Disadv:<br>- Can be simplistic   | H                  |
| <i>Seven Habits Profile</i>                     | <ul style="list-style-type: none"> <li>• Use to facilitate the development of Principle-Centered Leadership characteristics (Covey based program)</li> </ul>  | Adv:<br>- 360 degree instrument provides rich data<br><br>Disadv:<br>- Requires a certified facilitator to debrief it   | H                  |

**LEADERSHIP SURVEYS**

| <b>Survey</b>                     | <b>Purpose</b>  | <b>Adv/Disadv</b>  | <b>Ease of Use</b> |
|-----------------------------------|---|--|--------------------|
| <i>Types of Work Index (TWI)</i>  | <ul style="list-style-type: none"> <li>• Use to identify the critical functions of a job</li> <li>• Use in conjunction with an individual's work preference, as measured by the TMI, to match individuals to job assignments</li> </ul> | NA   | M                  |
| <i>360 Degree Feedback</i>        | <ul style="list-style-type: none"> <li>• Use to provide a well-rounded view of leadership and work style</li> </ul>   | <b>Adv:</b><br>- Tool is customizable  | L-M                |
| <i>Benchmarks</i>                 | <ul style="list-style-type: none"> <li>• Use to diagnose and measure phases for assessment of Individual Leaders &amp; Future Leaders</li> <li>• A proven method of leading behavior change</li> </ul>                                  | <b>Adv:</b><br>- <b>360 degree feedback and analysis of behaviour</b>  | M                  |
| <i>Kolbe Conative Index (KCI)</i> | <ul style="list-style-type: none"> <li>• Use to improve performance by identifying instincts as reliable predictors of behavior:</li> <li>• Utilize recruitment, team-building &amp; training based on identified instincts</li> </ul>  | <b>Adv:</b><br>- <b>Easy to complete, paper-based questionnaire</b><br>- <b>Available on-line</b><br><br><b>Disadv:</b><br>- Requires in-house computerised analysis at Kolbe Corp | M                  |

**JOURNALS & NEWSLETTERS**

|  | <b>Format</b>       | <b>Publisher</b>  | <b>Themes</b>   |
|--|---------------------|---|---|
| <i>California Management Review</i>                | Quarterly Journal   | University of California<br>(S549 Haas School of Business #1900)<br>Berkeley, CA 94720-1900<br><br>Ph: (510) 642-7159<br>Fx: (510) 642-1318<br>Website:<br><a href="http://haas.berkeley.edu/News/cmr">http://haas.berkeley.edu/News/cmr</a>  | <ul style="list-style-type: none"> <li>▪ <b>Has many important contribution to improving the practice of management</b></li> </ul>  |
| <i>Concepts and Connections</i>                    | Thematic Newsletter | National Clearinghouse for Leadership Programs<br><br>University of Maryland at College Park (1135 Stamp Student Union)<br>College Park, MD 20472-4631<br><br>Ph: (301) 314-7164<br>Fx: (301) 314-9634<br>Website:<br><a href="http://www.inform.umd.edu/OCP/NCLP/">http://www.inform.umd.edu/OCP/NCLP/</a> | <ul style="list-style-type: none"> <li>▪ Each issue spotlights a successful campus leadership course or program</li> <li>▪ Leadership is examined through surveys of practice, historical context, standards and guidelines, new research, funding ideas, conference notices, and book reviews</li> </ul> |
| <i>Executive Excellence</i>                        | Monthly periodical  | Executive Excellence Publishing<br>1344 East 1120 South Provo, UT 84606-6379<br><br>Ph: (800) 300-3454<br>Webiste:<br><a href="http://www.eep.com">http://www.eep.com</a>   | <ul style="list-style-type: none"> <li>▪ Promotes personal and organisational leadership based on values, ethics, and timeless principles</li> <li>▪ Provides summaries of newly released books</li> </ul>  |
| <i>Human Resource Development Quarterly (HRDQ)</i> | Quarterly journal   | Jossey-Bass Inc., Publishers<br>350 Sansome Street<br>San Francisco, CA 94104-1342<br><br>Ph: (888) 378-2537<br>Fx: (800) 605-2665<br>Website:<br><a href="http://www.josseybas.com">http://www.josseybas.com</a>   | <ul style="list-style-type: none"> <li>▪ Provides refereed information from the American Society for Training and Development and the Academy of Human Resource Development</li> <li>▪ Links HRD theory and application from economics, education, mgmt., and psychology</li> </ul>                       |

**JOURNALS & NEWSLETTERS**

|  | <b>Format</b>  | <b>Publisher</b>  | <b>Themes</b>  |
|--|--|---|--|
| <i>Leader to Leader</i>  | Quarterly publication from Peter F. Drucker Foundation | Jossey-Bass Inc., Publishers<br>350 Sansome Street<br>San Francisco, CA 94104-1342<br><br>Ph: (888) 378-2537<br>Fx: (800) 605-2665<br>Website:<br><a href="http://www.josseybas.com">http://www.josseybas.com</a>               | <ul style="list-style-type: none"> <li>▪ Focuses on leadership development and organisational change</li> <li>▪ Provides summaries of newly released books</li> </ul>  |
| <i>Leadership in Action</i>  | Quarterly newsletter                                   | Jossey-Bass Inc., Publishers<br>350 Sansome Street<br>San Francisco, CA 94104-1342<br><br>Ph: (888) 378-2537<br>Fx: (800) 605-2665<br>Website:<br><a href="http://www.josseybas.com">http://www.josseybas.com</a>               | <ul style="list-style-type: none"> <li>▪ Aims to help practicing leaders and those who train and develop practicing leaders</li> <li>▪ Provides insights gained from the Center for Creative Leadership's educational and research activities</li> <li>▪ Provides a forum for the exchange of ideas</li> </ul> |
| <i>Leadership Insights</i>   | Newsletter published 3 times/year                      | The University of Georgia (Hoke Smith Annex)<br>Fanning Leadership Center<br>Athens, GA 30602-4350<br><br>Ph: (706) 542-1108<br>Fx: (706) 542-7007<br>Website:<br><a href="http://www.uga.edu/~flc">http://www.uga.edu/~flc</a> | <ul style="list-style-type: none"> <li>▪ Provides information from community leaders in Georgia and across the nation</li> <li>▪ Discusses leadership based programs in Georgia</li> </ul>   |
| <i>Leadership Journal: Women in Leadership – Sharing the Vision</i>                                | Journal published twice a year                         | The Leadership Institute<br>Columbia College<br>P.O. Box 3815<br>Columbia, SC 29230-9963<br><br>Ph: (803)786-3729<br>Fx: (803)786-3806  | <ul style="list-style-type: none"> <li>▪ Contains articles on practical leadership applications</li> <li>▪ Contains current research on topics of interest to women leaders</li> </ul>   |
| <i>Leadership Quarterly: An International Journal of Political, Social, and Behavioral Science</i> | Quarterly, refereed journal                            | JAI Press Inc.<br>55 Old Post Road, #2<br>P.O. Box 1678<br>Greenwich, CT 06839-1678<br><br>Ph: (203)661-0792<br>Fx: (203)661-0792<br>Website:<br><a href="http://www.jaipress.com">http://www.jaipress.com</a>                  | <ul style="list-style-type: none"> <li>▪ Dedicated to advancing theory, research, and applications concerning leadership</li> <li>▪ Each issue offers diverse opinions or comparative studies</li> <li>▪ Includes an annual index</li> </ul>   |

| <b>LEADERSHIP PROGRAMS</b>                             |  |  |
|--|--|--|
| <b>Program</b>   | <b>Overview</b>  | <b>Contact Information</b>   |
| <i>Four Roles of Leaders</i>                           | <ul style="list-style-type: none"> <li>Comprises a 3 day course that addresses managerial and organizational levels of leadership</li> </ul>   | Franklin/Covey<br>800-655-1492<br><a href="http://www.franklincovey.com">www.franklincovey.com</a>                         |
| <i>Facilitative Leadership</i>                         | <ul style="list-style-type: none"> <li>Provides a 3 day workshop that teaches practices that enable leadership to increase productivity and enhance employee job satisfaction</li> </ul> | Interaction Associates<br>415-241-8000<br><a href="http://www.interactionassociates.com">www.interactionassociates.com</a> |
| <i>Path of Dialogue</i>                                | <ul style="list-style-type: none"> <li>Comprises a 3 day workshop focused on communication skills (listening, agreement building, appreciating diversity, etc.)</li> </ul>               | Vitality Alliance<br>801-344-8645  |
| <i>The Global Institute for Leadership Development</i> | <ul style="list-style-type: none"> <li>Provides a world-class faculty that provides lessons in competency, knowledge and skill development, team learning, etc.</li> </ul>               | Linkage Inc<br>781-862-3157<br><a href="http://www.linkageinc.com">www.linkageinc.com</a>                                  |

| <b>ORGANIZATIONS</b>   |   |   |
|--|---|---|
| <b>Organizations</b>   | <b>Focus</b>  | <b>Contact Information</b>  |
| <i>The Aspen Institute</i>   | <ul style="list-style-type: none"> <li>• Dedicated to enhancing leadership qualities with seminars on topics such as ethics, leading change, and democracy</li> <li>• Additional policy programs examine topics including international security, population and consumption, and philanthropy</li> </ul>   | Ph: (202) 736- 5800<br>Fx: (202) 467-0790<br>Website:<br><a href="http://www.aspeninst.org">http://www.aspeninst.org</a>                  |
| <i>The James MacGregor Burns Academy of Leadership</i>   | <ul style="list-style-type: none"> <li>• Fosters future generations of political leaders through education, service, and research</li> <li>• An academically sanctioned program</li> </ul>  | Ph: (301) 405-5751<br>Fx: (301) 405-6402<br>Website:<br><a href="http://academy.umd.edu/academy">http://academy.umd.edu/academy</a>       |
| <i>Catalyst (a non-profit organization)</i>  | <ul style="list-style-type: none"> <li>• Mission is to enable women in business and the professions to achieve their maximum potential and to help employers capitalize on the talents of their female employees</li> </ul>   | Ph: (212) 514-7600<br>Fx: (212) 514-8470<br>Website:<br><a href="http://www.catalystwomen.org">http://www.catalystwomen.org</a>           |
| <i>Center for Creative Leadership (CCL) (an international, non-profit educational institution)</i> | <ul style="list-style-type: none"> <li>• Mission is to advance the understanding of, practice, and development of leadership for the benefit of society world-wide</li> <li>• Focuses on assessment of development learning, and the lessons of experience, executive development, leadership, creativity, teamwork, and simulation design</li> </ul> | Ph: (336)545-5000<br>Fx: (336)283-3284<br>Website: <a href="http://www.ccl.org">http://www.ccl.org</a>                                    |
| <i>Center for Leadership Studies (a research and educational institution)</i>                      | <ul style="list-style-type: none"> <li>• Contributes to the understanding of and identification of the full range of leadership and its applications</li> <li>• Focuses on the evolution from a transactional to transformational style of leadership</li> <li>• Includes one – six day workshops offered internationally</li> </ul>                  | Ph: (607) 777-3007<br>Fx: (607) 777-4188<br>Website:<br><a href="http://www.som.binghamton.edu/cls">http://www.som.binghamton.edu/cls</a> |
| <i>Outward Bound (a non-profit, educational based program)</i>                                     | <ul style="list-style-type: none"> <li>• Uses experience-based programs to teach leadership skills</li> <li>• Students learn through engaging in and then reflecting upon challenging environments that require decision-making, responsible action, and teamwork</li> </ul>  | Ph: (800) 243-8520<br>Fx: (914) 424-4280<br>Website:<br><a href="http://www.outwardbound.org">http://www.outwardbound.org</a>             |

| <b>VIDEOS</b>  |                         |                                 |             |  |
|--|-------------------------|---------------------------------|-------------|--|
| <b>Video</b>   | <b>Source</b>           | <b>Runtime</b>                  | <b>Year</b> | <b>Theme</b>   |
| <i>The Credibility Factor: What Followers Expect From Leaders</i>          | CRM Films               | 22 Minutes                      | 1990        | <ul style="list-style-type: none"> <li>• Discusses credibility as the crucial difference between effective and ineffective leaders</li> <li>• Describes specific practices that build credibility</li> </ul>                                     |
| <i>Great Minds of Business</i>   | PBS Video Home Division | 5 Tape Series - 30 Minutes each | 1997        | <ul style="list-style-type: none"> <li>• Five case studies discussing innovative leaders</li> </ul>  |
| <i>Leadership: Reach For The Stars</i>                                     | Coastal Human Resources | 20 Minutes                      | 1997        | <ul style="list-style-type: none"> <li>• Discusses the difference between managers and leaders</li> <li>• Hosted by astronaut Buzz Aldrin who provides descriptions of the Apollo program and its leadership</li> </ul>                          |
| <i>Leadership: What's Trust Got To Do With It?</i>                         | CRM Films               | 19 Minutes                      | 1996        | <ul style="list-style-type: none"> <li>• Examines a team leader who is caught between corporate goals and unmotivated employees.</li> <li>• Explores the importance of trust in overcoming obstacles</li> </ul>                                  |
| <i>Leading By Example: Mentoring and Coaching for Effective Leadership</i> | Franklin Covey          | 20 Minutes                      | 1996        | <ul style="list-style-type: none"> <li>• Explores the story of Anne Sullivan and her example of leadership in her dedicated education of Helen Keller</li> <li>• Includes a <i>Leader's Discussion Guide</i> and participant handouts</li> </ul> |