

## Recommended Reading for Managers

*Some materials are available in the Corporate Library for check-out. For others, you may want to check your local public library or purchase a copy through an online or local bookstore.*

### **Diversity**

Cultural Intelligence: A Guide to Working with People from Other Cultures by Brooks Peterson

Diversity by Design: Guide to Fostering Diversity in the Civil Engineering Workforce by Sybil Hatch, P.E.

### **Ethics**

Managing Business Ethics: Straight Talk About How to Do It Right by Linda Trevino and Katherine Nelson

### **New Managers**

Becoming a Manager: How New Managers Master the Challenges of Leadership by Linda Hill

The First 90 Days: Critical Success Strategies for New Leaders at All Levels by Michael Watkins

The New Supervisor: How to Thrive in Your First Year as a Manager by Martin Broadwell

### **Managing People**

The 1001 Rewards & Recognition Fieldbook: The Complete Guide by Bob Nelson and Dean Spitzer

The Art of Managing People by Tony Alessandra

Common Sense Supervision: A Handbook for Success as a Supervisor by Roger Fulton

How to Manage Problem Employees: A Step-by-Step Guide for Turning Difficult Employees into High Performers by Glenn Shepard

The People Side of Project Management by Ruth Sizemore House

The PeopleMap: Understanding Yourself and Others by Michael Lillibridge

Stress-Free Performance Appraisals by Sharon Armstrong

Winning with Millennials by J. Tim Griffin, P.E., LEED AP

### **Management Mastery**

Becoming a Master Manager: A Competency Framework by Robert E. Quinn

First, Break All the Rules: What the World's Greatest Managers Do Differently by Marcus Buckingham

Harvard Business Review on Becoming a High-Performance Manager by Harvard Business School Press

The PeopleMap Leadership System by Michael Lillibridge and John Zumwalt, P.E.