

READING LIST FOR NEW MANAGERS

This reading list has been carefully selected to equip you with the knowledge and tools needed to navigate the complexities of leadership, communication, team-building, and personal development.

Remember that leadership is an ongoing journey of learning and growth. Each book on this reading list is a valuable steppingstone on your path to becoming a confident, empathetic, and impactful manager. Embrace the insights within these pages, apply them to your unique challenges, and watch as your managerial skills flourish.

1. "The First 90 Days: Proven Strategies for Getting Up to Speed Faster and Smarter" by Michael D. Watkins This book provides guidance on how to navigate the critical first months in a new managerial role, helping you make a successful transition.
2. "Leaders Eat Last: Why Some Teams Pull Together and Others Don't" by Simon Sinek. Sinek explores the concept of leadership based on trust and collaboration, providing insights into creating a culture of teamwork and support.
3. "Crucial Conversations: Tools for Talking When Stakes Are High" by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler. This book offers practical advice on handling difficult conversations effectively, a crucial skill for every manager.
4. "Emotional Intelligence 2.0" by Travis Bradberry and Jean Greaves This book focuses on developing emotional intelligence, a vital skill for managers to understand and manage their own emotions and those of their team members.
5. "Influence: The Psychology of Persuasion" by Robert B. Cialdini. Cialdini delves into the principles of persuasion and how managers can use them to effectively communicate and influence their teams.
6. "The 5 Dysfunctions of a Team: A Leadership Fable" by Patrick Lencioni. Using a fictional narrative, Patrick Lencioni highlights common challenges that teams face and provides strategies to overcome them.

7. "Radical Candor: Be a Kick-Ass Boss Without Losing Your Humanity" by Kim Scott
Kim Scott offers a practical approach to providing honest and constructive feedback to team members, helping managers balance care and directness.
8. "Mindful Leadership: The 9 Ways to Self-Awareness, Transforming Yourself, and Inspiring Others" by Maria Gonzalez. This book introduces mindfulness practices to enhance a manager's self-awareness, decision-making, and ability to lead with empathy.
9. "The One Minute Manager" by Ken Blanchard and Spencer Johnson. This short yet impactful book presents practical management principles, emphasizing the importance of clear communication, goal setting, and giving feedback.
10. "Mindset: The New Psychology of Success" by Carol S. Dweck
Carol Dweck explores the concept of fixed vs. growth mindsets and how developing a growth mindset can enhance personal and team performance.

Remember that while reading these books can be highly valuable, it's important to put their principles into practice and adapt them to your unique managerial context. I recommend taking no more than three concepts from a book and determining how you can best integrate them into your current work environment.



<http://executive-velocity.com>



beth.miller@executive-velocity.com



678.579.9191

