

READING LIST

SUGGESTED READING

Project Management

Title	ISBN/Reference	Cost	Remarks
Just Enough Project Management	0-07-144540-4 McGraw Hill	£8.99	If you just buy one book on project management – buy this one. Simple, clear and based on a teamwork approach to project management
Project Management Step by Step	Pearson Education Ltd	£14.99	Simple and easy to understand. Builds on “Just Enough Project Management”
Absolute Beginners Guide to Project Management	0-7897-3197-5 Que Publishing	£13.99	More detail but again simple to understand.

Creative Thinking and Problem Solving

Title	ISBN/Reference	Cost	Remarks
Creativity for Managers	1 85835 148 0 The Industrial Society	£9.95	Simplifies and gives easy steps to what can be an overcomplicated process. Good lever to move from reactive problem solving to more proactive thinking. Fits with the concept phase of projects
The Pyramid Principle	Pitman publishing		Supports work breakdown structure thinking. Fragmentation but without losing sight of the whole picture
Rapid Problem Solving with Post Its	0 566 07836 8 Gower		As above
Dialogue Mapping	0-470-01768-6 John Wiley & Sons Ltd		A new approach to collaborative problem solving using web based software. Again uses fragmentation but from a team based perspective so that overall context is maintained

Leadership and Change

Title	ISBN/Reference	Cost	Remarks
A Force for Change – How Leadership Differs from Management	0-02-918465-7 The Free Press	£25	There is a lot of gobble kook written on leadership. This book is incisive and pragmatic.
Leading Change	0-87584-747-1 Harvard Business School Press		By the same author as above (John P Kotter). Builds on leadership but focuses within an organisational perspective. Good reading for those involved with strategic projects
The Seven Habits of Highly Effective People	0-671-71117-2	£10.99	If your job requires that you have to use more leadership this is an excellent reference to challenge thinking and to give you ideas on the basic key stages required of personal leadership

Motivation and Behaviour

Title	ISBN/Reference	Cost	Remarks
Communicating Beyond our Differences	1 800 762 3478		This is the book where the shape stuff came from. It is an excellent read and I would advise buying this and using it with your own project teams. It is a great way to get teams quickly gelling together. But remember do not use to stereotype.
The One Minute Manager	Kenneth Blanchard	£5.99	If you only buy one book on management buy this one. A simple approach to motivation which works
The Extra Mile	978 0 273 70394 5		I use this book when I am working with my Investors in People clients. It demonstrates the importance of engagement and alignment to create high performing teams. This is another book I would recommend you buy
Putting the One Minute Manager to Work	Kenneth Blanchard		Practical applications to the above
The One Minute Manager meets the Monkey	Kenneth Blanchard		Making better use of your time. This supports the team based approach to project management that we are recommending
The One Minute Manager Builds High Performing Teams	Kenneth Blanchard		Focuses on getting buy in and shared commitment to team based goals. Supports coherent thinking and action.
Leadership and the One Minute Manager	Kenneth Blanchard		Explores management style and how to adapt to different situations.

Strategy

Title	ISBN/Reference	Cost	Remarks
The Strategy Focused Organisation	1-57851-250-6 Harvard Business School Press		Bridges the gap from original balanced scorecard thinking to second generation using strategy maps. Not an easy or practical read but a good reference source
Strategy Mapping	Kaplan & Norton		Again not an easy read. But a good introduction to strategy mapping
The Rise and Fall of Strategic Planning	Henry Mintzberg		Again not an easy read. But a must have for anybody interested in strategy