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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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Texas Department of State Health Services

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Management, Supervision, and Leadership: Selected Journal Abstracts

Developing leadership in early childhood education and care through the integration of theory, policy engagement, and advocacy. Garner, P. W., & McCarron, G. P. (2020). *Journal of Early Childhood Teacher Education*, 41(3), 1-18.

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.

An evaluation of leadership professional development for early childhood directors. Shore, R. A., Lambert, R. G., & Shue, P. L. (2020). *Leadership and Policy in Schools*, 19(1), 1-14.

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.

Management, Supervision, and Leadership: Selected Journal Abstracts (continued)

Leadership in the early childhood years: Opportunities for young leadership development in rural communities. Hailey, D. J., & Fazio-Brunson, M. (2020). *Theory & Practice in Rural Education*, 10(1), 6-23.

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.

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**Management, Supervision, and Leadership:
Selected Journal Abstracts (continued)**

Training early childhood leaders: Developing a new paradigm for professional development using a practice to theory approach.

Myran, S., & Masterson, M. (2020). *School Effectiveness and School Improvement: An International Journal of Research, Policy and Practice*, 31(3), 1-24.

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.

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Management, Supervision, and Leadership: Selected Journal Tables of Content

Contemporary Issues in Early Childhood. Volume 21, Issue 2; June 2020.

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.

How neocolonialism and globalization affect the early childhood workforce in Nepal and Kenya. p. 111-125. Nganga, L., Akpovo, S. M., Thapa, S., & Mwangi, A. M.

Beliefs and attributions: Insider accounts of men's place in early childhood education and care. p. 126-137. Sullivan, V., Coles, L., Xu, Y., Perales, F., & Thorpe, K.

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

Who cares for carers? How discursive constructions of care work marginalized early childhood educators in Ontario's 2018 provincial election. p. 153-164. Powell, A., Langford, R., Albanese, P., Prentice, S., & Bezanson, K.

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.

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Early Childhood Education Journal. Volume 48, Issue 5; September 2020.

Impact of the Covid-19 pandemic on early childhood care and education.
p. 533-536.

Understanding race and racism among immigrant children: Insights into
anti-bias education for all students. p. 537-548. Yu, H. M.

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.

Examining preschool children's intention understanding and their conflict
resolution strategies. p. 597-606. Pieng, P., & Okamoto, Y.

Temperament and home environment characteristics as predictors of young
children's learning motivation. p. 607-620. Choi, N., & Cho, H.-J.

An evaluation of a classroom-based intervention to improve executive
functions in 4-year old children in New Zealand. p. 621-631. Keown, L. J.,
Franke, N., & Triggs, C. M.

Beyond the classroom: The protective role of student-teacher relationships on
parenting stress. p. 633-642. Westerberg, D., Newland, R., & Mendez, J. L.

How professionals collaborate to support infants and toddlers with disabilities
in child care. p. 643-655. Weglarz-Ward, J. M., Santos, R. M., & Hayslip, L. A.

Connections, virtues, and meaning-making: How early childhood educators
describe children's spirituality. p. 657-669. Mata-McMahon, J., Haslip, M. J.,
& Schein, D. L.

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:
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Journal of Research in Early Childhood Education. Volume 34,
Issue 3; July-September 2020.

Early childhood professional well-being as a predictor of the risk of turnover in child care: A matter of quality. p. 331-345. McMullen, M. B., Lee, M. S. C., McCormick, K. I., & Choi, J.

Emergent sound-letter correspondences in the early biliterate writing development of simultaneous bilingual children. p. 346-366. Soltero-Gonzalez, L., & Butvilofsky, S.

Teacher scaffolding of preschoolers' shared reading with a storybook app and a printed book. p. 367-384. Neumann, M. M.

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

Parental math talk during home cooking and math skills in head start children: The role of task management talk. p. 406-426. Son, S.-H. C., & Hur, J. H.

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.

Working memory screening in Latin American children: Psychometric properties of a Spanish version of the Working Memory Rating Scale. p. 463-475. Vernucci, S., Galli, J. I., Andrés, M. L., Zamora, E. V., Richards, M. M., Canet-Juric, L., & Burin, D. I.

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

Future topics. p. 67.

Reading beyond the book: Educating paraprofessionals to implement dialogic reading for preschool children with language impairments. p. 68-83. Towson, J. A., Green, K. B., & Abarca, D. L.

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

A state system framework for high-quality early intervention and early childhood special education. p. 97-109. Kasprzak, C., Hebbeler, K., Spiker, D., McCullough, K., Lucas, A., Walsh, S., Swett, J., Smith, B. J., Kelley, G., Whaley, K. T., Pletcher, L., Cate, D., Peters, M., Ayankoya, B. C., & Bruder, M. B.

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

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Management, Supervision, and Leadership: New Audiovisuals

Parenting BASICS - Toddler Age 2: Emotional Health & Positive Discipline. 11 min. 2016. Streaming.

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.

Management, Supervision, and Leadership: New Books

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.

Do big things: The simple steps teams can take to mobilize hearts and minds, and make an epic impact. Craig W. Ross, 2017. (HD66 R823 2017).

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.

Emotional Judo: Communication skills to handle difficult conversations and boost emotional intelligence. Tim Higgs, 2018. (HM 1166 H637 2018).

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.

Smarter faster better: The transformative power of real productivity. Charles Duhigg, 2017. (BF 431 D871s 2017).

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.

The talent manifesto: How disrupting people strategies maximizes business results. R. J. Heckman, 2019. (HF 5549.5 M3 H449 2019).

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.

Management, Supervision, and Leadership Resources: New eBooks

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.

Positive leadership: Strategies for extraordinary performance.

Kim Cameron, 2012.

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 3rd alternative: Solving life's most difficult problems. 210 min. 2011. Audiobook on CD. (AC0029).

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).

Love'em or lose'em: Getting good people to stay. 270 min. 2005. Audiobook on CD. (AC0026).

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.

**Management, Supervision, and Leadership Resources:
Selected Audiovisuals (continued)**

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 3rd alternative: Solving life's most difficult problems. Stephen R. Covey, 2011. (BF 449 C873t 2011).

5 languages of appreciation in the workplace: Empowering organizations by encouraging people. Gary Chapman, 2019. (HF 5549.5 M63 C466 2019). Also available on audiobook (AC0031).

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).

Act like a leader: Think like a leader. Herminia Ibarra, 2015. (HD 57.7 I12 2015).

All in: How the best managers create a culture of belief and drive big results. Adrian Robert Gostick, 2012. (HF 5549.5 I5 G682a 2012).

Appreciative inquiry for change management: Using AI to facilitate organizational development. Sarah Lewis, 2016. (HD 58.8 L676 2016 RHB).

Back to human: How great leaders create connection in the age of isolation. Dan Schawbel, 2018. (HD 30.3 SCH313 2018).

Basic training for trainers. Jonathan Halls, 2016. (LC 5225 H193 2016).

Best practices for training early childhood professionals. Sharon Bergen, 2009. (560 B495 2009 ECI).

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

Big change, best path: Successfully managing organizational change with wisdom, analytics, and insight. Warren Parry, 2015. (HD 58.8 P265 2015 RHB).

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).

Change your questions, change your life: 12 Powerful tools for leadership, coaching, and life. Marilee G. Adams, 2015. (BF 637 C4 A215c 2015).

Coaching basics. Lisa Haneberg, 2016. (HF 5549.12 H237c 2016 RHB).

Coaching families and colleagues in early childhood. Barbara E. Hanft, 2004. (LB 1775.6 H238c 2004 ECI).

Committed teams: Three steps to inspiring passion and performance. Mario Moussa, 2016. (HD 66 M933c 2016 RHB).

The confidence code: The science and art of self-assurance what women should know. Katty Kay and Claire Shipman, 2014. (HD 6054 K39 2014 RHB).

Dare to lead: Brave work, tough conversations, whole hearts. Brené Brown, 2018. (HD 57.7 B877 2018).

Daring greatly: How the courage to be vulnerable transforms the way we live, love, parent, and lead. Brene Brown, 2012. (BF 575 B877 2012).

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).

Doing the right thing for children: Eight qualities of leadership. Maurice Sykes, 2014. (LB 1775.6 S983d 2014 ECI).

Drive: The surprising truth about what motivates us. Daniel H. Pink, 2009. (BF 503 P655d 2009 RHB).

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

Effectively managing and leading human service organizations.

Ralph Brody, 2014. (HV 41 B865e 2014).

Emotional intelligence. Daniel Goleman, 2006. (BF 576 G625e 2006 RHB).

Also available on DVD (DD0376).

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

Engage: The trainer's guide to learning styles. Jeanine O'Neill-Blackwell, 2012. (LC 5225 O58 2012 RHB).

The enthusiastic employee: How companies profit by giving workers what they want. David Sirota, 2014. (HF 5549.5 M6 S621e 2014).

Evidence-based training methods: A guide for training professionals.

Ruth Colvin Clark, 2015. (HF 5549.5 T7 C594 2015).

Facilitation skills training. Kimberly Devlin, 2017. (HF 5549.5 T7 D367 2017).

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).

From the inside out: The power of reflection and self-awareness.

Paula J. Bloom, 2007. (560.1 B655f 2007 ECI).

Good to great and the social sectors. James C. Collins, 2005. (HD 57.7 C712s 2005). Also available as an audiobook on CD (AC0023).

Good to great: Why some companies make the leap and others don't.

James C. Collins, 2001. (HD 57.7 C712g 2001).

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

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 do I keep my employees motivated: The practice of empathy-based management. George Langelett, 2014. (HF 5549.5 L274h 2014 RHB).

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

Impossible to ignore: Creating memorable content to influence decisions. Carmen Simon, 2016. (HF 5718.22 S594 2016).

Innovating Lean Six Sigma: A strategic guide to deploying the world's most effective business improvement process. Kimberly Watson-Hemphill, 2016. (HD 62.15 W339i 2016).

Leaders don't command: Inspire growth, ingenuity, and collaboration. Jorge Cuervo, 2015. (HD 57.7 C965 2015).

Leadership and the one minute manager: Increasing effectiveness through situational leadership II. Kenneth H. Blanchard, 2013.
(HD 57.7 B639 2013).

Leadership in action: How effective directors get things done, 2nd ed.
Paula J. Bloom, 2014. (LB 1775.6 B665 2014 ECI).

Leading and managing early childhood settings: Inspiring people, places and practices. Nadine L. McCrea, 2015. (LB 1775.6 M478 2015 ECI).

Lean in: Women, work, and the will to lead. Sheryl Sandberg, 2013.
(HD 6054 S263 2013 RHB).

Look, listen, and learn: Reflective supervision and relationship-based work. Rebecca Parlakian, 2001. (750 P252L 2001 ECI).

Managing and leading people through organizational change: The theory and practice of sustaining change through people. Julie Hodges, 2016. (HD 58.8 H688 2016 RHB).

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

Managing the unexpected: Sustained performance in a complex world. Karl E. Weick, 2015. (HD 30.3 W416 2015).

Managing transitions: Making the most of change, 4th ed. William Bridges, 2016. (HD 58.8 B851 2016).

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

More quick team-building activities for busy managers: 50 new exercises that get results in just 15 minutes. Brian Cole Miller, 2007. (HM 133 M647m 2007 ECI).

The new one minute manager. Kenneth H. Blanchard and Spencer Johnson, 2013. (HD 31 B639o 2013).

On the edge: The art of high impact leadership. Alison Levine, 2014. (HD 57.7 L48 2014 RHB).

Organizational ethics: A practical approach. Craig E. Johnson, 2016. (HF 5387 J66 2016 RHB).

Practical approaches to early childhood professional development: Evidence, strategies, and resources. 2008. (560 P898 2008 ECI).

Program administrator's guide to early childhood special education: Leadership, development, and supervision. Janeen McCracken Taylor, 2009. (325.1 P964 2009 ECI).

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).

The science of successful organizational change: How leaders set strategy, change behavior, and create an agile culture. Paul Gibbons, 2015. (HD 58.8 G441s 2015).

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

Start with why: How great leaders inspire everyone to take action. Simon Sinek, 2009. (HD 57.7 S616s 2009 RHB).

Supervision in early childhood education: A developmental perspective, 3rd ed. Joseph J. Caruso and M. Temple Fawcett, 2007. (LB 1775.6 C329s 2007 ECI).

Thinking, fast and slow. Daniel Kahneman, 2013. (BF 441 K12t 2013).

Training design and delivery: A guide for every trainer, training manager, and occasional trainer. Geri E. McArdle, 2015. (LC 5225 M115t 2015).

Training from the back of the room: 65 ways to step aside and let them learn. Sharon L. Bowman, 2009. (550 B787t 2009 ECI).

Twelve essential topics in early childhood: A year of professional development in staff meetings. Nancy P. Alexander, 2018. (LB 1775.6 AL374 2018).

The visionary director: A handbook for dreaming, organizing, and improvising in your center, 2nd ed. Margie Carter and Debbie Curtis, 2010. (560.1 C324v 2010 ECI).

Who moved my cheese? An amazing way to deal with change in your work and in your life. Spencer Johnson, 1998. (BF 637 C4 J69 1988 RHB). Also available on DVD as an animated movie (DD0380).

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.

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

Developing leaders for positive organizing: A 21st century repertoire for leading in extraordinary times. Rob Koonce, 2017.
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.

Developing a leadership pipeline. Annette M. Cremona, 2017.
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.

Distributed leadership: The dynamics of balancing leadership with followership. Neha Chatwani, 2018.
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.

The effective manager. Mark Horstman, 2016.
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.

Engaging government employees: Motivate and inspire your people to achieve superior performance. Robert J. Lavigna, 2013.
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.

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

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.

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

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.

Leader interpersonal and influence skills: The soft skills of leadership. Ronald E. Riggio and Sheryelle J. Tan, 2018.

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.

Leadership blindspots: How successful leaders identify and overcome the weaknesses that matter. Robert B. Shaw, 2014.

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.

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

Leadership training. Lou Russell, 2015.

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.

Leading change. John P. Kotter, 2013.

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.

Leading with cultural intelligence: The real secret to success, 2nd ed. David Livermore, 2015.

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.

Love'em or lose'em: Getting good people to stay, 5th ed.

Beverly L. Kaye, 2014.

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.

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

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.

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

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.

Modern Mentoring. Randy Emelo, 2015.

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.

Navigating an organizational crisis: When leadership matters most.

Harry Hutson, 2016.

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.

Negotiation book: Your definitive guide to successful negotiating, 2nd ed. Steve Gates, 2016.

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

New supervisor training. Elaine Biech, 2015.

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.

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

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: A complete guide to best practice coaching and training. Carol Wilson, 2014.

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 potential: A leadership strategy for producing results. Robert D. Behn, 2014.

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.

Practicing organization development: Leading transformation and change, 4th ed. William J. Rothwell, 2016.

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.

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

Seven disciplines of a leader. Jeff Wolf, 2015.

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.

The stay interview: A manager's guide to keeping the best and brightest. Richard Finnegan, 2015.

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.

Turning learning into action: A proven methodology for effective transfer of learning. Emma Weber, 2014.

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

Community Tool Box offers practical, step-by-step guidance in community-building skills. See Part E, Chapters 13-16 for leadership, management and group facilitation tips at ctb.ku.edu/en/table-of-contents.

Early Childhood Education Blog offers early childhood education leadership skills. Go to blog.himama.com/leadership-in-early-childhood-education/ for more information.

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 sbdnet.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.