

ECI Library Matters

Management, Supervision and Leadership Resources
(updated)

This issue features updated library resources on management, supervision and leadership. Abstracts of articles on these topics are also included. For a complete listing of library titles, go to 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. Library materials may be borrowed by request only. 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

USEFUL INFORMATION

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Services](#)

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[HHSC ECI Website](#)

[DSHS ECI Library Matters
and ECI Library Collection](#)

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Selected Journal Abstracts

The early childhood personnel center: Building capacity to improve outcomes for infants and young children with disabilities and their families.

Bruder, M. B., Gundler, D., Stayton, V., & Kemp, P. (2021). *Infant & Young Children*, 34(2), 69-82. <https://doi.org/10.1097/IYC.000000000000191>

There are concerns about the quantity and quality of personnel in early childhood intervention (ECI) as the numbers of infants and young children with delays and disabilities grow in number, needs, and diversity. The Early Childhood Personnel Center (ECPC) was funded to provide technical assistance (TA) to state systems of ECI and institutions of higher education (IHE) through the development of comprehensive systems of personnel development (CSPD). A CSPD is comprised of 6 interrelated subcomponents and each provides the infrastructure necessary to meet the current and future needs of a competent workforce. The subcomponents include recruitment and retention, personnel standards, preservice programs, in-service training, leadership and sustainability, and evaluation. TA audiences have included ECI administrators, IHE faculty, doctoral students, professional development providers, and families that jointly develop, implement, and evaluate effective personnel practices, policies, and systems. The purpose of this article is to provide an overview of the TA provided by the ECPC over the past 8 years.

How early childhood educators resolve workplace challenges using character strengths and model character for children in the process.

Haslip, M. J., & Donaldson, L. (2021). *Early Childhood Education Journal*, 49(2), 337-348. <https://doi.org/10.1007/s10643-020-01072-2>

Character strengths improve performance and well-being but are rarely studied among early childhood educators. This qualitative study describes how in-service early childhood educators (n = 17, United States) resolved workplace challenges following a character strength application intervention. During professional development, teachers learned to write action plans to use character strengths (e.g., perseverance, kindness) to address their challenges. Teachers reported a 71% success rate in fully or mostly resolving challenges using this method. Another 22% experienced partial success. This study documents how teachers matched character strengths to personal challenges with children, coworkers and parents. Teachers reported using certain strengths mostly with children (e.g., love, forgiveness), others mostly with adults (e.g., teamwork, bravery), and others universally (e.g., kindness, leadership). Teachers reported modeling or teaching character strengths to children in 31% of cases in which they were seeking to resolve some form of workplace challenge. Teachers perceived that the intervention made it more likely for them to model or teach character strengths to children, particularly kindness, forgiveness, social intelligence and teamwork. Educators and children are likely to benefit from professional development that explores the application of character strengths in the workplace.

Preliminary efficacy and feasibility of a business leadership training program for small child care providers. Zeng, S., Douglass, A., Lee, Y., & DelVecchio, B. (2021). *Early Childhood Education Journal*, 49(1), 27-36. <https://doi.org/10.1007/s10643-020-01046-4>

It is important to equip small child care providers with business and administrative operations skills so that they can avoid shut down and provide quality child care services in a sustainable manner. This study provides initial efficacy and feasibility of the Small Business Innovation Course program. The goal is to contribute to a deeper understanding about strategies to support the business operations of these small child care providers serving young children from high-poverty communities. There were 34 small child care business providers enrolled in the program and pre-post evaluation suggested significant changes in participants' self-efficacy on business management skills. Emerging evidence also suggested that many participants were able to apply new knowledge (e.g., budget and marketing) and implement practices to promote business functioning. Discussion and implications are provided.

The value of reflective supervision/consultation in early childhood education. Paradis, N., Johnson, K., & Richardson, Z. (2021). *Zero to Three*, 41(3), 68-75.

With an average annual salary of just over \$16,000, the work of early childhood education professionals is grossly undervalued and leads to high turnover rates. And yet, the quality and consistency of the care they provide to infants and young children has a lasting impact on their brain development and social-emotional well-being. This article makes a case for demonstrating the value of their work through the provision of reflective supervision/consultation (RSC) in early childhood education settings. The authors share research, evidence-based practice standards, and case illustrations to review the impact of RSC on reflective functioning, job satisfaction/burnout, insight, and secondary trauma. They explore how these impacts might strengthen the capacity of the early childhood education workforce, including administrative leadership, to grow and respond in ways that benefit the infants, young children, and families they serve.

"Watch me!" Training increases knowledge and impacts attitudes related to developmental monitoring and referral among childcare providers. Chödrön, G., Barger, B., Pizur-Barnekow, K., Viehweg, S., & Puk-Ament, A. (2021). *Maternal and Child Health Journal*, 25(6), 980-990. <https://doi.org/10.1007/s10995-020-03097-w>

Objectives: To evaluate the impact of "Watch Me!" developmental monitoring training on childcare providers' knowledge and attitudes related to monitoring developmental milestones and making recommended referrals when there is a concern about a child's development."

Selected Journal Abstracts (continued)

Methods: A pretest-posttest design using web-based surveys was used to assess the impact of "Watch Me!" training on knowledge and attitudes related to conducting five key components of developmental monitoring (tracking development, recognizing delays, talking to parents about development, talking to parents about concerns, and making referrals). Variables included belief that developmental monitoring is important and is part of childcare provider role; perceived knowledge of, access to tools for, and prioritization of developmental monitoring; and ability to list recommended referrals when there is a concern.

Results: Childcare providers demonstrated a significant pre-post increase in perceived knowledge and access to the tools to engage in five core components of developmental monitoring after completing "Watch Me!" training. There was also a significant pre-post increase in childcare providers' ability to list the child's doctor as an appropriate referral (39 pre-63% post), but not in the ability to list Part C/Part B programs as an appropriate referral (56 pre-58% post).

Conclusions for practice: "Watch Me!" training may be effective at impacting targeted areas of knowledge and attitude about developmental monitoring among childcare providers in the short term.

To request full-text copies of journal articles highlighted in the abstracts, please contact the library staff by email: avlibrary@dshs.texas.gov.

Selected Journal Table of Contents

Infant Mental Health Journal. Volume 42, Issue 3; May/June 2021.

Maternal parentification history impacts evaluative cognitions about self, parenting, and child. p. 315-330. Nuttall, A. K., Ballinger, A. L., Levendosky, A. A., & Borkowski, J. G.

The developmental cascade of early parenting, emergence of executive functioning, and emotional symptoms across childhood. p.331-345. Murphy, Y. E., Zhang, X., & Gatzke-Kopp, L.

Maternal lack of sleep in the first two years after childbirth: Perceived impacts and help-seeking behaviors. p. 346-361. Simard, V., Pilon, M. & Blouin, M.

Pregnancy intendedness, maternal-fetal bonding, and postnatal maternal-infant bonding. p. 362-373. Shreffler, K. M., Spierling, T. N., Jespersen, J. E. & Tiemeyer, S.

Selected Journal Table of Contents (continued)

The association of infant temperament and maternal sensitivity in preterm and full-term infants. p.374-385. Vaccaro, S. M., Tofighi, D., Moss, N., Rieger, R., Lowe, J. R., Phillips, J., & Erickson, S. J.

Present as a partner and a parent: Mothers' and fathers' perspectives on father participation in prenatal care p. 386-399. Walsh, T. B., Carpenter, E., Costanzo, M. A., Howard, L., & Reynders, R.

The impact of a mother–infant intervention on parenting and infant response to challenge: A pilot randomized controlled trial with adolescent mothers in El Salvador. p. 400-412. Valades, J., Murray, L., Bozicevic, L., De Pascalis, L., Barindelli, F., Meglioli, A., & Cooper, P.

Sparking collaboration and instilling core competencies through training a statewide workforce in Infant Mental Health: Report from the field. p. 413-422. Dealy, J., Robinson, J., Eaves, T., & Maderia, H.

Development and nationwide implementation of a post discharge responsive parenting intervention program for very preterm born children: The TOP program. p. 423-437. Jeukens-Visser, M., Koldewijn, K., Van Wassenaer-Leemhuis, A. G., Flierman, M., Nollet, F., & Wolf, M. J.

Feasibility of training service providers on the AMBIANCE-Brief measure for use in community settings. p. 438-451. Madigan, S., Eirich, R., Racine, N., Borland-Kerr, C., Cooke, J. E., Devereux, C., Plamondon, A. R., Tarabulsky, G. M., Cyr, C., Haltigan, J. D., Yvonne Bohr, Y., Bronfman, E. & Lyons-Ruth, K.

Parent and practitioner perspectives on Circle of Security Parenting (COS-P): A qualitative study. p. 452. Maxwell, A. M., Reay, R. E., Huber, A., Hawkins, E., Woolnough, E., & McMahon, C.

To receive full-text copies of journal articles listed in the Journal Table of Contents, please contact the library staff by email: avlibrary@dshs.texas.gov.

Selected Journal Table of Contents (continued)

Zero to Three. Volume 41, Issue 4; May 2021.

This issue & why it matters. p. 2 . Reschke, K., & Powers, S.

Leading with dignity: One organization's story of building resiliency through service to others. p. 5-9. Moté B., & Crum Knight, S.

Sustaining a light of hope for families: Tribal home visiting programs persevere during COVID-19. p. 10-16. Roderick Stark, D.

Adaptability and resilience in early childhood education during a pandemic: Meeting challenges, maintaining quality, and creating networks of support. p.17-25. Gerdes, M., Anokam, C., Blackson, E., Segan, E., Mahar, M. K., Huertas, B., Lewis, B., & Richards, C.

"Needed now more than ever:" Infant and early childhood mental health consultation in an unprecedented time. p. 26-33. Afkinich, J., Torres, J., Latta, L., Sweeney Wasserman, K., Endy, K., & Candelaria, M.

An outbreak of creativity: Taking action to stay connected with children, families, and community during COVID-19. p. 34-41. Curtin, D. M., & Wilson, L. L.

ParentChild+ home visiting staff: Stories of resilience during COVID-19. p. 42-49. Zhou, Y., Bravo Stewart, A., & Robinson, J. D.

Holding the holders: Cultivating reflective spaces for the infant and early childhood mental health workforce during multiple pandemics. p. 50-57. McCormick, A., Goldberg, S., Hutchinson, H., Hughes Pontier, C. R., Bowers, A., Shklyar Nenide, L., & Silva, J.

Being with...by Zoom? Tennessee's story of continuing IECMH workforce support and development in the time of COVID-19. p. 58-66. Peak, A. D., Kronenberg, M., Morelen, D., Noroña, C., Frankel, K., & Webster, A.

To receive full-text copies of journal articles listed in the Journal Table of Contents, please contact the library staff by email: avlibrary@dshs.texas.gov.

Management, Supervision and Leadership: New Audiovisual

Infection control in healthcare: Safe work practices. Streaming. 14 min. 2014. dshs.texas.gov/avlib/films-on-demand.aspx

Safe practices have been developed by OSHA, the CDC and NIOSH to help prevent and control the spread of infectious diseases. This program presents the importance of infection control in healthcare and how to follow safe work practices. It demonstrates how to properly perform hand hygiene methods and properly used personal protective equipment (PPE).

Management, Supervision and Leadership: New Books

Beyond behaviors: Using brain science and compassion to understand and solve children's behavioral challenges. Mona Delahooke, 2019. (LC 3969 D333 2019 ECI).

This book describes behaviors as the tip of the iceberg, important signals that we should address by seeking to understand a child's individual differences in the context of relational safety. Featuring worksheets and charts, this book offers professionals, educators, and parents' tools and techniques to reduce behavioral challenges and promote psychological resilience and satisfying, secure relationships.

Build your dream team: How to recruit, train and retain early childhood staff. Thomas Bond, 2020. (LB 1775.6 B711 2020 ECI).

This book will help you take the first step to creating your plan and will remain your right-hand guide as you hire, onboard, and nurture your new employees. Learn how to: master effective recruiting techniques, craft effective job posts, conduct data-based interviews, make job offers more attractive, onboard new employees to make them part of your team, think strategically to plan for growth, work with a diverse staff, and train staff for continual professional growth.

Building on whole leadership: Energizing and strengthening your early childhood program. Marie L. Masterson, 2019. (LB 1775.6 M423 2019 ECI).

In a complex and changing landscape of scarce funding, high turnover rates, and differing views about priorities, the early childhood profession needs an anchor. This book, developed by the McCormick Center for Early Childhood Leadership, helps early childhood professionals inspire their staff's collaboration, creativity, and ethical commitment.

Management, Supervision, and Leadership: Selected Audiovisuals

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

Diversity in the workplace for managers and supervisors. DVD. 14 min. 2018. (DV1370)

How to lead when you're not in charge: Leveraging influence when you lack authority. Audiobook on CD in MP3 format. 380 min. 2017. (AC0043)

Igniting bold leadership: How to create a culture of risk-taking and collaboration. DVD. 57 min. 2014. (DV0884)

Practical coach 2. DVD. 25 min. 2014. (DV0861)

Reflective supervision for infant mental health practitioners. DVD. 136 min. 2012. (DD0613)

Reflective supervision II: Video training series. DVD. 124 min. 2016. (DD0820)

The respectful supervisor: Integrity and inclusion. DVD. 13 min. 2015. (DV0944)

The respectful supervisor: Motivating and retaining employees. DVD. 11 min. 2015. (DV0945)

Servant leadership in action: How you can achieve great relationships and results. Audiobook on CD in MP3 format. 593 min. 2018. (AC0047)

Winning presentations for make or break moments. DVD. 23 min. 2014. (DV1282)

Management, Supervision, and Leadership: Selected Books

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)

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)

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)

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)

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)

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)

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

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 on CD. (CA0042)

Do big things: The simple steps teams can take to mobilize hearts and minds and make an epic impact. Craig W. Ross, 2017. (HD 66 R823 2017)

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

Effectively managing and leading human service organizations. Ralph Brody, 2014. (HV 41 B865e 2014)

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

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)

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

The first two rules of leadership: Don't be stupid, don't be a jerk.

David Cottrell, 2016. (HD 57.7 C851f 2016)

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)

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)

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)

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)

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

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

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)

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)

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

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

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

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

Management, Supervision, and Leadership: Selected eBooks

Library eBooks are available electronically through any device with an internet connection. To access library eBooks:

- Go to TexShare Databases.
- From the Choose a Library drop-down menu, select 'Texas Department of State Health Services'.
- Enter password: 537TX78756
- Click on the 'Resources A-Z' tab.
- Then click on the letter 'E' and scroll down to the link for 'eBooks on EBSCOhost'.
- Type in the title of the eBook you want to read and click 'Search'.

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

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.

New! Building on whole leadership: Energizing and strengthening your early childhood program. Marie L. Masterson, 2019.

In a complex and changing landscape of scarce funding, high turnover rates, and differing views about priorities, the early childhood profession needs an anchor. This book, developed by the McCormick Center for Early Childhood Leadership, helps early childhood professionals inspire their staff's collaboration, creativity, and ethical commitment.

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: 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 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.

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.

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

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.

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.

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

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.

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 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.

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.

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

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 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, it 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.

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.

Emelo explains why all employees must be considered as potential mentors, making everyone both advisors and learners. The author 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.

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

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.

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.

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.

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

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.

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.

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.

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: 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: Selected eBooks (continued)

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. It 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.

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: 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/ more information.

Leadership Now helps build a community of leaders by developing people at all levels of society. Go to www.leadershipnow.com/ for more information.

National Association for the Education of Young Children (NAEYC) offers leadership information. Go to www.naeyc.org/resources/topics/leadership 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. For more information, please go to their website at mccormickcenter.nl.edu/library/whole-leadership-a-framework-for-early-childhood-programs/.