

Holiday Reading

Summer 2009 / 2010

This list contains titles you may enjoy reading over the Xmas break. If you haven't had time to catch up with management books check out the Condensed Books Section—a good way of reviewing the latest offerings in this area.

If you would like an item from this list just email us quoting the title of the item or its reference code.



Condensed Books –Read 3 in 1

Executive Book Summaries are the fast way to get up to speed with the content of recent management books. Each issue gives an overview of the key points of three bestselling titles as well as other shorter reviews.

Borrow an issue or two for your Xmas reading. Be in quick –these will be popular.

Executive Book Summaries : October 2009.

- ✓ The shift / by Scott M. Davis
- ✓ Leaders make the future / by Bob Johansen
- ✓ The five dysfunctions of a team / by Patrick Lencioni

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Executive Book Summaries : September 2009.

- ✓ Rethink : a business manifesto for cutting costs and boosting innovation / by Ric Merrifield
- ✓ Chaotics : the business of managing and marketing in the age of turbulence / by Philip Kotler and John A. Caslione
- ✓ The inspiring leader : unlocking the secrets of how extraordinary leaders motivate / by John H. Zenger, Joseph R. Folkman and Scott K. Edinger

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Executive Book Summaries : August 2009

- ✓ The spider's strategy : creating networks to avert crisis, create change, and really get ahead / by Amit S. Mukherjee
- ✓ The adversity paradox : an uncommon guide to achieving uncommon business success / by Barry Griswell and Bob Jennings
- ✓ The leadership pipeline : how to build the leadership powered company / by Ram Charan, Stephen Drotter and James Noel

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Executive Book Summaries : July 2009.

- ✓ The three laws of performance : rewriting the future of your organization / by Steve Zaffron and Dave Logan.
- ✓ Leadership in the era of economic uncertainty : the new rules for getting the right things done in difficult times / by Ram Charan
- ✓ The power presenter : technique, style and strategy from America's top speaking coach / by Jerry Weissman

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Executive Book Summaries : June 2009

- ✓ The innovator's prescription : a disruptive solution for health care / by Clayton M. Christensen, Jerome H. Grossman, and Jason Hwang
- ✓ Be a shortcut : the secret fast track to business success / by Scott H. Halford
- ✓ Crucial conversations : tools for talking when stakes are high / by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler

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Executive Book Summaries : May 2009

- ✓ The orange code : how ING Direct succeeded by being a rebel with a cause / by Arkadi Kuhlmann and Bruce Philp
- ✓ Buyology : truth and lies about why we buy / by Martin Lindstrom
- ✓ The services shift : seizing the ultimate offshore opportunity / by Robert E. Kennedy with Ajay Sharma

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Executive Book Summaries : April 2009

- ✓ High Altitude Leadership : what the world's most forbidding peaks teach us about success / by Chris Warner and Don Schmincke
- ✓ You can't order change : lessons from Jim McNerney's turnaround at Boeing / by Peter S. Cohan
- ✓ A sense of urgency : how to lead change effectively / by John P. Kotter

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Executive Book Summaries : March 2009

- ✓ Talent is overrated : what really separates worl-class performers from everybody else / by Geoff Colvin
- ✓ Tactical transparency : how leaders can leverage social media to maximise value and build their brand / by Shel Holtz and John C. Havens
- ✓ From concept to consumer : how to turn ideas into money / by Phil Baker

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(Executive Book Summaries : February 2009

- ✓ Reality check : the irreverent guide to outsmarting, outmanaging, and outmarketing your competition / by Guy Kawasaki
- ✓ Making the number : how to use sales benchmarking to drive performance / by Greg Alexander, Aaron Bartels, and Mike Drapeau
- ✓ The snowball : Warren Buffett and the Business of life / by Alice Schroeder

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Executive Book Summaries : January 2009

- ✓ Who : the A method for hiring / by Geoff Smart and Randy Street
- ✓ In search of the obvious : the antidote for today's marketing mess / by Jack Trout
- ✓ The 29% solution : 52 weekly networking success strategies / by Ivan R. Misner and Michelle R. Donovan

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Special Journal Issues

Learning from Failures - a Civil Engineering special issue, Volume 161 Special Issue 2 (November 2008)

(To borrow this issue: email library@energylibrary.org.nz Ref: **Hol 09/11**)

Heathrow airport terminal - a Civil Engineering special issue, Volume 161 Special Issue 1 (May 2008)

(To borrow this issue: email library@energylibrary.org.nz Ref: **Hol 09/12**)

Thomas Telford : 250 years of inspiration - a Civil Engineering special issue, Volume 160 Special Issue 1 (May 2007)

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Channel Tunnel rail link. Section 2 - a Civil Engineering special issue, Volume 160 Special Issue 2 (November 2007)

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Risk: facing the reality - a Civil Engineering special issue, Volume 159 Special Issue 2 (November 2006)

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Water worldwide : principles and practicalities - a Civil Engineering special issue, Volume 159 Special Issue 1 (May 2006)

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Sustainable power : the role for engineers - a Civil Engineering special issue, Volume 158 Special Issue 2 (November 2006)

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Management

The science of thinking smarter.

Coutu, D. Harvard Business Review, Volume 86 Issue 5 (May 2008) Pages 51-54.

Advances in neurobiology have demonstrated that the brain is so sensitive to external experiences that it can be rewired through exposure to cultural influences. Experiments have shown that in some people, parts of the brain light up only when they are presented with an image of Bill Clinton. In others, it's Jennifer Aniston. Or Halle Berry. What other stimuli could rewire the brain? Is there a Boeing brain? A Goldman Sachs brain? No one really knows yet. Still, neuroscientists are learning much that can be put to practical use. For instance, exercise is good for the brain, and long term stress is harmful, inevitably hurting productivity in the workplace. Stressed people don't do math very well, they don't process language very efficiently, and their ability to remember -- in both the short and long terms -- declines. In fact, the brain wasn't built to remember with anything like analytic precision and shouldn't be counted on to do so. Contrary to what many twentieth-century educators believed, the brain can keep learning at any age confirming we are life long learners

(To request: email library@energylibrary.org.nz Ref: **Hol 09/18**)

Stop wasting valuable time.

Mankins, M. Harvard Business Review, Volume 82 Issue (September 2004) Pages 58-65.

Companies routinely squander their most precious resource--the time of their top executives. In the typical company, senior executives meet to discuss strategy for only three hours a month. And that time is poorly spent in diffuse discussions never even meant to result in any decision. The price of misused executive time is high. Delayed strategic decisions lead to overlooked waste and high costs, harmful cost reductions, missed new product and business development opportunities, and poor long-term

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Sleep deficit: The performance killer

Charles A Czeisler. Harvard Business Review, Volume 84 Issue 10 (2006) Pages 53-59.

Long hours and traveling often in multiple time zones, do not lead to high performance. The four neurobiological functions that effect sleep duration and quality and high performance are outlined. Recommendations for corporate sleep policies are discussed

(To request: email library@energylibrary.org.nz Ref: **Hol 09/20**)

What to Ask the Person in the Mirror.

Kaplan, R. Harvard Business Review, Volume 85 Issue 1 (January 2007) Pages 86-95.

As leaders rise through the ranks, they have fewer and fewer opportunities for honest and direct feedback. Their bosses are no longer monitoring their actions, and by the time management missteps have a negative impact on business results, it's usually too late to make course corrections that will set things right. Therefore, it is wise to go through a self-assessment, to periodically step back from the bustle of running a business and ask some key questions of yourself.

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Manage your energy not your time.

Schwartz, T. Harvard Business Review, Volume 85 Issue 10 (October 2007) Pages 63-73.
As the demands of the workplace keep rising, many people respond by putting in ever longer hours, which inevitably leads to burnout that costs both the organization and the employee. Meanwhile, people take for granted what fuels their capacity to work -- their energy. Increasing that capacity is the best way to get more done faster and better. Time is a finite resource, but energy is different. It has four wellsprings -- the body, emotions, mind, and spirit -- and in each, it can be systematically expanded and renewed. In this article, Schwartz, founder of the Energy Project, describes how to establish rituals that will build energy in the four key dimensions.

(To request: email library@energylibrary.org.nz Ref: **Hol 09/22**)

Discovering your authentic leadership

George, Bill et al. Harvard Business Review, Volume 85 Issue 2 (February 2007) , Pages 129-138.

The article discusses leadership traits and characteristics. The article focuses on "authentic" leadership, consisting of people who find their own voice rather than emulating those perceived to be good leaders. The article details research done to discover how leaders developed their leadership abilities and interviews with 125 leaders in profit and nonprofit enterprises.

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Inner work life.

Amabile,T.and Kramer, S. Harvard Business Review, Volume 85 Issue 5 (May 2007) Pages 72-83.

Employees have their good days and their bad days and, for the most part, the reasons for their ups and downs are unknown. Most managers simply shrug their shoulders at this fact of work life. But does it matter, in terms of performance, if people have more good days than bad days? The authors' new stream of research reveals the dramatic impact of employees' inner work lives their perceptions, emotions, and motivation levels--on several dimensions of performance.

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Seven sleep myths; achieving goals –avoid 10 common traps.

Personal Excellence, Volume 12 Issue 11 (November 2007) Pages 6,9.

(To request:: email library@energylibrary.org.nz Ref: **Hol 09/25**)

Are you spending your time the right way?

Raffoni, M. Harvard Management Update, Volume 11 Issue 7, (July 2006) Pages 3-4.

Time is always a scarce resource for managers and employees. A three step plan for allocating time wisely and strategically is outlined.

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The existential necessity of midlife change.

Strenger, C and Ruttenberg, A. Harvard Business Review, Volume 86 Issue 2 (February 2008) Pages 82-90.

As life expectancy in the West increases and companies can no longer promise lifelong security, many businesspeople will need to make major changes during middle age, embarking on a second life and a second career.

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What work habits do you have to break to become successful?

Goldsmith, M. Journal for Quality and Participation (Summer 2007) Pages 4-8.

High levels of achievement are obtained not only by learning or honing new behaviours or skills, but by also putting a stop to one or more of 21 annoying work habits.

(To request: email library@energylibrary.org.nz Ref: **Hol 09/28**)

Enhancing creativity through "mindless" work : A framework of workday design.

Elsbach, K. and Hargadon, A. Organization Science, Volume 17 Issue 4 (2006) Pages 470-483.

Work pressure is often an obstacle to creativity and often creative output from professionals with a high workload is disappointing. It is suggested that the framework of work design be altered to focus entire workday rather than specific tasks. It is also suggest that enhanced creativity will result if the workday also includes "mindless" work (work that is low in both cognitive difficulty and performance pressures investments. But a few deceptively simple changes in the way top management teams set agendas and structure team meetings can make an enormous difference in their effectiveness. Efficient companies use seven techniques to make the most of the time their top executives spend together.

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What was privacy?

McCreary, L. Harvard Business Review, Volume 86 Issue 10 (October 2008) Pages 123-131.

Why is that question in the past tense? Because individuals can no longer feel confident that the details of their lives -- from identifying numbers to cultural preferences -- will be treated with discretion rather than exploited. Even as Facebook users happily share the names of their favourite books, movies, songs, and brands, they often regard marketers' use of that information as an invasion of privacy. This article examines numerous facets of the privacy issue, from Google searches, public shaming on the internet, and cell phone etiquette to passenger screening devices, public surveillance cameras, and corporate chief privacy officers.

(To request: email library@energylibrary.org.nz Ref: **Hol 09/30**)

Neuroscientific implications of psychological capital: Are the brains of optimistic, hopeful, confident, and resilient leaders different?

Peterson, S et al. Organizational Dynamics, Volume 37, Issue 4 (October-December 2008) Pages 342-353)

(To request: email library@energylibrary.org.nz Ref: **Hol 09/31**)

Are you working too hard?

Harvard Business Review, Volume 83 Issue 11, (November 2005) Pages 53-58..
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Exceptional implementers.

Porter, T et al. Industrial Management, Volume 49 Issue 5 (September 2007) Pages 14-19.
Discusses the key skills and characteristics displayed by people who are consistently delivering projects on time and within budget.
(To request: library@energylibrary.org.nz Ref: **Hol 09/33**)

Blink: The power of thinking without thinking. Malcolm Gladwell. London, 2005

Explores the idea of intuitive thinking and split second decisions.
(To borrow: email library@energylibrary.org.nz Ref: **Hol 09/34**)

How the best of the best get better and better.

Jones, G. Harvard Business Review, Volume 86 Issue 6 (June 2008) Pages p123-127.

What is the real key to elite performance? According to sports psychologist turned executive coach Graham Jones, star athletes and business people share one defining trait: mental toughness.

(To request: email library@energylibrary.org.nz Ref: **Hol 09/35**)

Stress free for good: 10 scientifically proven life skills for health and happiness.

Luskin, Fred and Pelletier, Kenneth. New York, N.Y.: Harper Collins, 2005
Each chapter introduces a life skill for stress management (belly breathing, muscle tensing and relaxing, visualisation etc). Forward by Andrew Weil M.D.
(To borrow: email library@energylibrary.org.nz Ref: **Hol 09/36**)

How to talk so people listen: Connecting in today's workplace. Hamlin, Sonya. New

York: Collins, 2006
(To borrow: email library@energylibrary.org.nz Ref: **Hol 09/37**)

Merry Xmas from the Energy Library Team

