

## Books

### Training & Education

1. **101 Ways to Make Training Active** by Mel Silberman. Both fun and serious individual and group exercises designed to enliven teaching sessions and deepen retention.
2. **Active Training: A Handbook of Techniques, Designs, Case Examples, and Tips** by Mel Silberman. A unique guide to teaching adults the way they learn best: by doing.
3. **Involving Your Audience: Making It Active** by Karen Lawson. Practical, how-to approaches for using interactive methods to increase audience impact and ensure speaker success.
4. **Facilitating Training Groups: A Guide to Leadership and Verbal Intervention Skills** by Susan A. Wheelan. A comprehensive framework for determining the best interventions to use on a moment-by-moment basis to ensure group goal achievement.
5. **How to Get Your point Across in 30 Seconds or Less** by Milo O. Frank. Proven techniques to give the edge that successful people share the art of communicating quickly, precisely and powerfully.
6. **One-the-Job Orientation and Training: A Practical Guide to Enhanced Performance** by Larry R. Smalley. Tools and techniques for orienting and training new employees.
7. **The Big Book of Icebreakers: Quick Fun Activities for Energizing Meetings and Workshops** by Edie West. 65 proven and effective icebreakers to enable you to create the atmosphere you need to get the job done.
8. **Evaluating Training Programs: The Four Levels** by Donald L. Kirkpatrick. The first comprehensive guide to Kirkpatrick's Four-Level Model including case studies of how the model is being used successfully in a wide range of programs and institutions.
9. **Planning Programs for Adult Learners: A Practical Guide for Educators, Trainers and Staff Developers** by Rosemary S. Caffarella. A hand-on guide and resource book for those who plan educational programs for adults.



**Organization Development & Leadership**

1. ***101 Ways to Make Meetings Active: Surefire Ideas to Engage Your Group*** by Mel Silberman. Both fun and serious individual and group exercises designed to enliven teaching sessions and deepen retention.
2. ***Teamwork from Start to Finish: 10 Steps to Results*** by Fran Rees. An essential guide that addresses the actual process of creating and managing effective teams.
3. ***Flawless Consulting: A Guide to Getting Your Expertise Used*** by Peter Block. Learn how to deal effectively with clients, peers, and others.
4. ***Needs Assessment: A Model for Community Planning*** by Keith A Neurber. The logic behind the Community-Oriented Needs Assessment (CONA) model and a step-by-step approach for use in a variety of settings.
5. ***Group Dynamics*** by Donelson R. Forsyth. Discusses various aspects of groups from development, performance, conflict and change.
6. ***Group Processes: A Developmental Perspective*** by Susan A. Wheelan. A dynamic view of group phenomena with practical strategies to enhance the functioning of groups of which readers are a part.
7. ***The Tao of Leadership*** by John Heider. Simple, clear advice on how to be the best kind of leader--and inspire others.
8. ***Process Consultation, Volume II: Lessons for Managers and Consultants*** by Edgar H. Schein. Clarifies the concept of process consultation and reaffirms it as a viable model of how to work with human systems.
9. ***Organizational Culture and Leadership*** by Edgar H. Schein. A tool managers and students can use to better shape the dynamics of organization and change.
10. ***Leadership is an Art*** by Max DePree. An exploration of how executives and managers can learn the leadership skills that build a better, more profitable organization.
11. ***Leading with Soul*** by Lee G. Bolman and Terrence E. Deal. Bravely reveals the path to leadership to be a very personal journey requiring a knowledge of self and a servant-leader mentality.
12. ***Reframing Organizations: Artistry, Choice and Leadership*** by Lee G. Bolman and Terrence E. Deal. Explanation of how powerful appraising situations from diverse perspectives can be towards building high-performing, responsive organizations.
13. ***Shackleton s Way: Leadership Lessons from the Great Antarctic Explorer*** by Margot Morrell and Stephanie Capparell. The secrets of Shackleton s leadership success are fully analyzed and ready for application by anyone in a position of leadership today.

14. ***Primal Leadership: Realizing the Power of Emotional Intelligence*** by Daniel Goleman, Richard Boyatzis and Annie McKee. Exploration of the role of emotional intelligence in leadership.
15. ***Future Search: An Action Guide to Finding Common Ground in Organizations & Communities*** by Marvin Weisbord and Sandra Janoff. A promising way for enabling diverse groups of people with a stake in an organization or community to plan their own future.
16. ***Appreciative Inquiry: Change at the Speed of Imagination*** by Jane Magruder Watkins and Bernard J. Mohr. A practical guide to the Appreciative Inquiry (AI) process. Includes comprehensive explanations and illustrations of emerging applications of AI in a wide range of environments.
17. ***Encyclopedia of Positive Questions, Volume One: Using Appreciative Inquiry to Bring Out the Best in Your Organization*** by Diana Whitney, David Cooperrider, Amanda Trosten-Bloom, and Brian S. Kaplin. Handbook of generic questions central to the discovery phase of the Appreciative Inquiry process.
18. ***The ASTD Trainer's Sourcebook: Strategic Planning*** by John Wills. Basic strategic planning materials that can be used as is or customized to meet specific needs.
19. ***The ASTD Trainer's Sourcebook: Teambuilding*** by Cresencio Torres. A comprehensive, varied, wide-ranging, accessible collection of high-interest, high-priority information and verified data of importance to the field of training and development.

### Personal & Professional Development

1. ***Thick Face, Black Heart: The Warrior Philosophy for Conquering the Challenges of Business and Life*** by Chin-Ning Chu. A comprehensive guide to utilizing the incredible positive force hidden within us all.
2. ***Training in Interpersonal Skills: Tips for Managing People at Work*** by Stephen P. Robbins and Phillip L. Hunsaker. A highly regarded, action-oriented approach to training in interpersonal skills behavior.
3. ***Dealing with People You Can't Stand: How to Bring Out the Best in People at Their Worst*** by Dr. Rick Brinkman and Dr. Rick Kirschner. A guide of no-nonsense strategies for dealing with difficult people with tact and skill.
4. ***Peer Counseling: Skills & Perspectives*** Vincent D Andrea and Peter Salovey. Basic techniques for rapidly training paraprofessionals to counsel their colleagues.
5. ***Questions That Work: How to Ask Questions That Will Help You Succeed in Any Business Situation*** by Andrew Finlayson. Practical how-to guide gives the insights and tools you needed to ask focused, probing questions and improve your performance.

6. ***Secrets of a CEO Coach: Your Personal Training Guide to Thinking Like a Leader and Acting Like a CEO*** by D.A. Benton. Uncover insightful and practical solutions to the everyday leadership challenges encountered in the real world.
7. ***Effective Coaching*** by Marshall J. Cook. Techniques to apply sound coaching methods in the workplace and encouraging top performance by working with employees.
8. ***How to Say It at Work: Putting Yourself Across with Power Words, Phrases, Body Language, and Communication Secrets*** by Jack Griffin. The one complete source for more effective workplace communication.
9. ***The Personal Touch: What You Really Need to Succeed in Today's Fast-paced Business World*** by Terrie Williams. An inspirational book on the success of the president of one of the country's premier PR agencies and the surprising strategies and work ethics that catapulted her to the top.
10. ***Business Etiquette: 101 Ways to Conduct Business with Charm and Savvy*** by Ann Marie Sabath. An easy to use survival guide on day-to-day business protocol that will help you survive and thrive in today's competitive world.
11. ***The New Professional Image: From Business Casual to the Ultimate Power Look How to Tailor Your Appearance for Success in Today's Workplace*** by Susan Bixler and Nancy Nix-Rice. Creative new ideas for making the most of your professional appearance.
12. ***How to Get Control of Your Time and Your Life*** by Alan Lakein. Discover how to set your priorities, manage your life and achieve your goals.