

## PLANNING & DECISION MAKING – GENERAL

**TITLE:** *The Seven Habits of Highly Effective People*

**AUTHOR:** Stephen R. Covey

**PUBLISHER:** Simon and Schuster

**DATE OF PUBLICATION:** 1989

**PAGES:** 340

**SUMMARY OF CONTENT:** This book provides a step-by-step guide for achieving success in your personal and professional life. Steven Covey has identified seven habits that direct the beliefs and actions of successful people and provides examples, anecdotes and a variety of suggested applications and worksheets that the reader can use to develop each habit. This book is recommended reading for anyone wanting to improve him or herself.

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**TITLE:** *Wisdom of Teams*

**AUTHORS:** Jon R. Katzenbach and Douglas K. Smith

**PUBLISHER:** Harper Business

**DATE OF PUBLICATION:** 1994

**PAGES:** 317

**SUMMARY OF CONTENT:** The book outlines why teams are important within organizations. It gives practical steps on how to develop teams and get team members to work together. From a management perspective, it defines the leader's role and how to achieve top performance and outcomes from team efforts.

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## PLANNING & DECISION MAKING – CONSTRUCTIVE THINKING

**TITLE:** *Good to Great*

**AUTHOR:** Jim Collins

**PUBLISHER:** Harper Business

**DATE OF PUBLICATION:** 2001

**PAGES:** 210

**SUMMARY OF CONTENT:** A profile of great companies, including the distinctive characteristics that took them from merely good to outstanding. Based on objective data and extensive interviews, the author and his research team have compiled their findings into major categories of organizational behavioral that contribute to sustained high performance. This book includes many important management (and people) lessons such as leadership styles that make a difference, building effective teams, developing an understanding of core values and competencies, and the value of incremental (vs. radical) change.

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**TITLE:** *Leadership in Collaborative Community Health*

**AUTHORS:** Jeffrey Alexander, Maureen E. Comfort, Bryan J Weiner, and Richard Bogue

**JOURNAL:** *Nonprofit Management and Leadership*, 12(2), 159-175

**DATE OF PUBLICATION:** 2008

**SUMMARY OF CONTENT:** Based on extensive research, the authors have identified five key themes of collaborative leadership. These include: systems thinking, vision-based leadership, collateral leadership, power sharing, and process-based leadership. The article outlines differences between traditional leadership and collaborative leadership and distinguishes features of a collaboration

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## PLANNING & DECISION MAKING – FINANCIAL ACUMEN

**TITLE:** *Redefining Competition in Health Care*

**AUTHORS:** Michael E. Porter and Elizabeth Olmsted Teisberg

**PUBLISHER:** Harvard Business Review

**DATE OF PUBLICATION:** 2004

**PAGES:** 42

**SUMMARY OF CONTENT:** The authors outline frustrations with the inefficiency and high cost inherent in our current health care system. Applies “business” principles and shows how rewarding the right kind of competition can change the paradigm.

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## PLANNING & DECISION MAKING – PRIORITIZING & DELEGATING

**TITLE:** *Leadership*  
**AUTHOR:** Rudolph W. Giuliani  
**PUBLISHER:** Hyperioni  
**DATE OF PUBLICATION:** 2002  
**PAGES:** 380

**SUMMARY OF CONTENT:** This book discusses the importance of trust, respect, confidence and knowing your team every step of the way. Rudy Giuliani was able to lead his team through 9/11 by building that trust and confidence prior to the tragedy. He made it a point to have weekly meetings with every department head in city government. He made himself assessable to all of them. Because of that openness, they felt comfortable with his leadership style, which assisted him in handling crises during 9/11.

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**TITLE:** *Love It, Don't Leave It—26 Ways to Get What You Want at Work*  
**AUTHORS:** Beverly Kaye and Sharon Jordan-Evans  
**PUBLISHER:** Berrett-Koehler Publishers, Inc.  
**DATE OF PUBLICATION:** 2003  
**PAGES:** 191

**SUMMARY OF CONTENT:** The focus of *Love It, Don't Leave It* is 26 strategies for an employee at any level of an organization to help take control of personal job and general satisfaction. This is the employee focused accompaniment to the book *Love 'Em or Lose 'Em* by the same authors, and introduces a variety of strategies to help a person take control of his/her career and satisfaction.

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