

**Welcome to the Toastmasters International
Success Leadership Series on the Characteristics of Effective Leaders**

April 24, 2007 -- 10:00 a. m. to 11:30 p.m.

Presented by: Nancy J. McCeney

MY TEN FAVORITE BOOKS ON LEADERSHIP – FUN TO READ !

Sanborn, Mark, **“You Don’t Need a TITLE to be a Leader”**, 2006 by the Double Day Publishing Company, New York, NY. A small hardbound book of 102 pages about how anyone, anywhere, can make a positive difference. The first story in the book is about a supervisor who interviewed a man for a job. After the interview, he wanted to know if he would be made a Director. The supervisor then interviewed a woman for the job and thought he should warn her that she might not be made a Director if she took the job. She answered, “that’s all right, I don’t need a title to be a leader.” Therefore, the title of this book ! Mr. Sanborn was a speaker for the Toastmasters International Convention held in Washington, DC in August 2006.

Sanborn, Mark, **“The Fred Factor”**, 2004 by the Double Day Publishing Company, New York, NY. A small hardbound book of 112 pages, it is now a National Bestseller about how passion in your work and life can turn the ordinary into the extraordinary. This book has a priceless story about a stock boy in a supermarket who excelled.

Blanchard, Ken, with Jesse Stoner, **“Full Steam Ahead!”** Get Focused, Get Energized, Get Great Results. Unless the Power of Vision in Your Company and Your Life, 2003. (Small hardbound book of 171 pages). Berrett-Koehler Publishers, Inc., San Francisco, CA. In Nancy McCeney’s opinion Ken Blanchard’s style of writing is so interesting that you can’t put his books down !

Blanchard, Ken with Marc Muchnick, **“The Leadership Pill”**, the Missing Ingredient in Motivating People Today. 2003 by Simon & Schuster, New York, NY. Small hardbound book of 111 pages. Marcus Buckingham said, “The Leadership Pill is as instructive as it is entertaining, with a positive message that can truly help managers at any level to develop effective leadership.” Buckingham’s first book was “First Break All The Rules.”

Blanchard, Ken, co-authored with Dana Robinson & Jim Robinson, **“ZAP THE GAPS!”** Target High Performance and Achieve It!, 2002, hardback, 126 pages by Harper Collins Publishers, New York, NY. I really enjoy Ken Blanchard’s philosophy and his easy way of writing. This particular book deals with a computer call center that is not responding as fast to problems as it should. Harvey MacKay, author of the *New York Times* bestseller *Swim with the Sharks Without Being Eaten Alive* (sited below), said, “If poor performance is zapping your company, don’t get trapped; Tap into Zap the Gaps!”

Blanchard, Ken, **“The Heart of a Leader”** Insights on the Art of Influence, 1999, (Small hardbound book of 157 pages by Honor Books, Colorado Springs, Colorado. This is a great little book (5” X 7”) that contains Blanchard’s favorite sayings, such as my favorite one, which Nancy quotes often, “None of us is as smart as all of us.” Ms. McCeney gives this book to her friends because it is so easy to read and very memorable! **Another small book 4” X 5”, “Leadership Smarts” by Ken Blanchard, 2004, Inspiration and Wisdom from the Heart of a Leader. Similar to the “The Heart of a Leader”, only in this book, the sayings help people remember key points, such as, “The key to developing people is to catch them doing something right.”** Per Blanchard, “catching people doing things right is a powerful management concept. Unfortunately, most leaders have a genius for catching people doing things wrong... I always recommend that leaders spend at least an hour a week wandering around their operation catching people doing things right.

Maxwell, John C., **“Running with the Giants”**. What Old Testament Heroes Want You to Know about Life and Leadership. 2002, a small 5” X 7” hardbound book that Nancy McCeney considers “priceless”. Maxwell wrote this book on the urging of his colleagues after giving an inspirational speech about Old Testament heroes. It is truly a classic and well worth reading many times. Ms. McCeney has given the book as gifts to many of her friends. Dr. Maxwell is considered an expert on the subject of Leadership. He is a New York Times best selling author whose books include **“The 21 Irrefutable Laws of Leadership,”**sited below.

Blanchard, Ken with Sheldon Bowles, **“HIGH FIVE!”**, 2001 by Harper Collins Publishers, New York, NY. Small hardbound book of 201 pages. As the cover says, **“High Five !”** combines the spellbinding charm of a timeless parable with cutting-edge information about why teams are important and what individuals and organizations can do to build successful ones. A touching book about a man who loses his job and becomes a basketball coach with the help of a longtime woman coach who has retired.

Blanchard, Ken, co-authored with Thad Lacinak, Chuck Tompkins, and Jim Ballard, **“Whale Done!”** 2002 by Simon and Schuster, New York, NY. Small hardbound book of 128 pages. Discusses how you can be more effective at work and at home with the power of positive relationships. In this moving and inspirational new book, Blanchard explains that both whales and people perform better when you accentuate the positive. He shows how using the techniques of animal trainers – specifically those responsible for the killer whales of Sea World – can supercharge your effectiveness at work and at home.

Johnson, Spencer, **“The Present”**; The Gift that Makes You Happy and Successful at Work and in Life. Author of #1 Bestseller “Who Moved My Cheese?” 2003 by Random House, New York, NY. A small hardbound book of 109 pages. When you want to be happy and successful, the cover reads, “Focus on what is right now...use your purpose to respond to what is important now.”

Leadership Courses Taken and Enjoyed ! Try www.livingleadership.com & other leadership sites

Living Leadership, the New Future “Take a look at the New Future of Leadership” on November 13, 2002 by Satellite at the Ronald Reagan Building featuring Rudolph W. Giuliani “Leadership”, John P. Kotter, “The Heart of Change”, Michael Abrashoff “It’s Your Ship”, Ken Blanchard, “Whale Done”, Video by Ken Blanchard “The Story of a New One Minute Manager” Video by John C. Maxwell, “Learning the 21 Irrefutable Laws of Leadership”, Steve Lundin, Video “FISH!”. Video John C. Maxwell “Learning the 17 Indisputable Laws of Teamwork” Video John C. Maxwell “Learning to Become a Person of Influence, Video “Living the 17 Essential Qualities of a Team Player” Video by John C. Maxwell “Five Levels of Leadership”. Featuring presentations by Ken Blanchard “Servant Leadership:”, John P. Kotter, “Leadership and Change”, Michael Abrashoff “Playing to Win”, John C. Maxwell on “The 21 Irrefutable Laws of Leadership”, Stephen C. Lundin, “Advanced Teamwork is all about FISH !” AND THE Fortune Global Forum presents Jack and Rudy on Leadership, Rudolph W. Giuliani and John F. Welch, Jr. Note: the books were sold at this presentation.

Living Leadership, Delivering Results the Right Way on October 20, 2004 by Satellite and hosted by Georgetown University at the Holiday Inn on the Hill in Washington, DC featuring Donald Trump, Michail Gorbachev, Jim Collins, Peter F. Drucker, Russell Simmons, Ken Blanchard, Rosabeth Moss Kanter, and Larry Bossidy. A memorable **Live Global Satellite Event** and very educational. Note: I have been watching **The Apprentice** which Donald Trump produces. Some of the tidbits that he said in this event are still memorable, “To be a winner, think like a winner”, “You have to love what you do”, “Go with your Gutt”. \$199 and worth it.

11th Annual Worldwide Luminary Series on “Leading to Greatness: Building True Success Wherever You Live and Work” featuring Jack Welch, Richard Branson, Carly Fiorina, Malcolm Gladwell, Rudolph Giuliani, Stephen R. Covey, Marcus Buckingham, the FORTUNE CEO PANEL. On **November 2, 2005** hosted by the Georgetown University Center for Professional Development at the Warner Theatre, 13th Street between E & F Streets Northwest. Washington DC. Cost \$299. but worth every penny !

The Strengths Engagement Track, A Benchmark Study of Sixty-Five High Performing Teams. Given by the Metropolitan DC Chapter of The American Society for Training and Development on **March 8, 2007** (Ms. McCeney’s Birthday) at noon in the Gallery Place Center, 7th and F Streets, NW, Washington, DC. The presenter in person, was Marcus Buckingham. Mr. Buckingham autographed the book, “**GO Put Your Strengths to Work**”, 2007, Simon & Schuster, New York, NY. Mr. Buckingham was presented the Golden Globe Award by Toastmasters International at their annual Convention in Toronto, Canada in 2005, with over 2,000 Toastmaster members from all over the world. Buckingham also wrote, “**NOW Discover Your Strengths**” sited below.

MY FAVORITE BOOKS ON LEADERSHIP – ACADEMIC BOOKS TO REFERENCE

Lundin, Stephen, Phd. with Harry Paul, and John Christensen, “**FISH!**” A Remarkable Way to Boost Morale and Improve Results, 1996 , Hyperion Publishers, New York, NY. The Wall Street Journal Business Bestseller. (Small book of 112 pages, easy to read). Used by many companies to train employees. Centers around the philosophy of the employees who work at Pike Place Fish, in Seattle, Washington, a world famous market that is wildly successful thanks to its fun, bustling, joyful atmosphere and great customer service.

Buckingham, Marcus & Donald O. Clifton, Ph.D., “**NOW, Discover Your Strengths**”. 2001, Simon & Schuster, New York, New York. Hardbound book 259 pages. As Peter Drucker said very well, “Most Americans do not know what their strengths are; when you ask them, they look at you with a blank stare, or they respond in terms of subject knowledge, which is the wrong answer.” From excerpts in the book, most of us focus on our weaknesses and try to improve them instead of focusing on our strengths that might lie dormant. Buckingham’s most recent book, “**GO Put Your Strengths to Work**”, written in 2007, explains this concept.

Giuliani, Rudolph W., “**Leadership**” 2002, Hyperion Publishers, New York, NY. Hardbound book of 407 pages. Excellent resource for academic papers since it recaps the events from September 11, 2001 and on, ending in Part III, Recovery. As the forward says, “writing in his familiar voice – a New Yorker’s bluntness, leavened by his passion for ideas – Rudolph Giuliani demonstrates in Leadership how the leadership skills he practices can be employees successfully by anyone who has to run anything.” The attacks on the World Trade Center pushed him into an unwanted role in history. Giuliani was only months away from leaving office with a reputation as one of the most effective mayor New York had every seen.

Cashman, Kevin, “**Leadership from the Inside Out**”. Becoming a Leader for Life. 1998 Executive Excellence Publishing, Provo, UT. Recommended by Donna Groh, Executive Director of Toastmasters International for a training course in 2003. 218 pages, Recommended for academic reference.

Bennis, Warren and Burt Nanus “**Leaders: The Strategies for Taking Charge**” 1985, Harper and Row, New York, NY. Paperback of 244 pages. As the caption reads: “Managers Do Things Right. Leaders Do The Right Thing.” As Peter Drucker said of Bennis, “Warren Bennis who does not preach but leads, has a great deal to say to any executive who, by being a manager, has the responsibility to take on leadership as well.”

Bennis, Warren, Harvard Business Review “**Leaders On Leadership**” Interview with Top Executives. 1995, Harvard Business Review Publishing, Boston, MA. Hardbound, 275 pages.

Carnegie, Dale, **“The Leader in You”** How to win friends, influence people and succeed in a changing world. 1993 by Simon and Schuster, New York, NY. A small paperback worth purchasing, 245 pages. A classic !

Cleary, Thomas **“The Book of Leadership & Strategy”** Lessons of the Chinese Masters. 1990 by Random House in Canada. Paperback with 121 pages.

Covey, Stephen R., **“The 8th Habit”**, from effectiveness to Greatness. 2004 by Free Press, Simon & Schuster, Inc., New York, NY. Paperback 406 pages. Covey’s internationally bestselling “The 7 Habits of Highly Effective People” was read by millions of people five or more years ago, and the world has changed dramatically since that time. As Tom Peters said **“The 8th Habit”** will clearly stand as the crowning achievement of Covey’s lifetime of service.”

Daniels, Aubrey C. and James E., **“Measure of a Leader”**, Aubrey was the author of “Bringing Out The Best in People;”, the legendary leadership formula for producing exceptional performers and outstanding results. 2007, McGraw-Hill, New York, NY. Hardbound book 206 pages. *Measure of a Leader* reveals why effective leadership is not about personality or the bottom line; it is about how people react to what leaders do and say. This book is based on 30 years of pioneering work with organizations all over the world.

DePree, Max, **“Leading Without Power”** finding Hope in Serving Community. 1997, Simon and Schuster, New York, NY. Hardback of 192 pages. Simple yet profound, Max DePree’s observations are often quoted by America’s top CEO, educators, and opinion makers. He also wrote **“Leadership is an Art and “Leadership Jazz”**. DePree says, “free people follow willingly or not at all.”

DePree, Max, **“Leadership Jazz”**, DePree is a best selling author of *Leadership is An Art*. Paperback 1992, 228 pages, by Double Day, New York, New York. Peter Drucker said of this book, “Read this slowly, as this book is wisdom in Action.” President Bill Clinton highly recommended both of these books and said “they’re astonishing.” In Nancy McCeney’s opinion, DePree has a writing style that is educational, enlightening, and entertaining at the same time.

DePree, Max, **“Leadership is an Art”** 1989, paperback 148 pages by Doubleday publishers, New York, New York. Ms. McCeney bought this book for research purposes in the Summer of 1994 which taking the course, “Managing People and Performance” in the Graduate Program at Johns Hopkins University, with Professor William Kennedy. It is truly a work of art and in the words of Tom Peters, “This book is thoughtful, personal, human, persuasive; give it to a daughter, son, or Fortune 500 Chairman; they should bless you for years to come.”

Kotter, John P. **“The Heart of Change”** and Dan S. Cohen, Real-Life Stories of How People Change Their Organizations”. 2002 Harvard Business School Publishing, Boston, MA. Kotter also wrote “Leading Change”. Hardback book of 190 pages. Now he delves deeper into the subject of change to get to the heart of how change actually happens, based on interviews within over 100 organizations in the midst of large-scale change.

Maxwell, John C. **“Leadership 101”** 2002 by Thomas Nelson, Inc, Nashville, TN. A small hardbound book of 108 pages. What every leader needs to know. Maxwell wrote this book at the request of his publishers. He talked with all of the publisher’s employees, from presidents to warehouse workers, and he explained to them why he writes books. Maxwell believes that “to be a success in life, a person needs to be able to master skills in four areas: Relationships, Equipping, Attitude and Leadership.”

Maxwell, John C. **“The 21 Irrefutable Laws of Leadership”**; Follow Them and People Will Follow You. 1998 Paperback book, by Thomas Nelson publishers, Nashville, TN. Zig Ziglar, author and motivational teacher, said, “ this book is easy to read, yet profound in its depth and clarity...it’s loaded with hope, direction, encouragement, and specific procedures...it’s principle-based with precise, clear-cut direction to provide a willing student with the necessary tools to fulfill his or her leadership role.”

Lundin, Stephen, Phd. with Harry Paul, and John Christensen, **“FISH!”** A Remarkable Way to Boost Morale and Improve Results, 1996 , Hyperion Publishers, New York, NY. The Wall Street Journal Business Bestseller. (Small book of 112 pages, easy to read). Used by many companies to train employees. Centers around the philosophy of the employees who work at Pike Place Fish, in Seattle, Washington, a world famous market that is wildly successful thanks to its fun, bustling, joyful atmosphere and great customer service.

Roberts, Wess, Ph.D., **“Leadership Secrets of ATTILA THE HUN”** 1985 Paperback of 110 pages by Warner Brothers, Inc. , New York, NY. H. Ross Perot said of this book, “A great book...The principles are timeless.” This is precisely why Ms. McCeney included this book in her collection. Included in the Attilaisms at the end of the book, is a 10 statements on leaders and leadership. A sample is, “being a leader of the Huns is often a lonely job.” **Note: this CLASSIC is still listed at Amazon.com books, as of April 2007.**

FINALLY, this book was recommended to me by Dr. Stephen Chitwood, Professor at George Washington University in the masters program, and one of the instructors who lectured for me at the Department of Justice. **“Leadership and the New Science”** by Margaret J. Wheatley. 1992 Hardback, 166 pages, Berrett-Koehler Publishers, San Francisco, CA. On page 133, “The leader’s task is to communicate them [issues of effective leadership] to keep them ever present and clear, and then allow individuals in the system their random, sometimes chaotic-looking meanderings.”