

Recommended Resource List: New Managers Survival School

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Books

Belker, Loren B. **The First-time Manager**. 5th ed. New York: AMACOM, 2005. Call number: [658.302 Belk](#)

Daly, Peter H. **The First 90 Days in Government: Critical Success Strategies for New Public Managers at all Levels**. Boston: Harvard Business School Press, 2006. Call number: [352.3 Daly](#)

Ellis, Carol W. **Management Skills for New Managers**. New York: AMACOM, 2005. Call number: [658 Elli](#)

Friedman, Caitlin. **The Girl's Guide to Being a Boss (without Being a Bitch): Valuable Lessons, Smart Suggestions, and True Stories for Succeeding as the Chick-in-charge**. New York: Morgan Road, 2006. Call number: [658.302082 Frie](#)

Grimme, Don. **The New Manager's Tool Kit: 21 Things You Need to Know to Hit the Ground Running**. New York: AMACOM, 2009. Call number: [658 Grim](#)

Guerin, Lisa. **Essential Guide to Federal Employment Laws**. Berkeley, CA: Nolo; [Alexandria, Va.]: Society for Human Resource Management, 2006. Call number: [344.7301 Guer](#)

Henkel, Shri L. **365 Foolish Mistakes Smart Managers Make Every Day: How and Why to Avoid Them.** Ocala, FL: Atlantic Pub. Group, Inc., 2006. Call number: [658.4 Henk](#)

Kemp, Sid. **Perfect Solutions for Difficult Employee Situations.** New York: McGraw-Hill, 2005. Call number: [658.3045 Kemp](#)

Neff, Thomas J. **You're in Charge, Now What? the 8 Point plan.** New York: Crown Business, 2005. Call number: [658.4 Neff](#)

Pfeiffer's Classic Activities for Developing New Managers. San Francisco: Pfeiffer, 2005. Call number: [658.407124 Pfei](#)

Sandler, Len. **Becoming an Extraordinary Manager: the 5 Essentials for Success.** New York: AMACOM, 2008. Call number: [658.409 Sand](#)

Scott, Gini Graham. **A Survival Guide to Managing Employees from Hell: Handling Idiots, Whiners, Slackers, and other Workplace Demons.** New York: AMACOM, 2007. Call number: [658.3045 Scot](#)

Scott, Jonathan. **The Concise Handbook of Management: a Practitioner's Approach.** New York: Best Business Books: Haworth Reference Press, 2005. Call number: [658 Scot](#)

Sember, Brette McWhorter. **The Essential Supervisor's Handbook.** Franklin Lakes, NJ: Career Press, 2007. Call number: [658.302 Semb](#)

The Ugly Truth about Managing People: 50 Must-get-right Management Challenges--and How to Really Handle Them. Naperville, IL: Sourcebooks, 2007. Call number: [658.3 Ugly](#)

Videos/DVDs

After All, You're the Supervisor. 39 min. CRM Films, 2002. 2 videos. Call number: [VC 658.302 Afte](#)

In an Instant: Immediate Solutions to Basic Business Problems. Training Edge, 2002. CD-ROM. Call number: [CD 658.302 In](#)

It's the Law: the Legal Side of Management. 24 min. American Media, 2000. Video. Call number: [VC 658.302 It's](#)

Peer Today, Boss Tomorrow: Navigating Your Changing Role. 34 min. VisionPoint Productions, 2004. DVD. Call Number: [VC DV 658.302 Peer](#)

The Supervisor Toolkit. 82 min. CRM Learning, 2004. DVD. Call number: VC DV 658.302
Sup

Would I Work for Me? 20 min. Video Visions, 2004. DVD. Call number: VC DV 658.302 Woul

Websites

http://www.managementhelp.org/mng_thry/mng_thry.htm

Introduction to Management by the Free Management Library offers information that can help the reader develop a broad understanding of management (including traditional and emerging views), and the areas of knowledge and skills required to carry out the major functions of management. The information is assembled by Carter McNamara, PhD for The Management Assistance Program for Nonprofits (St. Paul, MN). Last accessed on November 18, 2008.