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First, Break All the Rules *Gardners Books*

Provides insight into how great managers find, focus and keep talented employees.

First, Break All The Rules *Simon and Schuster*

Explains how good managers can select, focus, motivate, and develop their employees in order to transform talent into performance.

First, Break All the Rules *Simon and Schuster*

Gallup presents the remarkable findings of its revolutionary study of more than 80,000 managers in *First, Break All the Rules*, revealing what the world's greatest managers do differently. With vital performance and career lessons and ideas for how to apply them, it is a must-read for managers at every level. The greatest managers in the world seem to have little in common. They differ in sex, age, and race. They employ vastly different styles and focus on different goals. Yet despite their differences, great managers share one common trait: They do not hesitate to break virtually every rule held sacred by conventional wisdom. They do not believe that, with enough training, a person can achieve anything he sets his mind to. They do not try to help people overcome their weaknesses. They consistently disregard the golden rule. And, yes, they even play favorites. This amazing book explains why. Gallup

presents the remarkable findings of its massive in-depth study of great managers across a wide variety of situations. Some were in leadership positions. Others were front-line supervisors. Some were in Fortune 500 companies; others were key players in small entrepreneurial companies. Whatever their situations, the managers who ultimately became the focus of Gallup's research were invariably those who excelled at turning each employee's talent into performance. In today's tight labor markets, companies compete to find and keep the best employees, using pay, benefits, promotions, and training. But these well-intentioned efforts often miss the mark. The front-line manager is the key to attracting and retaining talented employees. No matter how generous its pay or how renowned its training, the company that lacks great front-line managers will suffer. The authors explain how the best managers select an employee for talent rather than for skills or experience; how they set expectations for him or her — they define the right outcomes rather than the right steps; how they motivate people — they build on each person's unique strengths rather than trying to fix his weaknesses; and, finally, how great managers develop people — they find the right fit for each person, not the next rung on the ladder. And perhaps most important, this research — which initially generated thousands of different survey questions on the subject of employee opinion — finally produced the twelve simple questions that work to distinguish the strongest departments of a company from all the rest. This book is the first to present this essential measuring stick and to prove the link between employee opinions and productivity, profit, customer satisfaction, and the rate of

turnover. There are vital performance and career lessons here for managers at every level, and, best of all, the book shows you how to apply them to your own situation.

The One Thing You Need to Know *Simon and Schuster*

Drawing on a wide body of research, including extensive in-depth interviews, **THE ONE THING YOU NEED TO KNOW** reveals the central insights that lie at the core of: Great Managing, Great Leadership and Great Careers. Buckingham uses a wealth of relevant examples to reveal that at the heart of each insight lies a controlling insight. Lose sight of this 'one thing' and all of your best efforts at managing, leading, or individual achievement will be diminished. For great managing, the controlling insight has less to do with fairness, or team building, or clear expectations (although all are important). Rather, the one thing great managers know is the need to discover and then capitalize on what is unique about each person. For leadership, the controlling insight is the opposite - discover and capitalize on what is universal to all your people, regardless of differences in personality, race, sex, or age. For sustained individual success, the controlling insight is the need to discover what you don't like doing, and know how and when to stop doing it. In every way a groundbreaking work, **THE ONE THING YOU NEED TO KNOW** offers crucial performance and career lessons for business people at every level.

12: The Elements of Great Managing *Simon and Schuster*

Based on the largest worldwide study of employee engagement and more than a decade of research, Gallup explains the

12 elements essential to motivating employees and features the inspiring stories of 12 managers who succeeded in these dimensions. More than a decade ago, Gallup combed through its database of more than 1 million employee and manager interviews to identify the elements most important in sustaining workplace excellence. These elements were revealed in the international bestseller *First, Break All the Rules*. **12: The Elements of Great Managing** is that book's long-awaited sequel. It follows great managers as they harness employee engagement to turn around a failing call center, save a struggling hotel, improve patient care in a hospital, maintain production through power outages, and successfully face a host of other challenges in settings around the world. Gallup's study now includes 10 million employee and manager interviews spanning 114 countries and conducted in 41 languages. In **12**, Gallup weaves its latest insights with recent discoveries in the fields of neuroscience, game theory, psychology, sociology and economics. Written for managers and employees of companies large and small, **12** explains what every company needs to know about creating and sustaining employee engagement.

Go Put Your Strengths to Work *Simon and Schuster*

Companies routinely claim that 'Our People Are Our Greatest Asset', but research data shows that in practice most people do not actually use their assets much at work. This book aims to change that. When employees learn how to truly apply their greatest strengths at work, they turbo-charge their career potential and everybody wins. Companies find that their employees are

more productive, their teams are more effective, their organization is more innovative and, accordingly, their customers are more engaged. In **FIRST, BREAK ALL THE RULES**, Marcus Buckingham proved the link between engaged employees and more profitable bottom lines and highlighted great managers as the catalyst. In **NOW, DISCOVER YOUR STRENGTHS** he explained how to sort through your patterns of wishes, abilities, thoughts and feelings and, with the help of a web-based profile, identify your five most dominant talents. In **GO, PUT YOUR STRENGTHS TO WORK** he shows you how to take the crucial next step. How to seize control of your time at work and, in the face of a world that doesn't much care whether you are playing to your strengths, how to rewrite your job description under the nose of your boss.

Thank You for Arguing *Three Rivers Press (CA)*

An introduction to the art of rhetoric explains how persuasion can profoundly influence personal and professional successes and reveals an array of techniques employed by such personalities as Aristotle and Winston Churchill.

First, Break All the Rules - Indian Edition

The Truth About You *Thomas Nelson Inc*

Presents advice for readers on how they can identify their greatest strengths and weaknesses and how this knowledge can be utilized to achieve greater personal and professional success.

Find Your Strongest Life *Harper Collins*

Nine Lies About Work *Harvard Business Press*

Forget what you know about the world of work You crave feedback. Your organization's culture is the key to its success. Strategic planning is essential. Your competencies should be measured and your weaknesses shored up. Leadership is a thing. These may sound like basic truths of our work lives today. But actually, they're lies. As strengths guru and bestselling author Marcus Buckingham and Cisco Leadership and Team Intelligence head Ashley Goodall show in this provocative, inspiring book, there are some big lies--distortions, faulty assumptions, wrong thinking--that we encounter every time we show up for work. Nine lies, to be exact. They cause dysfunction and frustration, ultimately resulting in workplaces that are a pale shadow of what they could be. But there are those who can get past the lies and discover what's real. These freethinking leaders recognize the power and beauty of our individual uniqueness. They know that emergent patterns are more valuable than received wisdom and that evidence is more powerful than dogma. With engaging stories and incisive analysis, the authors reveal the essential truths that such freethinking leaders will recognize immediately: that it is the strength and cohesiveness of your team, not your company's culture, that matter most; that we should focus less on top-down planning and more on giving our people reliable, real-time intelligence; that rather than trying to align people's goals we should strive to align people's sense of purpose and meaning; that people don't want constant feedback, they want helpful attention. This is the real world of work, as it is and as it should be. **Nine Lies About Work** reveals the few core truths that will help you

show just how good you are to those who truly rely on you.

First, Break All the Rules

"Great managers do not help people overcome their weaknesses. They do not believe that each person has unlimited potential. They do play favourites and they break the "Golden Rule" book everyday. In this text company managers reveal revolutionary insights about successful managerial behaviour." - product description.

The Making of a Manager *Penguin*

Instant Wall Street Journal Bestseller! Congratulations, you're a manager! After you pop the champagne, accept the shiny new title, and step into this thrilling next chapter of your career, the truth descends like a fog: you don't really know what you're doing. That's exactly how Julie Zhuo felt when she became a rookie manager at the age of 25. She stared at a long list of logistics--from hiring to firing, from meeting to messaging, from planning to pitching--and faced a thousand questions and uncertainties. How was she supposed to spin teamwork into value? How could she be a good steward of her reports' careers? What was the secret to leading with confidence in new and unexpected situations? Now, having managed dozens of teams spanning tens to hundreds of people, Julie knows the most important lesson of all: great managers are made, not born. If you care enough to be reading this, then you care enough to be a great manager. *The Making of a Manager* is a modern field guide packed everyday examples and transformative insights, including: * How to tell a great manager from an average manager (illustrations included) * When you should look past an awkward interview

and hire someone anyway * How to build trust with your reports through not being a boss * Where to look when you lose faith and lack the answers Whether you're new to the job, a veteran leader, or looking to be promoted, this is the handbook you need to be the kind of manager you wish you had.

Culture Eats Strategy for Lunch

Creating a high performance culture

It's the Manager *Gallup Press*

Packed with 52 discoveries from Gallup's largest study on the future of work, *It's the Manager* shows leaders how to adapt their organizations to rapid change, ranging from new workplace demands to managing remote employees, a diverse workforce, the rise of artificial intelligence, gig workers, and attracting - and keeping - today's best employees. Who is the most important person in your organization to lead your teams through these changes? Gallup research reveals: It's your managers. While the world's workplace has been going through extraordinary historical change, the practice of management has been stuck in time for more than 30 years. The new workforce - especially younger generations - wants their work to have deep mission and purpose, and they don't want old-style command-and-control bosses. They want coaches who inspire them, communicate with them frequently, and develop their strengths. Packed with 52 discoveries from Gallup's largest study on the future of work, *It's the Manager* shows leaders how to adapt their organizations to rapid change, ranging from new workplace demands to the challenges of managing remote employees, a diverse workforce, the rise of artificial intelligence, gig workers, and attracting - and keeping - today's best

employees. Who is the most important person in your organization to lead your teams through these changes? Decades of global Gallup research reveal: It's your managers. They are the ones who make or break your organization's success. When you build great managers -- ones who can maximize the potential of every team member -- you will see organic revenue and profit growth, and you will deliver to a every one of your employees what they most want today: a great job and a great life. This is the future of work. It's the Manager includes exclusive content from Gallup Access -- Gallup's new workplace platform, chock full of additional content, tools, and solutions for business. Your book comes with a code for the CliftonStrengths assessment, which will reveal users' Top 5 strengths.

The Effective Manager *John Wiley & Sons*

The how-to guide for exceptional management from the bottom up The Effective Manager is a hands-on practical guide to great management at every level. Written by the man behind Manager Tools, the world's number-one business podcast, this book distills the author's 25 years of management training expertise into clear, actionable steps to start taking today. First, you'll identify what "effective management" actually looks like: can you get the job done at a high level? Do you attract and retain top talent without burning them out? Then you'll dig into the four critical behaviors that make a manager great, and learn how to adjust your own behavior to be the leader your team needs. You'll learn the four major tools that should be a part of every manager's repertoire, how to use them, and even how to introduce them to the team in a

productive, non-disruptive way. Most management books are written for CEOs and geared toward improving corporate management, but this book is expressly aimed at managers of any level—with a behavioral framework designed to be tailored to your team's specific needs. Understand your team's strengths, weaknesses, and goals in a meaningful way Stop limiting feedback to when something goes wrong Motivate your people to continuous improvement Spread the work around and let people stretch their skills Effective managers are good at the job and "good at people." The key is combining those skills to foster your team's development, get better and better results, and maintain a culture of positive productivity. The Effective Manager shows you how to turn good into great with clear, actionable, expert guidance.

When Buyers Say No *Business Plus*

This is a complete and practical guide which highlights the authors' new strategic approaches to selling when the buyer initially declines or is resistant on a sales opportunity. Hopkins and Katt explain that most sales reps take a traditional linear approach to selling, but that the trick in closing is in taking a more creative and circular approach. That's the key. It all starts with how the buyer initially says, "No." Too many sales reps don't pay close attention as to how that's presented. Hopkins and Katt point out that "no" may suggest all sorts of other options -- avenues that can eventually lead to the buyer actually saying yes. The authors introduce a novel concept called the Circle of Persuasion which offers sales reps a new approach in this potentially tricky process. Along the way, WHEN BUYERS SAY NO details prescriptive steps and

even sample dialogues that will instruct and guide sales professionals on how to best cultivate buyer-seller relationships. There's particular emphasis on how to establish the kind of rapport that ultimately leads to a successful close.

StrengthsFinder 2.0 *Simon and Schuster*

An updated version of the StrengthsFinder program developed by Gallup experts to help readers discover their distinct talents and strengths and how they can be translated into personal and career successes.

Multipliers by Liz Wiseman (Summary) *QuickRead.com*

Do you want more free book summaries like this? Download our app for free at <https://www.QuickRead.com/App> and get access to hundreds of free book and audiobook summaries. *Multipliers* (2010) invites you to explore the two styles of leadership and question which one you want to be. Author Liz Wiseman posits that there are two types of leaders: Multipliers and Diminishers. Where Multipliers encourage those around them to grow, Diminishers inhibit growth through setting negative examples and leaching motivation from the team. Wiseman thus explains how to unpack each leadership style, identify which type of leader you are, and what steps you can take if you want to become a Multiplier.

The Personal MBA *Penguin*

Master the fundamentals, hone your business instincts, and save a fortune in tuition. The consensus is clear: MBA programs are a waste of time and money. Even the elite schools offer outdated assembly-line educations about profit-and-loss statements and

PowerPoint presentations. After two years poring over sanitized case studies, students are shuffled off into middle management to find out how business really works. Josh Kaufman has made a business out of distilling the core principles of business and delivering them quickly and concisely to people at all stages of their careers. His blog has introduced hundreds of thousands of readers to the best business books and most powerful business concepts of all time. In *The Personal MBA*, he shares the essentials of sales, marketing, negotiation, strategy, and much more. True leaders aren't made by business schools—they make themselves, seeking out the knowledge, skills, and experiences they need to succeed. Read this book and in one week you will learn the principles it takes most people a lifetime to master.

Change Leadership *Routledge*

It is all too easy to discuss organizational change in abstraction, particularly when you are dealing with large corporations with wide product ranges across global markets. But somewhere within these structures there are people, and it is often the human aspects of change that are the most difficult to manage. Martin Orridge's guide explores these aspects and explains how we, as leaders, can help everyone cope with change and in turn ensure our organization's long-term survival. The main parts of *Change Leadership* are based on the author's research and include models, advice and exercises for understanding and enabling personal and organizational change. To further assist you, Chapter 3 contains 75 actions and activities to sustain transformation in your organization. Successful organizational change also requires discipline and the

application of good management techniques. Good planning, checking on progress and capturing the learning are key to introducing successful change and developing an organization's capabilities, therefore Chapter 4 will assist the change leader to appreciate the main aspects of managing successful change projects. This concise guide is an engaging but rigorous read for change leaders. Whether this is your primary role or whether you need to reflect on and manage the human factors of a business project for which you are responsible, Change Leadership will help you better understand the nature of change and, in doing so, develop a Change-Adept organization.

The 100 Best Business Books of All Time *Penguin*

Thousands of business books are published every year—Here are the best of the best After years of reading, evaluating, and selling business books, Jack Covert and Todd Sattersten are among the most respected experts on the category. Now they have chosen and reviewed the one hundred best business titles of all time—the ones that deliver the biggest payoff for today's busy readers. The 100 Best Business Books of All Time puts each book in context so that readers can quickly find solutions to the problems they face, such as how best to spend The First 90 Days in a new job or how to take their company from Good to Great. Many of the choices are surprising—you'll find reviews of Moneyball and Orbiting the Giant Hairball, but not Jack Welch's memoir. At the end of each review, Jack and Todd direct readers to other books both inside and outside The 100 Best. And sprinkled throughout are sidebars taking the reader beyond business books,

suggesting movies, novels, and even children's books that offer equally relevant insights. This guide will appeal to anyone, from entry-level to CEO, who wants to cut through the clutter and discover the brilliant books that are truly worth their investment of time and money.

Now, Discover Your Strengths *Simon and Schuster*

Outlines a program developed by Gallup experts and based on a study of more than two million people to help readers discover their distinct talents and strengths and how they can be translated into personal and career successes. 100,000 first printing.

Who Says Elephants Can't Dance? *Harper Collins*

Who Says Elephants Can't Dance? sums up Lou Gerstner's historic business achievement, bringing IBM back from the brink of insolvency to lead the computer business once again. Offering a unique case study drawn from decades of experience at some of America's top companies -- McKinsey, American Express, RJR Nabisco -- Gerstner's insights into management and leadership are applicable to any business, at any level. Ranging from strategy to public relations, from finance to organization, Gerstner reveals the lessons of a lifetime running highly successful companies.

Love + Work

Love has been driven out of our workplaces. How do we get it back in? We're in the middle of an epidemic of stress and anxiety. A global pandemic has wreaked havoc on our lives. Average life expectancy in the United States is down. At work, less than 16 percent of

us are fully engaged. In many high-stress jobs, such as distribution centers, emergency room nursing, and teaching, incidences of PTSD are higher than for soldiers returning from war zones. We're getting something terribly wrong. We've designed the love out of our workplaces, and our schools too, so that they fail utterly to provide for or capitalize on one of our most basic human needs: our need for love. As Marcus Buckingham shows in this eye-opening, uplifting book, love is an energy, and like all forms of energy, it must flow. It demands expression—and that expression is "work." Whether in our professional accomplishments, our relationships, or our response to all the many slings and arrows of life, we know that none of this work will be our best unless it is made with love. There's no learning without love, no innovation, no service, no sustainable growth. Love and work are inextricable. Buckingham first starkly highlights the contours of our loveless work lives and explains how we got here. Next, he relates how we all develop best in response to other human beings. What does a great work relationship look like when the other person is cued to your loves? What does a great team look like when each member is primed to be a mirror, an amplifier, of the loves of another? Finally, he shows how you can weave love back into the world of work as a force for good, how you can use your daily life routines to pinpoint your specific loves, and how you can make this a discipline for the rest of your life. Today, too often, love comes last at work, and we are living the painful consequences of this. Love + Work powerfully shows why love must come first—and how we can make this happen.

Strengths Based Leadership *Simon*

and Schuster

Two leadership consultants identify three keys to being a more effective leader: knowing your strengths and investing in others' strengths, getting people with the right strengths on your team, and understanding and meeting the four basic needs of those who look to you for leadership.

Medical and Dental Expenses

Who *Ballantine Books*

In this instant New York Times Bestseller, Geoff Smart and Randy Street provide a simple, practical, and effective solution to what The Economist calls "the single biggest problem in business today": unsuccessful hiring. The average hiring mistake costs a company \$1.5 million or more a year and countless wasted hours. This statistic becomes even more startling when you consider that the typical hiring success rate of managers is only 50 percent. The silver lining is that "who" problems are easily preventable. Based on more than 1,300 hours of interviews with more than 20 billionaires and 300 CEOs, Who presents Smart and Street's A Method for Hiring. Refined through the largest research study of its kind ever undertaken, the A Method stresses fundamental elements that anyone can implement—and it has a 90 percent success rate. Whether you're a member of a board of directors looking for a new CEO, the owner of a small business searching for the right people to make your company grow, or a parent in need of a new babysitter, it's all about Who. Inside you'll learn how to • avoid common "voodoo hiring" methods • define the outcomes you seek • generate a flow of A Players to your team—by implementing the #1 tactic used by successful businesspeople • ask

the right interview questions to dramatically improve your ability to quickly distinguish an A Player from a B or C candidate • attract the person you want to hire, by emphasizing the points the candidate cares about most In business, you are who you hire. In *Who*, Geoff Smart and Randy Street offer simple, easy-to-follow steps that will put the right people in place for optimal success.

StandOut 2.0 *Harvard Business Review Press*

The Groundbreaking Strengths Assessment from the Leader of the Strengths Revolution In the years since the publication of *First, Break All the Rules* and *Now, Discover Your Strengths*, millions have come to the simple but powerful realization that to get the most out of people, you must build on their strengths. And yet, as Marcus Buckingham astutely points out, though the strengths-based approach is now conventional wisdom, the tools and systems inside organizations—performance appraisals, training programs, and succession planning systems—remain stubbornly remedial and exclusively focused on measuring skills, finding gaps, and attempting to plug them. It's a crisis for individuals and organizations, with management ideas and everyday practice utterly out of sync. That's about to change. *StandOut 2.0* is a revolutionary book and tool that enables you to identify your strengths, and those of your team, and act on them. The original edition of *StandOut* provided top-notch insights from one of the world's foremost authorities on strengths, as well as access to a powerful, cutting-edge online assessment tool. *StandOut 2.0* also

includes the assessment and a robust report on your most dominant strengths. The report is easily exported so you can use it to present the very best of yourself to your team and your company. *StandOut 2.0* is your indispensable guide for building on your strengths to further your career—and help your team and organization win.

Atomic Habits *Penguin*

The #1 New York Times bestseller. Over 4 million copies sold! *Tiny Changes, Remarkable Results* No matter your goals, *Atomic Habits* offers a proven framework for improving--every day. James Clear, one of the world's leading experts on habit formation, reveals practical strategies that will teach you exactly how to form good habits, break bad ones, and master the tiny behaviors that lead to remarkable results. If you're having trouble changing your habits, the problem isn't you. The problem is your system. Bad habits repeat themselves again and again not because you don't want to change, but because you have the wrong system for change. You do not rise to the level of your goals. You fall to the level of your systems. Here, you'll get a proven system that can take you to new heights. Clear is known for his ability to distill complex topics into simple behaviors that can be easily applied to daily life and work. Here, he draws on the most proven ideas from biology, psychology, and neuroscience to create an easy-to-understand guide for making good habits inevitable and bad habits impossible. Along the way, readers will be inspired and entertained with true stories from Olympic gold medalists, award-winning artists, business leaders, life-saving physicians, and star comedians who have used the science of small habits to master their

craft and vault to the top of their field. Learn how to: make time for new habits (even when life gets crazy); overcome a lack of motivation and willpower; design your environment to make success easier; get back on track when you fall off course; ...and much more. *Atomic Habits* will reshape the way you think about progress and success, and give you the tools and strategies you need to transform your habits--whether you are a team looking to win a championship, an organization hoping to redefine an industry, or simply an individual who wishes to quit smoking, lose weight, reduce stress, or achieve any other goal.

The Ordinary Leader *ACHIEVE Publishing*

An ordinary leader is someone who leads a small organization or team that is doing great things. They manage the majority of the world's workforce, but they don't lead large corporations or big government agencies. Ordinary leaders are rarely written about in books or quoted in magazines. They are, however, important. Maybe not globally, but in their own realm of influence, their leadership makes a difference. The term "ordinary" is also used to highlight the belief that no one ever arrives as a leader. In fact, if someone thinks of themselves as extraordinary, they will not be a very effective leader. Author Randy Grieser presents 10 key insights for building and leading a thriving organization. These are the principles he identifies as instrumental to success as a leader. Writing for leaders everywhere, he inspires, motivates, and explains how to make each insight a reality in your organization. Become a more passionate, productive, and visionary leader by exploring and embracing these 10 insights: Motivation and Employee

Engagement: Organizations flourish when employees go beyond what is expected of them. Passion: A passionate, inspired workforce begins with the leader. Vision: Visionary leaders energize and inspire people to work towards a future goal. Self-Awareness: Knowing your strengths and weaknesses is vital for leading any organization. Talent and Team Selection: The right employees must, first and foremost, fit the workplace culture. Organizational Health: Employees are most engaged when leaders are committed to the emotional well-being of everyone. Productivity: Focusing on how and what things get done increases efficiency. Creativity and Innovation: Building processes for innovation puts creativity to work. Delegation: As you free up your time, you will also increase employee engagement. Self-Improvement: Personal development makes all the other principles easier to achieve. Also included are the perspectives of 10 ordinary leaders from a range of professions, survey feedback from over 1,700 leaders and employees, and a resource section that provides detailed guidance and examples for putting these ideas into action.

The Power of Your Attitude *Harvest House Publishers*

No Matter What Happens, Attitude Is a Choice As much as you try, sometimes you just can't change your circumstances—and never the actions of others. But you do have the power to choose how your attitude affects your outlook on your day and those you influence in your life. Join bestselling author Stan Toler as he shares the what, why, and how behind the transformation you desire. With this book, you'll... release the thoughts and habits that

keep you from experiencing joy on a daily basis learn the seven choices you can make to get out of a rut and into greater success implement a plan to improve your outlook in three vital areas and conquer negativity After having lost his father in an industrial accident as a boy, Toler knows about coping with unexpected tragedies and harsh realities. He will gently guide you through the internal processes that can positively change any life—including yours.

Marcus Buckingham's First Break All the Rules *Createspace Independent Publishing Platform*

This is a Summary of Marcus Buckingham's First Break All the Rules: What the World's Greatest Managers Do Differently Presenting remarkable findings of its revolutionary study of more than 80,000 managers in First, Break All the Rules, revealing what the world's greatest managers do differently. With vital performance and career lessons and ideas for how to apply them, it is a must-read for managers at every level. The greatest managers in the world seem to have little in common. They differ in sex, age, and race. They employ vastly different styles and focus on different goals. Yet despite their differences, great managers share one common trait: They do not hesitate to break virtually every rule held sacred by conventional wisdom. They do not believe that, with enough training, a person can achieve anything he sets his mind to. They do not try to help people overcome their weaknesses. They consistently disregard the golden rule. And, yes, they even play favorites. This amazing book explains why. Gallup presents the remarkable findings of its massive in-depth study of great

managers across a wide variety of situations. Some were in leadership positions. Others were front-line supervisors. Some were in Fortune 500 companies; others were key players in small entrepreneurial companies. Whatever their situations, the managers who ultimately became the focus of Gallup's research were invariably those who excelled at turning each employee's talent into performance. In today's tight labor markets, companies compete to find and keep the best employees, using pay, benefits, promotions, and training. But these well-intentioned efforts often miss the mark. The front-line manager is the key to attracting and retaining talented employees. No matter how generous its pay or how renowned its training, the company that lacks great front-line managers will suffer. The authors explain how the best managers select an employee for talent rather than for skills or experience; how they set expectations for him or her - they define the right outcomes rather than the right steps; how they motivate people - they build on each person's unique strengths rather than trying to fix his weaknesses; and, finally, how great managers develop people - they find the right fit for each person, not the next rung on the ladder. And perhaps most important, this research - which initially generated thousands of different survey questions on the subject of employee opinion - finally produced the twelve simple questions that work to distinguish the strongest departments of a company from all the rest. This book is the first to present this essential measuring stick and to prove the link between employee opinions and productivity, profit, customer satisfaction, and the rate of turnover. There are vital performance and career lessons here for managers at

every level, and, best of all, the book shows you how to apply them to your own situation. Available in a variety of formats, this summary is aimed for those who want to capture the gist of the book but don't have the current time to devour all 278 pages. You get the main summary along with all of the benefits and lessons the actual book has to offer. This summary is intended to be used with reference to the original book.

Learning to Lead *Greenleaf Book Group*

This master class on leadership, written by one of America's most prominent and successful executives, will help you develop the professional leadership qualities that deliver personal, interpersonal, and organizational success. In *Learning to Lead: The Journey to Leading Yourself, Leading Others, and Leading an Organization*, Ron Williams provides you with practical, tested leadership advice, whether you're searching for a new career, looking for proven management solutions, or seeking to transform your organization. Developed from Williams's own personal and professional journey, as well as the experiences of America's leading CEOs, these strategies emerge boldly from engaging stories, outlined with practical steps for you to accomplish goals such as—

- Launching your career quest
- Avoiding professional pitfalls, wrong turns, and wasted effort
- Overcoming interpersonal challenges and conflicts
- Building and leading an effective, high-performance team
- Prioritizing and solving problems from multiple perspectives
- Developing your leadership style and mastering communication
- Casting a vision and changing the culture of your organization

After finishing *Learning to*

Lead, you will be well equipped to take the next step to success in your personal and professional leadership journey. Williams's book has the potential to join other leadership development classics on your shelf—to be read repeatedly and consulted throughout the span of your career.

Programmatic Advertising *Springer*

This fundamental guide on programmatic advertising explains in detail how automated, data-driven advertising really works in practice and how the right adoption leads to a competitive advantage for advertisers, agencies and media. The new way of planning, steering and measuring marketing may still appear complex and threatening but promising at once to most decision makers. This collaborative compendium combines proven experience and best practice in 22 articles written by 45 renowned experts from all around the globe. Among them Dr. Florian Heinemann/Project-A, Peter Würtenberger/Axel-Springer, Deirdre McGlashan/MediaCom, Dr. Marc Grether/Xaxis, Michael Lamb/MediaMath, Carolin Owen/IPG, Stefan Bardega/Zenith, Arun Kumar/Cadreon, Dr. Ralf Strauss/Marketingverband, Jonathan Becher/SAP and many more great minds.

Powerful *Tom Rath*

Named by The Washington Post as one of the 11 Leadership Books to Read in 2018 When it comes to recruiting, motivating, and creating great teams, Patty McCord says most companies have it all wrong. McCord helped create the unique and high-performing culture at Netflix, where she was chief talent officer. In her new book, *Powerful: Building a Culture of Freedom and*

Responsibility, she shares what she learned there and elsewhere in Silicon Valley. McCord advocates practicing radical honesty in the workplace, saying good-bye to employees who don't fit the company's emerging needs, and motivating with challenging work, not promises, perks, and bonus plans. McCord argues that the old standbys of corporate HR—annual performance reviews, retention plans, employee empowerment and engagement programs—often end up being a colossal waste of time and resources. Her road-tested advice, offered with humor and irreverence, provides readers a different path for creating a culture of high performance and profitability. Powerful will change how you think about work and the way a business should be run.

StandOut *Thomas Nelson Inc*

Offers advice that employees and managers can use to find their strengths and succeed at work.

SUMMARY - First, Break All The Rules: What The World's Greatest Managers Do Differently By Marcus Buckingham *Shortcut Edition*

* Our summary is short, simple and pragmatic. It allows you to have the essential ideas of a big book in less than 30 minutes. By reading this summary, you will learn what methods are used by the best managers with regard to their different styles, their objectives and the needs required by their employees. Gallup has met and interviewed 80,000 managers over the past 25 years and has learned valuable lessons from these interviews. You'll also learn that : Employees need excellent managers; The best managers are those who cultivate the talent of their employees; We should not waste time trying to fill

the gaps of others; The success of an organization depends on transforming the human capital of its employees into economic performance. Only 13% of employees are invested in their work? Yet, many companies have succeeded in motivating their employees to take an interest in their organization's activity thanks to managers who have been able to initiate this enthusiasm while improving the lives of their employees. The Gallup survey company has measured, studied, and applied the 12 elements of management excellence that make organizations, engaged and productive workplaces in hundreds of organizations employing more than 30 million people. *Buy now the summary of this book for the modest price of a cup of coffee!

All the Beautiful Girls *Ballantine Books*

"An exquisitely crafted novel of love discovered and friendship found."—Martha Hall Kelly, author of *Lilac Girls* Ruby's life glitters with success, but she still must conquer her tragic past and discover what love really looks like. Lily Decker never meant to become a showgirl. As a young girl in small-town Kansas, she danced to forget the pain of losing her family in a car accident. And dancing made her feel beautiful when the attentions of her Uncle Miles only brought shame. In 1967, Lily is grown and ready to leave her past behind. She changes her name to Ruby Wilde and heads to the Rat Pack's Las Vegas to make a name for herself as a troupe dancer. However, the competition is fierce and she finds work as a showgirl, instead, doing fan-kicks in sky-high headdresses and sparkling costumes. Her new life brims with glamour and excitement, but something is still missing. Is it love? What choices

will she make to feel whole again, and at what cost? With her uncanny understanding of the hidden lives of women, Elizabeth J. Church captures the iconic extravagance of an era and the bravery of a woman who blazes her own path to freedom. Praise for *All the Beautiful Girls* “[Elizabeth] Church’s lively coming-of-age tale transports us to a world of ostrich-plumed headdresses and pinky-ringed mobsters while tracing a tumultuous quest for acceptance and love.”—People “A gorgeously written novel with the bite of a gin martini, *All the Beautiful Girls* goes beyond the splashy, gaudy dazzle of Las Vegas in the sixties to reveal the beating heart beneath the glamorous façade of a showgirl with big ambitions.”—Sara Gruen, *New York Times* bestselling author of *At the Water’s Edge* “A stirring bildungsroman that follows a girl from trauma in 1957 Kansas to self-discovery in 1960s Las Vegas . . . Church paints an unflinching, frequently heartbreaking portrait of a resilient young woman’s coming-of-age set against an exciting, glamorous backdrop.”—Publishers Weekly “Church’s appreciation of language is apparent as she masterfully creates pictures with words . . . *All the Beautiful Girls* provides a delightful antidote to cold and dark mid-winter days.”—Associated Press “A beautifully rendered tale of personal redemption filled with friendship, loss, extravagant furs, and feathery headdresses.”—Kirkus Reviews

What Management Is *Simon and Schuster*

A beginner's guide and a bible for one of the greatest social innovations of modern times: the discipline of management. Whether you're new to the field or a seasoned executive, this

book will give you a firm grasp on what it takes to make an organization perform. It presents the basic principles of management simply, but not simplistically. Why did an eBay succeed where a Webvan did not? Why do you need both a business model and a strategy? Why is it impossible to manage without the right performance measures, and do yours pass the test? What *Management Is* is both a beginner's guide and a bible for one of the greatest social innovations of modern times: the discipline of management. Joan Magretta, a former top editor at the *Harvard Business Review*, distills the wisdom of a bewildering sea of books and articles into one simple, clear volume, explaining both the logic of successful organizations and how that logic is embodied in practice. Magretta makes rich use of examples—contemporary and historical—to bring to life management's High Concepts: value creation, business models, competitive strategy, and organizational design. She devotes equal attention to the often unwritten rules of execution that characterize the best-performing organizations. Throughout she shows how the principles of management that work in for-profit businesses can—and must—be applied to nonprofits as well. Most management books preach a single formula or a single fad. This one roams knowledgeably over the best that has been thought and written with a practical eye for what matters in real organizations. Not since Peter Drucker's great work of the 1950s and 1960s has there been a comparable effort to present the work of management as a coherent whole, to take stock of the current state of play, and to write about it thoughtfully for readers of all backgrounds. Newcomers will find the

basics demystified. More experienced readers will recognize a store of useful wisdom and a framework for improving their own performance. This is the big-picture management book for our times.

It defines a common standard of managerial literacy that will help all of us lead more productive lives, whether we aspire to be managers or not.