

Recommended Resource List: New Managers Survival School

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- *Public Library staff* should use the OCLC Interlibrary Loan system for audiobook, book and video/DVD requests.
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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](#)

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](#)

Loehr, Anne. **Managing the Unmanageable: How to Motivate Even the Most Unruly Employee.** Pompton Plains, NJ: Career Press, 2011. Call number: [658.3045 Loeh](#)

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](#)

Steingold, Fred S. **The Employer's Legal Handbook.** Berkeley, CA: Nolo, 2011. Call number: [344.7301 Stei](#)

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://managementhelp.org/management/index.htm>

All About 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.