The Health Promotion Partnership’s lending library has books on a variety of health topics! You will also find books on communication, leadership and other resources for managers and supervisors.

The Dream Manager | Matthew Kelly
This book emphasizes that a key and critical role of leadership is the ability to recognize the dreams of those that we lead and inspire them to achieve those visions.

See also: 12 The Elements of Great Managing by Rodd Wagner & James K. Harter, Ph.D. and Strengths Finder 2.0 by Tom Rath

Getting Things Done, The Art of Stress-Free Productivity | David Allen
This book talks about the control we can have over our life. It does not require any new skills. You are already familiar with concentrating, establishing priorities, setting goals and taking action accordingly, reflecting on your actions, and making choices.

See also: What The Most Successful People Do Before Breakfast by Laura Vanderkam and The Simplicity Survival Handbook: 32 Ways to do Less and Accomplish More by Bill Jensen

How to Keep People From Pushing Your Buttons | Albert Ellis, Ph.D & Arthur Lang, Ed.D
This book provides specific, realistic ways to keep people and events from pushing your buttons. You will find here a set of specific skills you can use to help you react more effectively in the face of potential button-pushers.

See also: Crucial Conversations- Tools for Talking When Stakes are High by Kerry Patterson, Joseph Grenny, Ron McMillan and Al Switzler, Working with Difficult People by Muriel Solomon, Dealing With Conflict and Confrontation: How to Keep Your Cool, Stand Your Ground, and Reach a Positive Solution by CareerTrack (DVD)

People Skills | Robert Bolton. Ph.D.
A communication-skills handbook that can help you assert yourself, listen to others, and resolve conflicts. Learn skills to communicate calmly, even in stressful, emotionally charged situations.

See also: Social Intelligence by Daniel Goleman, How the Way We Talk Can Change the Way We Work Robert Kegan & Lisa Laskow Lahey, and Zingerman’s Guide to Giving Great Service; Treating Your Customers Like Royalty by Ari Weinzweig
Resources for Managers continued

QUICK Team-Building ACTIVITIES for Busy Managers | Brian Cole Miller
50 activities that will help you: Build new teams and help teams assimilate new members, deal with change, recognize accomplishments, find creative ways to work together and solve problems, and increase and improve communication.

See also: The Big Book of Team Motivating Games by Mary Scannell & Edward E. Scannell

Resilience: The Power to Bounce Back When the Going Gets Tough! | Frederic Flach, M.D.
There's no escaping stress. It appears on our doorstep uninvited in the shattering forms of death and divorce, or even in the pleasant experiences of promotion, marriage, or a long-held wish fulfilled. Anything that upsets the delicate balance of our daily lives creates stress. Readers will discover the remarkable antidote to the destructive qualities of stress: RESILIENCE.

Type Talk At Work - How the 16 Personality Types Determine Your Success on the Job | Otto Kroeger, Janet M. Thuesen & Hile Rutledge
A revolutionary guide to understanding your workplace and thriving in it. Recognizing patterns in personality can vastly enrich our sense of who we are, of who others are, and of how much we can learn from one another.

See also: Please Understand Me II, Temperament Character Intelligence by David Keirsey

The Power of Habit | Charles Duhigg
The key to exercising regularly, losing weight, being more productive, and achieving success is understanding how habits work. By harnessing this new science, we can transform our businesses, our communities, and our lives.

See also: Making Habits, Breaking Habits by Jeremy Dean (Audiobook)

Time Management In An Instant:: 60 Ways to Make the Most of Your Day | Karen Leland & Keith Bailey
Time management is a learnable skill. This book can help the reader overcome feelings of overload and avoid traps that lead to an unproductive relationship with time. It offers field-tested time habits and expert advice based on the latest research that will help the reader better manage, create, and spend their time with more satisfaction and results.

See also: Time Management from the Inside Out; The Foolproof System for Taking Control of Your Schedule— and Your Life by Julie Morgenstern

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