

**UNIVERSITY OF MICHIGAN MEDICAL SCHOOL**  
**CDA Orientation and Mentoring Program**  
**Suggested Reading List**

**GENERAL BUSINESS REFERENCE**

**Getting Things Done: The Art of Stress-Free Productivity.** David Allen.

**First, Break All The Rules: What The World's Greatest Managers Do Differently.** Marcus Buckingham, Curt Coffman.

**Now, Discover Your Strengths.** Marcus Buckingham, Donald O. Clifton.

**The One Thing You Need to Know: About Great Managing, Great Leading, and Sustained Individual Success.** Marcus Buckingham.

**Strategic Planning for Public and NonProfit Organizations: A Guide to Strengthening and Sustaining Organizational Achievement.** John M. M. Bryson.

**Good to Great: Why Some Companies Make the Leap...and Others Don't.** Jim Collins.

**Good to Great and the Social Sectors: Why Business Thinking Is Not the Answer** Jim Collins.

**The 7 Habits of Highly Effective People.** Stephen R. Covey.

**The World Is Flat [Updated and Expanded]: A Brief History of the Twenty-first Century.** Thomas L. Friedman.

**Emotional Intelligence.** Daniel P. Goleman.

**Primal Leadership: Learning to Lead with Emotional Intelligence.** Daniel Goleman, Richard Boyatzis, Annie McKee.

**What Really Works: The 4+2 Formula for Sustained Business Success.** William Joyce, Nitin Nohria, Bruce Roberson.

**Lean Solutions: How companies and Customers Can Create Value and Wealth Together.** James P. Womack, Daniel T. Jones.

## **LEADERSHIP**

**On Becoming a Leader: The Leadership Classic.** Warren G. Bennis. *Textbook Paperback - Updated and Expanded Edition.*

**Making the Impossible Possible: Leading Extraordinary Performance-the Rocky Flats Story.** Kim S. Cameron, Marc Lavine.

**What Leaders Really Do: A Harvard Business Review Book.** John P. Kotter.

**Leading from the Front: No-Excuse Leadership Tactics for Women.** Courtney Lynch, Angie Morgan.

## **COMMUNICATION AND PROBLEM RESOLUTION SKILLS**

**Thinking for a Living: How to Get Better Performance and Results from Knowledge Workers.** Thomas H. Davenport.

**Time Traps: Proven Strategies for Swamped Salespeople.** Todd Duncan.

**Getting to Yes: Negotiating Agreement Without Giving In.** by Roger Fisher, William Ury

**The Workforce Scorecard: Managing Human Capital to Execute Strategy.** Mark A. Huselid, Brian Becker.

**Leading Change.** John P. Kotter.

**Perfect Phrases for Setting Performance Goals: Hundreds of Ready-to-Use Goals for Any Performance Plan or Review.** Douglas Max, Robert Bacal.

**Crucial Conversations: Tools for Talking when Stakes Are High.** .Kerry Patterson, Joseph Grenny, Al Switzler, Ron McMillan, Joseph Grenny.

**Crucial Confrontations: Broken Promises, Violated Expectations, and Bad Behavior.** Kerry Patterson, Joseph Grenny, Al Switzler, Ron McMillan.

**Building the Bridge As You Walk On It: A Guide for Leading Change.** Robert E. Quinn

**Love Is the Killer App: How to Win Business and Influence Friends.** Tim Sanders.

## **CLINICAL CARE**

**Core Curriculum for Ambulatory Care Nursing.** Candia Baker Laughlin (Editor).

**Crossing the Quality Chasm: A New Health System for the 21st Century.** Staff of Institute of Medicine.

**Hardwiring Excellence: Purpose, Worthwhile Work, Making a Difference.** Quint Studer.

## **RESEARCH**

**Facilitating Interdisciplinary Research.** Institute of Medicine, National Academy Of Sciences.

## **FINANCE AND INFRASTRUCTURE**

**Beyond Budgeting: How Managers Can Break Free from the Annual Performance Trap.**  
Jeremy Hope, Robin Fraser.

**The Toyota Way: Fourteen Management Principles from the World's Greatest Manufacturer.** Jeffrey Liker.

## **SUGGESTED JOURNALS**

**Modern Healthcare**

**Health Affairs**

**Harvard Business Review**