

Management Skills and Personal Development

Dr Graham Manville and Dr Fahri Karakas

View Online



Bolles, R.N. (2014) What color is your parachute?: a practical manual for job-hunters and career-changers. 2015 edition. Berkeley: Ten Speed Press.

Bornstein, D. (2004) How to change the world: social entrepreneurs and the power of new ideas. Oxford: Oxford University Press. Available at:
<https://ebookcentral.proquest.com/lib/uea/detail.action?docID=4963282>.

Centre for Leadership Studies (no date). Available at:
<http://business-school.exeter.ac.uk/research/areas/centres/cls/>.

Championing better work and working lives - CIPD (no date). Available at:
<http://www.cipd.co.uk/>.

Chartered Management Institute (no date). Available at: <http://www.managers.org.uk/>.

Cooperrider, D.L. and Whitney, D.K. (2005) Appreciative inquiry: a positive revolution in change. San Francisco, CA: Berrett-Koehler. Available at:
<https://ebookcentral.proquest.com/lib/uea/detail.action?docID=407833>.

Cottrell, S. (2015) Skills for success: personal development and employability. 3rd edition. London: Macmillan Education, Palgrave. Available at:
<https://ebookcentral.proquest.com/lib/uea/detail.action?docID=4762723>.

De Janasz, S.C., Dowd, K.O. and Schneider, B.Z. (2012) Interpersonal skills in organizations. 4th ed. New York, NY: McGraw-Hill.

Drucker, P.F. (2015) Innovation and entrepreneurship: practice and principles. Abingdon, Oxon: Routledge. Available at:
<http://ebookcentral.proquest.com/lib/uea/detail.action?docID=1783911>.

Florida, R.L. (2012) The rise of the creative class: revisited. New York: Basic Books. Available at: <https://ebookcentral.proquest.com/lib/uea/detail.action?docID=894939>.

Gladwell, M. (2009) Outliers: the story of success. London: Penguin.

Godin, S. (2005) Purple cow: transform your business by being remarkable. London: Penguin Books.

Goleman, D., Boyatzis, R.E. and McKee, A. (2002) Primal leadership: realizing the power of emotional intelligence. Boston, Massachusetts: Harvard Business School Press.

- Grant, A.M. (2014) Give and take: a revolutionary approach to success. London: Phoenix.
- Gutsche, J. (2009) Exploiting chaos: 150 ways to spark innovation during times of change. New York: Gotham Books.
- Karakas, F. (2019) Self-making studio: an inspirational doodle kit for self-discovery and employability. Norwich: DiPublica.
- Kelley, T., Littman, J., and IDEO (Firm) (2008) The ten faces of innovation: IDEO's strategies for beating the devil's advocate & driving creativity throughout your organization. London: Profile Books. Available at:
<http://ebookcentral.proquest.com/lib/uea/detail.action?docID=4689513>.
- Martin, R.L. (2009) The design of business: why design thinking is the next competitive advantage. Boston, Mass: Harvard Business Press. Available at:
<http://ebookcentral.proquest.com/lib/uea/detail.action?docID=5181953>.
- Meber, A. and Lowe, S. (2017) Blue Ocean Strategy. First edition. London: Taylor and Francis. Available at:
<https://uea.idm.oclc.org/login?url=https://www.taylorfrancis.com/books/9781351350211>.
- Mind Tools: Management Training and Leadership Training (no date). Available at:
<http://www.mindtools.com/>.
- Niemela, C. and Lewis, R. (2001) Leading high impact teams: the coach approach to peak performance. First edition. Laguna Beach CA: High Impact Publishing.
- Pink, D.H. (2008) A whole new mind: why right-brainers will rule the future. New ed. London: Marshall Cavendish Business.
- Pink, D.H. (2011) Drive: the surprising truth about what motivates us. Edinburgh: Canongate.
- Rath, T. (2007) Strengths finder 2.0. New York: Gallup Press.
- Robbins, S.P. and Hunsaker, P.L. (2014) Training in interpersonal skills: TIPS for managing people at work. Sixth edition. Harlow, Essex, England: Pearson.
- Robinson, K. and Aronica, L. (2010) The element: how finding your passion changes everything. London: Penguin.
- Tapscott, D. and Williams, A.D. (2008) Wikinomics: how mass collaboration changes everything. Expanded ed. London: Atlantic. Available at:
<http://uea.ebib.com/patron/FullRecord.aspx?p=898470>.
- The Work Foundation (no date). Available at: <http://www.theworkfoundation.com>.
- Verganti, R. (2009) Design-driven innovation: changing the rules of competition by radically innovating what things mean. Boston, Mass: Harvard Business Press. Available at:
<http://ebookcentral.proquest.com/lib/uea/detail.action?docID=5181887>.
- Whetten, D.A. and Cameron, K.S. (2016) Developing management skills. Ninth edition. Harlow, Essex, England: Pearson. Available at:
<https://ebookcentral.proquest.com/lib/uea/detail.action?docID=5174987>.

Zander, R.S. and Zander, B. (2002) *The art of possibility*. [Rev. ed.]. New York: Penguin Books.