
Tips for Managers | Ideas from Human Resources

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Resources to Assist You in Your Development as a Manager

Campus Resources

- Training from BYU-Idaho Human Resources (<http://www.byui.edu/hr/training.htm>)
- Harvard Manage Mentor (<http://www.byui.edu/HarvardManageMentor/>)
- Business Management classes offered at BYU-Idaho (audit or take “for credit”)
- Spirit of Ricks (Training Manual) [go to the “Key Addresses” section of the manual] (<http://www.byui.edu/hr/spiritofricks.htm>)
- BYU-Idaho Learning Model (<http://www.byui.edu/academicoffice/BYUI%20learning%20modelSEP.pdf>)

Books

- The 21 Irrefutable Laws of Leadership (John Maxwell)
- The 80/20 Principle (Richard Koch)
- At America's Service (Karl Albrecht)
- The Balanced Scorecard (Robert Kaplan)
- Counseling with Our Councils (M. Russell Ballard)
- Crucial Conversations (Kerry Patterson)
- Difficult Conversations (Douglas Stone)
- Discovering the Soul of Service (Leonard Berry)
- Execution: The Discipline of Getting Things Done (Larry Bossidy)
- The Flight of the Buffalo (James Belasco)
- Getting Things Done (David Allen)
- Good to Great (Jim Collins)
- How to Win Friends and Influence People (Dale Carnegie)
- The Leader in You (Dale Carnegie)
- The Leadership Challenge (James Kouzes)
- Maslow on Management (Abraham Maslow)
- The Power of Positive Confrontation (Barbara Pachter)
- Primal Leadership: Learning to Lead with Emotional Intelligence (Daniel Goleman)
- Principles of Management (Charles Hill) [*Textbook*]
- The Seven Habits of Highly Effective People (Stephen Covey)
- The Spiritual Roots of Human Relations (Stephen Covey)
- Stepping Up to Supervisor (Marion Haynes)
- Supervisory Management (Donald Mosely) [*Textbook*]

Off-Campus Seminars

- National Seminars Training (regularly hosts training in Idaho Falls and Pocatello) (<http://www.nationalseminarstraining.com/>)
- SkillPath Seminars (regularly hosts training in Idaho Falls and Pocatello) (<http://www.skillpath.com/>)
- Fred Pryor Seminars (regularly hosts training in Idaho Falls and Pocatello) (http://www.pryor.com/index_body.asp)