

Reading Materials Recommended by Members

175 Ways to Get More Done in Less Time

Quick read. Full of great suggestions for saving time by modifying your behavior.
Paperback. 2000. \$9.95. Practice Area 3.

Bowling Alone : The Collapse and Revival of American Community

Explains why Americans want to live in a more civil, caring, and trustworthy community.

Paperback. 2001. \$16. Practice Area 8.

[A Budgeting Guide for Local Governments, 2nd edition](#)

This guide explores the constantly changing world of budgeting in local government. This forward-looking, strategic book is the long-awaited, completely revised 2nd edition to ICMA's classic text.

Paperback. 2007. 199 pages. \$53. Practice Area 10.

The City in History

This book explores the origins of the city from early man through to the modern period. An engrossing story that helps us remember the reason for our work.

Paperback. 1968. 657 pages. \$20. Practice Area 18.

The Dance of Leadership: The Art of Leading in Business, Government and Society

Paperback. 2005. \$24.95. Practice Area 1.

[Effective Local Government Manager, 3rd edition](#)

The book provides a thorough grounding in the theory behind successful management practices, but also shows how theory works in the real world.

Paperback. 2004. 288 pages. \$52. Practice Area 1.

[Effective Supervisory Practices: Better Results through Teamwork](#)

This bestseller arms today's managers with a powerful tool for improving productivity, implementing quality management, and reengineering work processes.

Paperback. 2005. 232 pages. \$51. Practice Area 1.

Emotional Survival for Law Enforcement

Phenomenal look into an officer's daily routine and how that routine affects his/her personal life.

Paperback. 2002. \$19.95. Practice Area 14.

[Ethics in Action Training Package](#)

This training package is designed to help local government leaders and staff explore ethics issues together. 1999. \$182. Practice Area 17.

First, Break All the Rules: What the World's Greatest Managers Do Differently

This book is designed to take you inside the minds of managers who have toppled conventional wisdom and revealed the new truths they have forged in its place.

Hardback. 1999. 255 pages. \$20. Practice Area 1.

Generations at Work: Managing the Clash of Veterans, Boomers, Xers, and Nexters in Your Workplace

This book is intended to help you bridge the gaps between people of different ages who work at your company.

Hardback. 2000. 280 pages. \$27.00. Practice Area 1.

Good to Great: Why Some Companies Make the Leap and Others Don't

Hardback. 2001. \$16.50. Practice Area 1.

Good to Great and the Social Sectors: Why Business Thinking Is Not the Answer

Paperback. 2005. \$9.20. Practice Area 1.

Governing by Network: The New Shape of the Public Sector

Paperback. 2004. \$12.32. Practice Area 3.

How to Talk to Anyone: 92 Little Tricks for Big Success in Relationships

This is a good primer on techniques for talking one on one to people you don't know in order to begin the process of relationship building.

Paperback. 2003. 368 pages. \$16.95. Practice Area 14.

Information Technology in Local Government: A Practical Guide for Managers

This up-to-date, practical book shows you how to manage information technology in your local government and discusses applications for specific functions.

Special Report. 2001. 218 pages. \$46. Practice Area 7.

Jack: Straight from the Gut

This is the story of Jack Welch's career and how he helped to make General Electric one of the most successful companies of the 20th century.

Hardback. 2001. \$20.97. Practice Area 6.

Management Policies in Local Government Finance, 5th edition

This definitive text covers basic financial management principles and practices.

Hardback. 2004. 624 pages. \$57. Practice Area 11.

Updated 1/28/2010

Managing Local Government Services

This book is the third edition of the previously published Managing Small Cities and Counties: A Practical Guide. This revision, as a comprehensive text on the subject of local government services, is relevant to local governments of all sizes. **Paperback. 2007. 468 pages. \$101. Practice Area 3.**

Media Relations for Local Governments: Communicating for Results Training Workbook

This workbook helps local officials and staff work effectively with the media and communicate with the public. **1996. \$68. Practice Area 16.**

Now, Discover Your Strengths

The premise of this management study, a follow-up to First, Break All the Rules, is that the most effective method for motivating people is to build on their strengths rather than correcting their weaknesses.

Hardback. 2001. \$27. Practice Area 1.

Placemaking on a Budget: Improving Small Towns, Neighborhoods, and Downtowns without Spending a Lot of Money

Provides valuable insight on what physical elements are essential for developing a sense of place in small and/or new communities.

Paperback. 2006. \$48. Practice Area 3.

Playing With Fire

This book is a fictional account of a city manager who is struggling to do the best thing for his city and keep his job and family.

Paperback. 2001. \$19.95. Practice Area 2, 4, & 17.

Reinventing Your Board

Hardback. 2006. \$30. Practice Area 2.

The 7 Habits of Highly Effective People

This book is a comprehensive program based on developing an awareness of how perceptions and assumptions hinder success---in business as well as personal relationships.

Paperback. 2004. \$15.95. Practice Area 18.

Strategic Planning for Local Government, 2nd edition

Provides straightforward, step-by-step guidance on preparing a local strategic plan. **Paperback. 2005. 128 pages. \$45. Practice Area 13.**

Sustaining Knock Your Socks Off Service

From the Knock Your Socks Off series.

Paperback. 1993. \$14. Practice Area 4.

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Ten Steps to Effective Presentations Training Workbook

This workbook will provide you with the skills you need to make dynamic, confident, and persuasive presentations. Training Workbook. 1994. 127 pages. \$57. Practice Area 15.

A Whole New Mind: Moving from the Information Age to the Conceptual Age

Hardback. 2005. \$15.72. Practice Area 1.

The World is Flat: A Brief History of the Twenty-First Century

Hardback. 2005. \$18. Practice Area 3.

Working Together: A Guide for Elected and Appointed Officials Training Workbook

This training workbook, developed by ICMA and the National League of Cities, gives elected and appointed officials the tools they need to build positive, long-term relationships.

1999. 99 pages. \$46. Practice Area 2.

Working with Emotional Intelligence

Explains emotional intelligence and why it is needed to do a great job.

Paperback. 2000. \$15.95. Practice Area 1.