

Leading Change John Kotter

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Leading Change *Harvard Business Press*

Offers advice on how to lead an organization into change, including establishing a sense of urgency, developing a vision and strategy, and generating short-term wins.

Change

How Organizations Achieve Hard-to-Imagine Results in Uncertain and Volatile Times *John Wiley & Sons*

Transform your organization with speed and efficiency using this insightful new resource Incremental improvement is no longer sufficient in helping organizations navigate the complexity, uncertainty and volatility of today's world. In Change: How Organizations Achieve Hard-to-Imagine Results in Uncertain and Volatile Times, authors John P. Kotter, Vanessa Akhtar, and Gaurav Gupta explore how to create non-linear, dramatic change in your organization. You'll discover the emerging science of change that teaches us about how to build organizations – from businesses to governments – that change and adapt rapidly. In Change you'll discover: Why the ability of organizations to deal with threats and take advantage of opportunities in the face of ever greater complexity and uncertainty is being severely challenged In-depth, evidence-based, actionable solutions for dealing with institutional resistance to change Case studies and success stories that describe organizations who have successfully built the ability to change quickly into their DNA A universal approach for how to dramatically improve outcomes from various change efforts, including: strategy execution, digital transformation, restructuring, and more Perfect for managers, executives, and leaders at companies of all types and sizes, Change will also prove to be a valuable asset to other professionals who serve these organizations. This book is for anyone seeking a proven approach for delivering fast, sustainable and comprehensive results.

Change Leadership: The Kotter Collection (5 Books) *Harvard Business Review Press*

This impressive collection features the best works by John P. Kotter, known worldwide as the authority on leadership and change. Curated by Harvard Business Review, the longtime publisher of some of Kotter’s most important ideas, the Change Leadership set features full digital editions of the author’s classic books, including bestsellers Leading Change, The Heart of Change, and A Sense of Urgency, as well as “What Leaders Really Do” and his newly published book Accelerate, which is based on the award-winning article of the same name that appeared in Harvard Business Review in late 2013. Kotter’s books and ideas have guided and inspired leaders at all levels. He is the Konosuke Matsushita Professor of Leadership, Emeritus at Harvard Business School, an award-winning business and management thought leader, a successful entrepreneur, and an inspirational speaker. His ideas have helped to mobilize people around the world to better lead organizations, and their own lives, in an era of increasingly rapid change. This specially priced collection offers Kotter’s best practical advice, management insights, and useful tools to help you successfully lead and implement change in your organization—and master the art of change leadership.

The Heart of Change

Real-Life Stories of How People Change Their Organizations *Harvard Business Press*

Moving beyond the process of change Why is change so hard? Because in order to make any transformation successful, you must change more than just the structure and operations of an organization—you need to change people’s behavior. And that is never easy. The Heart of Change is your guide to helping people think and feel differently in order to meet your shared goals. According to bestselling author and renowned leadership expert John Kotter and coauthor Dan Cohen, this focus on connecting with people’s emotions is what will spark the behavior change and actions that lead to success. Now freshly designed, The Heart of Change is the engaging and essential complement to Kotter’s worldwide bestseller Leading Change. Building off of Kotter’s revolutionary eight-step process, this book vividly illustrates how large-scale change can work. With real-life stories of people in organizations, the authors show how teams and individuals get motivated and activated to overcome obstacles to change—and produce spectacular results. Kotter and Cohen argue that change initiatives often fail because leaders rely too exclusively on data and analysis to get buy-in from their teams instead of creatively showing or doing something that appeals to their emotions and inspires them to spring into action. They call this the see-feel-change dynamic, and it is crucial for the success of any true organizational transformation. Refreshingly clear and eminently practical, The Heart of Change is required reading for anyone facing the challenges inherent in leading change.

HBR's 10 Must Reads on Change *Harvard Business Press*

Business.

A Sense of Urgency *Harvard Business Press*

In his international bestseller "Leading Change," Kotter provided an action plan for implementing successful transformations. Now, he shines the spotlight on the crucial first step in his framework: creating a sense of urgency by getting people to actually see and feel the need for change.

John P. Kotter on what Leaders Really Do *Harvard Business Press*

Describes the hallmarks of effective leadership, and covers power, influence, vision, and strategies for change

Power and Influence *Simon and Schuster*

In today's complex work world, things no longer get done simply because someone issues an order and someone else follows it. Most of us work in socially intricate organizations where we need the help not only of subordinates but of colleagues, superiors, and outsiders to accomplish our goals. This often leaves us in a "power gap" because we must depend on people over whom we have little or no explicit control. This is a book about how to bridge that gap: how to exercise the power and influence you need to get things done through others when your responsibilities exceed your formal authority. Full of original ideas and expert insights about how organizations—and the people in them—function, Power and Influence goes further, demonstrating that lower-level personnel also need strong leadership skills and interpersonal know-how to perform well. Kotter shows how you can develop sufficient resources of "unofficial" power and influence to achieve goals, steer clear of conflicts, foster creative team behavior, and gain the cooperation and support you need from subordinates, coworkers, superiors—even people outside your department or organization. He also shows how you can avoid the twin traps of naivete and cynicism when dealing with power relationships, and how to use your power without abusing it. Power and Influence is essential for top managers who need to overcome the infighting, foot-dragging, and politicking that can destroy both morale and profits; for middle managers who don't want their careers sidetracked by unproductive power struggles; for professionals hindered by bureaucratic obstacles and deadline delays; and for staff workers who have to "manage the boss." This is not a book for those who want to "grab" power for their own ends. But if you'd like to create smooth, responsive working relationships and increase your personal effectiveness on the job, Kotter can show you how—and make the dynamics of power work for you instead of against you.

Accelerate

Building Strategic Agility for a Faster-Moving World *Harvard Business Review Press*

Describes how organizations can learn to move swiftly to accommodate change while still providing the necessary structures that nurture employees and long-term success.

The Heart of Change Field Guide

Tools And Tactics for Leading Change in Your Organization *Harvard Business Press*

In 1996, John P. Kotter's Leading Change became a runaway best seller, outlining an eight-step program for organizational change that was embraced by executives around the world. Then, Kotter and co-author Dan Cohen's The Heart of Change introduced the revolutionary "see-feel-change" approach, which helped executives understand the crucial role of emotion in successful change efforts. Now, The Heart of Change Field Guide provides leaders and managers tools, frameworks, and advice for bringing these breakthrough change methods to life within their own organizations. Written by Dan Cohen and with a foreword by John P. Kotter, the guide provides a practical framework for implementing each step in the change process, as well as a new three-phase approach to execution: creating a climate for change, engaging and enabling the whole organization, and implementing and sustaining change. Hands-on diagnostics—including a crucial "change readiness module"—reveal the dynamics that will help or hinder success at each phase of the change process. Both flexible and scaleable, the frameworks presented in this guide can be tailored for any size or type of change initiative. Filled with practical tools, checklists, and expert commentary, this must-have guide translates the most powerful approaches available for creating successful change into concrete, actionable steps for you and your organization. Dan Cohen is the co-author, with John P. Kotter, of The Heart of Change, and a principal with Deloitte Consulting, LLC.

That's Not How We Do It Here!

A Story about How Organizations Rise and Fall--and Can Rise Again *Penguin*

What's the worst thing you can hear when you have a good idea at work? "That's not how we do it here!" In their iconic bestseller Our Iceberg Is Melting, John Kotter and Holger Rathgeber used a simple fable about penguins to explain the process of leading people through major changes. Now, ten years later, they're back with another must-read story that will help any team or organization cope with their biggest challenges and turn them into exciting opportunities. Once upon a time a clan of meerkats lived in the Kalahari, a region in southern Africa. After years of steady growth, a drought has sharply reduced the clan's resources, and deadly vulture attacks have increased. As things keep getting worse, the harmony of the clan is shattered. The executive team quarrels about possible solutions, and suggestions from frontline workers face a soul-crushing response: "That's not how we do it here!" So Nadia, a bright and adventurous meerkat, hits the road in search of new ideas to help her troubled clan. She discovers a much smaller group that operates very differently, with much more teamwork and agility. These meerkats have developed innovative solutions to find food and evade the vultures. But not everything in this small clan is as perfect as it seems at first. Can Nadia figure out how to combine the best of both worlds—a large, disciplined, well-managed clan and a small, informal, inspiring clan—before it's too late? This book distills Kotter's decades of experience and award-winning research to reveal why organizations rise and fall, and how they can rise again in the face of adversity.

Our Iceberg Is Melting

Changing and Succeeding Under Any Conditions *Penguin*

The revised and updated tenth anniversary edition of the classic, beloved business fable that has changed millions of lives in organizations around the world. Our Iceberg Is Melting is a simple story about doing well under the stress and uncertainty of rapid change. Based on the award-winning work of Harvard Business School's John Kotter, it can help you and your colleagues thrive during tough times. On an iceberg near the coast of Antarctica, group of beautiful emperor penguins live as they have for many years. Then one curious bird discovers a potentially devastating problem threatening their home—and almost no one listens to him. The characters in the story—Fred, Alice, Louis, Buddy, the Professor, and NoNo—are like people you probably recognize in your own organization, including yourself. Their tale is one of resistance to change and heroic action, seemingly intractable obstacles and clever tactics for dealing with those obstacles. The penguins offer an inspiring model as we all struggle to adapt to new circumstances. Our Iceberg Is Melting is based on John Kotter's pioneering research into the eight steps that can produce needed change in any sort of group. After finishing the story, you'll have a powerful framework for influencing your own team, no matter how big or small. This tenth anniversary edition preserves the text of the timeless story, together with new illustrations, a revised afterword, and a Q&A with the authors about the responses they've gotten over the past decade. Prepare to be both enlightened and delighted, whether you're already a fan of this classic fable or are discovering it for the first time.

Kotter on Accelerating Change (2 Books) *Harvard Business Review Press*

This collection offers the full digital editions of two seminal books by global leadership expert John P. Kotter: his international bestseller, Leading Change, and Accelerate, his award-winning framework for enabling companies to compete and win in a world of constant turbulence and disruption. Leading Change—now considered the change bible for leaders and managers worldwide—reveals why change is so difficult and lays out an actionable, eight-step process for implementing successful transformations. Cited by business leaders and influential organizations worldwide as the book to read when starting any type of change initiative, Accelerate (XLR8) vividly illustrates the five core principles underlying a new dual operating system, the eight accelerators that drive it, and how leaders must create a sense of urgency through role modeling. Perhaps most crucial, the book reveals how the best companies focus and align their people's energy around what Kotter calls the big opportunity. If you're a pioneer, a leader who knows that bold change is necessary to survive and thrive in an ever-changing world, these two books will set you on a path to accelerate into a better, more profitable future. Regarded by many as the authority on leadership and change, John P. Kotter is a New York Times bestselling author, award-winning business and management thought leader, business entrepreneur, inspirational speaker, and Harvard Business School professor. His ideas, books, speeches, and the company he founded in 2008, Kotter International, have helped mobilize people around the world to better lead organizations, and their own lives, in an era of increasingly rapid change. Kotter has authored nineteen books to date—twelve of them bestsellers. His books have reached millions and have been printed in over 150 foreign language editions.

Force For Change

How Leadership Differs from Management *Simon and Schuster*

The critics who despair of the coming of imaginative, charismatic leaders to replace the so-called manipulative caretakers of American corporations don't tell us much about what leadership actually is, or, for that matter, what management is either. Now, John P. Kotter, who focused on why we have a leadership crisis in The Leadership Factor shows here, with compelling evidence, what leadership really means today, why it is rarely associated with larger-than-life charismatics, precisely how it is different from management, and yet why both good leadership and management are essential for business success, especially for complex organizations operating in changing environments. Leadership, Kotter clearly demonstrates, is for the most part not a god-like figure transforming subordinates into superhumans, but is in fact a process that creates change -- a process which often involves hundreds or even thousands of "little acts of leadership" orchestrated by people who have the profound insight to realize this. Building on his landmark study of 15 successful general managers, Kotter presents detailed accounts of how senior and middle managers in major corporations, in close concert with colleagues and subordinates, were able to create a leadership process that put into action hundreds of commonsense ideas and procedures that, in combination with competent management, produced extraordinary results. This leadership turned NCR from a loser to a big winner in automated teller machines, despite intense competition from IBM. The same process at American Express and SAS helped businesses grow dramatically despite the fact that they were "mature" and "commodity-like." Kotter also shows how leadership turned around operations at P&G and Kodak; produced huge business successes at PepsiCo, ARCO, and ConAgra; and made the impossible occasionally happen at Digital. Thousands of companies today are overmanaged and underled, John Kotter concludes, not because managers lack charisma, but because far too few executives have a clear understanding of what leadership is and what it can accomplish. Without such a vision, even the most capable people have great difficulty trying to lead effectively and to create the cultures which will help others to lead.

Buy-In

Saving Your Good Idea from Getting Shot Down *Harvard Business Review Press*

You've got a good idea. You know it could make a crucial difference for you, your organization, your community. You present it to the group, but get confounding questions, inane comments, and verbal bullets in return. Before you know what's happened, your idea is dead, shot down. You're furious. Everyone has lost: Those who would have benefited from your proposal. You. Your company. Perhaps even the country. It doesn't have to be this way, maintain John Kotter and Lorne Whitehead. In Buy-In, they reveal how to win the support your idea needs to deliver valuable results. The key?

Understand the generic attack strategies that naysayers and obfuscators deploy time and time again. Then engage these adversaries with tactics tailored to each strategy. By "inviting in the lions" to critique your idea--and being prepared for them--you'll capture busy people's attention, help them grasp your proposal's value, and secure their commitment to implementing the solution. The book presents a fresh and amusing fictional narrative showing attack strategies in action. It then provides several specific counterstrategies for each basic category the authors have defined--including: · Death-by-delay: Your enemies push discussion of your idea so far into the future it's forgotten. · Confusion: They present so much data that confidence in your proposal dies. · Fearmongering: Critics catalyze irrational anxieties about your idea. · Character assassination: They slam your reputation and credibility. Smart, practical, and filled with useful advice, Buy-In equips you to anticipate and combat attacks--so your good idea makes it through to make a positive change.

Matsushita Leadership *Simon and Schuster*

He was one of the most inspirational role models of all time. Thrown into poverty at age four, Konosuke Matsushita (Mat-SOSH-ta) struggled with the early deaths of family members, an apprenticeship which demanded sixteen-hour days at age nine, all the problems associated with starting a business with neither money nor connections, the death of his only son, the Great Depression, the horror of World War II in Japan, and more. Yet John P. Kotter shows in this fascinating and instructive book how, instead of being ground down by these hardships, Matsushita grew to be a fabulously successful entrepreneur and business leader, the founder of Japan's General Electric: the \$65 billion a year Matsushita Electric Corporation. His accomplishments as a leader, author, educator, philanthropist, and management innovator are astonishing, and outshine even Soichiro Honda, J.C. Penney, Sam Walton, and Henry Ford. In this immensely readable book, Kotter relates how Matsushita created a large business, invented management practices that are increasingly being used today, helped lead his country's economic miracle after World War II wrote dozens of books in his latter years, founded a graduate school of leadership, created Japan's version of a Nobel Prize, and gave away hundreds of millions to good causes. The Matsushita story expands our notion of the possible, even for a sickly youngster who did not have the benefit of a privileged background, education, good looks, or a charismatic presence. It tells us much about leadership, entrepreneurship, a drive for lifelong learning, and their roots. It demonstrates the power of a longterm outlook, idealistic goals, and humility in the face of great success. Matsushita Leadershipis both a biography and a set of lessons for careers and corporations in the 21st century. An inspirational story and a business primer, the implications are powerful, for organizations and for living a meaningful life.

Organization

Text, Cases, and Readings on the Management of Organizational Design and Change *Richard d Irwin*

SUMMARY - Leading Change By John P. Kotter *Shortcut Edition*

* Our summary is short, simple and pragmatic. It allows you to have the essential ideas of a big book in less than 30 minutes. *As you read this summary, you will discover that companies are constantly and increasingly in need of change. These changes will not come easily, and there will be a lot of reluctance. John Kotter proposes an eight-step method to make this change happen. It allows to lead a sustainable, successful transformation, and can be applied to any organization. *Through reading this summary, you will discover that : organizations always tend to oppose transformations and to indulge in a certain inertia; there are mistakes that must be absolutely avoided when undertaking a major change; applying an eight-step roadmap can lead to success; leadership is the central element in achieving a successful transformation, and it is the essential skill to be developed in future years. *Buy now the summary of this book for the modest price of a cup of coffee!

HBR's 10 Must Reads on Change Management, Vol. 2 (with bonus article "Accelerate!" by John P. Kotter) *Harvard Business Press*

Lead change amid constant turbulence and disruption. Get more of the ideas you want, from the authors you trust, with HBR's 10 Must Reads on Change Management (Vol. 2). We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you successfully transform your organization. With insights from leading experts including John Kotter, Tim Brown, and Roger Martin, this book will inspire you to: Master the eight accelerators of strategic change Turn your culture into a catalyst for transformation Use your network ties to win over resisters Apply design thinking to secure buy-in Scale agile practices across your organization Get reorgs right Avoid pursuing the wrong changes This collection of articles includes "What Everyone Gets Wrong About Change Management," by N. Anand and Jean-Louis Barsoux; "Cultural Change That Sticks," by Jon R. Katzenbach, Ilona Steffen, and Caroline Kronley; "Culture Is Not the Culprit," by Jay W. Lorsch and Emily McTague; "The Network Secrets of Great Change Agents," by Julie Battilana and Tiziana Casciaro; "Design for Action," by Tim Brown and Roger L. Martin; "Agile at Scale," by Darrell K. Rigby, Jeff Sutherland, and Andy Noble; "The Merger Dividend," by Ron Ashkenas, Suzanne Francis, and Rick Heinick; "Getting Reorgs Right," by Stephen Heidari-Robinson and Suzanne Heywood; and "Your Workforce Is More Adaptable Than You Think," by Joseph B. Fuller, Judith K. Wallenstein, Manjari Raman, and Alice de Chalendar. HBR's 10 Must Reads paperback series is the definitive collection of books for new and experienced leaders alike. Leaders looking for the inspiration that big ideas provide, both to accelerate their own growth and that of their companies, should look no further. HBR's 10 Must Reads series focuses on the core topics that every ambitious manager needs to know: leadership, strategy, change, managing people, and managing yourself. Harvard Business Review has sorted through hundreds of articles and selected only the most essential reading on each topic. Each title includes timeless advice that will be relevant regardless of an ever-changing business environment.

Change

How Organizations Achieve Hard-to-Imagine Results in Uncertain and Volatile Times *John Wiley & Sons*

Transform your organization with speed and efficiency using this insightful new resource Incremental improvement is no longer sufficient in helping organizations navigate the complexity, uncertainty and volatility of today's world. In Change: How Organizations Achieve Hard-to-Imagine Results in Uncertain and Volatile Times, authors John P. Kotter, Vanessa Akhtar, and Gaurav Gupta explore how to create non-linear, dramatic change in your organization. You'll discover the emerging science of change that teaches us about how to build organizations - from businesses to governments - that change and adapt rapidly. In Change you'll discover: Why the ability of organizations to deal with threats and take advantage of opportunities in the face of ever greater complexity and uncertainty is being severely challenged In-depth, evidence-based, actionable solutions for dealing with institutional resistance to change Case studies and success stories that describe organizations who have successfully built the ability to change quickly into their DNA A universal approach for how to dramatically improve outcomes from various change efforts, including: strategy execution, digital transformation, restructuring, and more Perfect for managers, executives, and leaders at companies of all types and sizes, Change will also prove to be a valuable asset to other professionals who serve these organizations. This book is for anyone seeking a proven approach for delivering fast, sustainable and comprehensive results.

The Theory and Practice of Change Management

Leading on Empty

Refilling Your Tank and Renewing Your Passion *Bethany House*

Wayne Cordeiro found himself paralyzed by burnout. He had been in ministry for 30 years, and 10 years after founding what is now the largest church in Hawaii, he found himself depleted. Wayne took a season out of his growing ministry to recharge and refocus on the truly important. He was able to get back in touch with his life, get back in proper balance, and re-energize his spirit through Christ in a way that propelled him forward to greater levels of service. Wayne first gave this message at a recent Willow Creek Leadership Summit, where it was the highest-rated presentation by those in attendance. Pulling no punches, Wayne talks about the walls leaders must break through and how to move on with integrity. Included are ways to care for oneself physically and emotionally as well as spiritually.

Summary of John P. Kotter's Leading Change by Swift Reads *Swift Reads*

In Leading Change (2012), long-time Harvard business professor John P. Kotter outlines his influential process to establish and secure permanent changes that will make any organization more efficient, successful, and competitive. Bringing change to an organization often entails high stakes. Success can revitalize a business and unlock new potential, but failure can doom a firm to years of stagnation... Purchase this in-depth summary to learn more.

All In

How the Best Managers Create a Culture of Belief and Drive Big Results *Simon and Schuster*

To have any hope of succeeding as a manager, you need to get your people all in. Whether you manage the smallest of teams or a multi-continent organization, you are the owner of a work culture—congratulations—and few things will have a bigger impact on your performance than getting your people to buy into your ideas and your cause and to believe what they do matters. Bestselling authors of The Carrot Principle and The Orange Revolution, Adrian Gostick and Chester Elton return to answer the most overlooked leadership questions of our day: Why are some managers able to get their employees to commit wholeheartedly to their culture and give that extra push that leads to outstanding results? And how can managers at any level build and sustain a profitable, vibrant work-group culture of their own? These leading workplace experts teamed up with research giant Towers Watson to analyze an unprecedented 300,000-person study, and they made a groundbreaking finding: managers of the highest-performing work groups create a “culture of belief.” In these distinctive workplaces, people believe in their leaders and in the company's vision, values, and goals. Employees are not only engaged but also enabled and energized (termed the three Es), which leads to astonishing results—average annual revenues three times higher than for organizations lacking such a positive culture. And this was true during a period that included this most recent recession. Based on their extensive consulting experience and in-depth interviews with leaders and employees at exceptional companies such as American Express, Cigna, Avis Budget, Pepsi Bottling, and Hard Rock, the authors present a simple seven-step road map for creating a culture of belief: define a burning platform; create a customer focus; develop agility; share everything; partner with your talent; root for each other; and establish clear accountability. Delving into specific how-tos for each step, they share eye-opening stories of exceptional leaders in action, vividly depicting just how these powerful methods can be implemented by any manager. All In draws on cutting-edge psychology and all of the creative genius that have made Gostick and Elton a must-read for leaders worldwide. This vital resource will empower managers everywhere to inspire a new level of commitment and performance.

Choosing Strategies for Change

The Future Leader

9 Skills and Mindsets to Succeed in the Next Decade *John Wiley & Sons*

Are you a future-ready leader? Based on exclusive interviews with over 140 of the world's top CEOs and a survey of nearly 14,000 people. Do you have the right mindsets and skills to be able to lead effectively in the next ten years and beyond? Most individuals and organizations don't even know

what leadership will look like in the future. Until now. There has been a lot written about leadership for the present day, but the world is changing quickly. What worked in the past won’t work in the future. We need to know how to prepare leaders who can successfully navigate and guide us through the next decade and beyond. How is leadership changing, and why? How ready are leaders today for these changes? What should leaders do now? To answer these questions, Jacob interviewed over 140 CEOs from companies like Unilever, Mastercard, Best Buy, Oracle, Verizon, Kaiser, KPMG, Intercontinental Hotels Group, Yum! Brands, Saint-Gobain, Dominos, Philip Morris International, and over a hundred others. Jacob also partnered with LinkedIn to survey almost 14,000 of their members around the globe to see how CEO insights align with employee perspectives The majority of the world's top business leaders that Jacob interviewed believe that while some core aspects of leadership will remain the same, such as creating a vision and executing on strategy, leaders of the future will need a new arsenal of skills and mindsets to succeed. What emerged from all of this research is the most accurate groundbreaking book on the future of leadership, which shares exclusive insights from the world's top CEOs and never before seen research. After reading it, you will: Learn the greatest trends impacting the future of leadership and their implications Understand the top skills and mindsets that leaders of the future will need to possess and how to learn them Change your perception of who a leader is and what leadership means Tackle the greatest challenges that leaders of the future will face See the gap that exists between what CEOs identified versus what employees are actually experiencing Become a future-ready leader This is the book that you, your team, and your organization must read in order to lead in the future of work.

Juggling Elephants

An Easier Way to Get Your Most Important Things Done--Now! Penguin

What do you do when your life feels as busy as a three-ring circus? Juggling Elephants tells a simple but profound story about one man with a universal problem. Mark has too much to do, too many priorities, too much stress, and too little time. As he struggles to balance his many responsibilities without cracking under the pressure, Mark takes a break to attend the circus with his family. There he has a surprising conversation with a wise ringmaster. He leaves with a simple but powerful lesson: Trying to get everything done is like juggling elephants -- impossible. So Mark begins to think about his work, family, and personal life the way a ringmaster thinks about the many acts in a three-ring circus. He discovers that managing his various acts can be fun and easy once he changes his attitude and follows his new friend's ongoing guidance. Mark soon realizes: • If you keep trying to juggle elephants, no one, including you, will be thrilled with your performance. • A ringmaster cannot be in all three rings at once. • The key to the success of a circus is having quality acts in all three rings. • Intermission is an essential part of any good circus. Juggling Elephants is a wonderfully lighthearted guide for everyone who feels like they're about to be squashed. It will help you better focus your time and energy, so you'll be able to enjoy more of the things that are important to you. Above all, it will teach you how to run your circus, instead of letting the circus run you.

Leading Change, With a New Preface by the Author

The international bestseller-now with a new preface by author John Kotter. Millions worldwide have read and embraced John Kotter's ideas on change management and leadership. From the ill-fated dot-com bubble to unprecedented M & A activity to scandal, greed, and ultimately, recession-we've learned that widespread and difficult change is no longer the exception. It's the rule. Now with a new preface, this refreshed edition of the global bestseller Leading Change is more relevant than ever. John Kotter's now-legendary eight-step process for managing change with positive results has become the foundation for leaders and organizations across the globe. By outlining the process every organization must go through to achieve its goals, and by identifying where and how even top performers derail during the change process, Kotter provides a practical resource for leaders and managers charged with making change initiatives work. Leading Change is widely recognized as his seminal work and is an important precursor to his newer ideas on acceleration published in Harvard Business Review. Needed more today than at any time in the past, this bestselling business book serves as both visionary guide and practical toolkit on how to approach the difficult yet crucial work of leading change in any type of organization. Reading this highly personal book is like spending a day with the world's foremost expert on business leadership. You're sure to walk away inspired-and armed with the tools you need to inspire others. Published by Harvard Business Review Press.

ADKAR

A Model for Change in Business, Government, and Our Community Prosci

In his first complete text on the ADKAR model, Jeff Hiatt explains the origin of the model and explores what drives each building block of ADKAR. Learn how to build awareness, create desire, develop knowledge, foster ability and reinforce changes in your organization. The ADKAR Model is changing how we think about managing the people side of change, and provides a powerful foundation to help you succeed at change.After more than 14 years of research with corporate change, the ADKAR model has emerged as a holistic approach that brings together the collection of change management work into a simple, results oriented model. This model ties together all aspects of change management including readiness assessments, sponsorship, communications, coaching, training and resistance management. All of these activities are placed into a framework that is oriented on the required phases for realizing change with individuals and the organization.The ADKAR perspective can help you develop a new lens through which to observe and influence change. You may be working for change in your public school system or in a small city council. You may be sponsoring change in your department at work. You may be observing large changes that are being attempted at the highest levels of government or you may be leading an enterprise-wide change initiative. The perspective enabled by the ADKAR model allows you to view change in a new way. You can begin to see the barrier points and understand the levers that can move your changes forward. ADKAR allows you to understand why some changes succeed while others fail. Most importantly, ADKAR can help your changes be a success. Based on research with more than 900 companies from 59 countries, ADKAR is a simple and holistic way to manage change.

The Heart of Change Field Guide

Tools and Tactics for Leading Change in Your Organization Harvard Business Press

The practical implementation guide to John Kotter’s revolutionary 8-step change process and the “See-Feel-Change” approach as introduced in Leading Change and The Heart of Change. John Kotter’s change bible Leading Change has sold nearly 490,000 copies since publication in 1996 and The Heart of Change, co-written with Dan Cohen, has sold nearly 125,000 copies. Now, Dan Cohen delivers a highly practical, hands-on complement to both of these books in The Heart of Change Field Guide. Filled with practical tools, checklists and advice, this book will guide leaders and managers step-by-step through real change programs within their organisations.

HBR's 10 Must Reads on Change Management (including featured article "Leading Change," by John P. Kotter) Harvard Business Press

Most company's change initiatives fail. Yours don't have to. If you read nothing else on change management, read these 10 articles (featuring “Leading Change,” by John P. Kotter). We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you spearhead change in your organization. HBR's 10 Must Reads on Change Management will inspire you to: Lead change through eight critical stages Establish a sense of urgency Overcome addiction to the status quo Mobilize commitment Silence naysayers Minimize the pain of change Concentrate resources Motivate change when business is good This collection of best-selling articles includes: featured article "Leading Change: Why Transformation Efforts Fail" by John P. Kotter, "Change Through Persuasion," "Leading Change When Business Is Good: An Interview with Samuel J. Palmisano," "Radical Change, the Quiet Way," "Tipping Point Leadership," "A Survival Guide for Leaders," "The Real Reason People Won't Change," "Cracking the Code of Change," "The Hard Side of Change Management," and "Why Change Programs Don't Produce Change."

Force For Change

How Leadership Differs from Management

Drawing on a range of case studies from top corporations, the author of "The Leadership Factor" identifies specific personal attributes of outstanding business leaders and illuminates the practices that develop successful leadership

Influencer: The New Science of Leading Change, Second Edition McGraw Hill Professional

CHANGE YOUR COMPANY. CHANGE THE LIVES OF OTHERS. CHANGE THE WORLD. An INFLUENCER leads change. An INFLUENCER replaces bad behaviors with powerful new skills. An INFLUENCER makes things happen. This is what it takes to be an INFLUENCER. Whether you're a CEO, a parent, or merely a person who wants to make a difference, you probably wish you had more influence with the people in your life. But most of us stop trying to make change happen because we believe it is too difficult, if not impossible. We learn to cope rather than learning to influence. From the bestselling authors who taught the world how to have Crucial Conversations comes the new edition of Influencer, a thought-provoking book that combines the remarkable insights of behavioral scientists and business leaders with the astonishing stories of high-powered influencers from all walks of life. You'll be taught each and every step of the influence process—including robust strategies for making change inevitable in your personal life, your business, and your world. You'll learn how to: Identify high-leverage behaviors that lead to rapid and profound change Apply strategies for changing both thoughts and actions Marshal six sources of influence to make change inevitable Influencer takes you on a fascinating journey from San Francisco to Thailand to South Africa, where you'll see how seemingly "insignificant" people are making incredibly significant improvements in solving problems others would think impossible. You'll learn how savvy folks make change not only achievable and sustainable, but inevitable. You'll discover breakthrough ways of changing the key behaviors that lead to greater safety, productivity, quality, and customer service. No matter who you are or what you do, you'll never learn a more valuable or important set of principles and skills. Once you tap into the power of influence, you can reach out and help others work smarter, grow faster, live, look, and feel better--and even save lives. The sky is the limit . . . for an Influencer. PRAISE FOR INFLUENCER: "AN INSTANT CLASSIC! Whether you're leading change or changing your life, this book delivers." -- Stephen R. Covey, author of The 7 Habits of Highly Effective People "Ideas can change the world—but only when coupled with influence--the ability to change hearts, minds, and behavior. This book provides a practical approach to lead change and empower us all to make a difference." -- Muhammad Yunus, Nobel Peace Prize Winner "Influencing human behavior is one of the most difficult challenges faced by leaders. This book provides powerful insight into how to make behavior change that will last." -- Sidney Taurel, Chairman and Chief Executive Officer, Eli Lilly and Company "If you are truly motivated to make productive changes in your life, don't put down this book until you reach the last page. Whether dealing with a recalcitrant teen, doggedly resistant coworkers, or a personal frustration that 'no one ever wants to hear my view,' Influencer can help guide you in making the changes that put you in the driver's seat." -- Deborah Norville, anchor of Inside Edition and bestselling author

Let My People Go Surfing

The Education of a Reluctant Businessman--Including 10 More Years of Business Unusual Penguin

"Wonderful . . . a moving autobiography, the story of a unique business, and a detailed blueprint for hope." —Jared Diamond, Pulitzer Prize-winning author of Guns, Germs, and Steel In this newly revised 10th anniversary edition, Yvon Chouinard—legendary climber, businessman, environmentalist, and founder of Patagonia, Inc.—shares the persistence and courage that have gone into being head of one of the most respected and environmentally responsible companies on earth. From his youth as the son of a French Canadian handyman to the thrilling, ambitious climbing expeditions that inspired his innovative designs for the sport's equipment, Let My People Go Surfing is the story of a man who brought doing good and having grand adventures into the heart of his business life—a book that will deeply affect entrepreneurs and outdoor enthusiasts alike.

Leading Without Authority

How the New Power of Co-elevation Can Break Down Silos, Transform Teams, and Reinvent Collaboration

An upcoming book to be published by Penguin Random House.

Connection Culture

The Competitive Advantage of Shared Identity, Empathy, and Understanding at Work American Society for Training and Development

Tap Into the Power of Human Connection Creating a thriving organization where employees feel valued, the environment is energized, and high productivity and innovation are the norm requires a new kind of leader who fosters a culture of connection within the organization. Connection Culture, 2nd Edition, is your game-changing opportunity to become that leader and to begin fostering a connection culture in your organization. Stop undermining performance and take the first step toward change that will give your organization, your team, and everyone you lead a true competitive advantage. Inspiring and practical, this book challenges you to set the performance bar high and keep reaching. Learn how to:

- Foster a connection culture.
- Emulate best practices of connected teams—from Mayo Clinic physicians and scientists to the creators of the award-winning Broadway musical Hamilton.
- Boost vision, value, and voice within your organization.

Published in the shadow of the COVID-19 pandemic, the book messages the authors’ hope for post-traumatic growth; provides updated, research-supported theories about the relationship of stress and loneliness; and includes new examples and profiles of great leaders communicating during crisis.

How to Have That Difficult Conversation

Gaining the Skills for Honest and Meaningful Communication Zondervan

Full of practical tips and how-tos, this book will help you make your relationships better, deepen your intimacy with people you care for, and cultivate more love, understanding, and respect between you and others. Successful people confront well. They know that setting healthy boundaries improves relationships and can solve important problems. They have discovered that uncomfortable situations can be avoided or resolved through direct conversation. But most of us don't know how to have difficult conversations, and we see confrontation as scary or adversarial. Authors Henry Cloud and John Townsend take the principles from their award-winning and bestselling book, Boundaries, and apply them to a variety of the most common difficult situations and relationships in order to:

- Show how healthy confrontation can improve relationships
- Present the essentials of a good boundary-setting conversation
- Provide tips on preparing for the conversation
- Show how to tell people what you want, stop bad behavior, and deal with counterattack
- Give actual examples of conversations to have with your spouse, your date, your kids, your coworker, your parents, and more!

This book is a practical handbook on positive confrontation that will help you finally have that difficult conversation you've been avoiding. Includes a

discussion guide.

Managing Transitions (25th anniversary edition)

Making the Most of Change Da Capo Lifelong Books

The business world is constantly transforming. When restructures, mergers, bankruptcies, and layoffs hit the workplace, employees and managers naturally find the resulting situational shifts to be challenging. But the psychological transitions that accompany them are even more stressful. Organizational transitions affect people; it is always people, rather than a company, who have to embrace a new situation and carry out the corresponding change. As veteran business consultant William Bridges explains, transition is successful when employees have a purpose, a plan, and a part to play. This indispensable guide is now updated to reflect the challenges of today's ever-changing, always-on, and globally connected workplaces. Directed at managers on all rungs of the corporate ladder, this expanded edition of the classic bestseller provides practical, step-by-step strategies for minimizing disruptions and navigating uncertain times.

The Palgrave Handbook of Organizational Change Thinkers

How to Be an Inclusive Leader

Your Role in Creating Cultures of Belonging Where Everyone Can Thrive Berrett-Koehler Publishers

We know why diversity is important, but how do we drive real change at work? Diversity and inclusion expert Jennifer Brown provides a step-by-step guide for the personal and emotional journey we must undertake to create an inclusive workplace where everyone can thrive. Human potential is unleashed when we feel like we belong. That's why inclusive workplaces experience higher engagement, performance, and profits. But the reality is that many people still feel unable to bring their true selves to work. In a world where the talent pool is becoming increasingly diverse, it's more important than ever for leaders to truly understand how to support inclusion. Drawing on years of work with many leading organizations, Jennifer Brown shows what leaders at any level can do to spark real change. She guides readers through the Inclusive Leader Continuum, a set of four developmental stages: unaware, aware, active, and advocate. Brown describes the hallmarks of each stage, the behaviors and mind-sets that inform it, and what readers can do to keep progressing. Whether you're a powerful CEO or a new employee without direct reports, there are actions you can take that can drastically change the day-to-day reality for your colleagues and the trajectory of your organization. Anyone can—and should—be an inclusive leader. Brown lays out simple steps to help you understand your role, boost your self-awareness, take action, and become a better version of yourself in the process. This book will meet you where you are and provide a road map to create a workplace of greater mutual understanding where everyone's talents can shine.