

**SUGGESTED READING LIST – COMMISSIONER, SEALER AND DEPUTY EXAMS:**

**CACASA Handbook**

*Dr. John C. Maxwell:*

**Thinking for a Change**

**Today Matters**

**Developing the Leader Within You**

**Developing the Leaders Around You**

**The 21 Irrefutable Laws of Leadership**

**Winning with People**

**The 360° Leader**

Making a Difference: 12 Qualities That Make You a Leader – *Sheila Murray Bethel*

**The One Thing You Need to Know** – *Marcus Buckingham*

Great Communication Secrets of Great Leaders – *John Baldoni*

Great Motivation Secrets of Great Leaders – *John Baldoni*

The Leader's Voice – *Clarke & Crossland*

Never eat alone – *Keith Ferrazzi*

**Leading Through Conflict: How Successful Leaders Transform Differences into Opportunities** – *Mark Gerzon*

What Were They Thinking?: Unconventional Wisdom about Management – *Jefferey Pfeffer*

**How: Why HOW We Do Anything Means Everything... in Business (and in Life)** – ***Dov Seidman***

The Politics of Hope – *Donna Zajonc*

**The Exceptional Presenter** – *Timothy J. Koegel*

The GO Point – *Michael Useem*

3D Negotiation – *David A. Lax; James K. Sebenius*

Taking Advice: How Leaders Get Good Counsel and Use It Wisely – *Dan Ciampa*

**Bringing Out the Best in People** – *Aubrey C. Daniels*

Public Administration: Concepts and Cases (seventh edition, or later) – *Richard J. Stillman II*

Human Resource Management: The Public Service Perspective – *W. David Patton; Stephanie L. Witt; Nicholas P. Lovrich; Patricia J. Fredericksen*

Who Moved My Cheese? – *Spencer Johnson, M.D.*