

THE HUMAN SIDE OF WORK
Psychology 302
Spring 2021 – 2nd Seven Week Session – Online Course

Course Description: PSY 302 The Human Side of Work (3,0,3) Psychology of work behavior; interpersonal relations and organizational effectiveness; communication, morale, stress, leadership styles, values, ethics, problem solving techniques, and cross-cultural aspects of the work experience. The approach to learning is experiential and may include some field assignments. PREREQ: PSY 100.

Purpose of Course: To provide an applied course in the psychology of work behavior for psychology majors, students from other disciplines, and other interested individuals.

Instructor: George Manning website: www.nku.edu/~manningg
Phone: 207-664-9787 e-mail: manningg@nku.edu

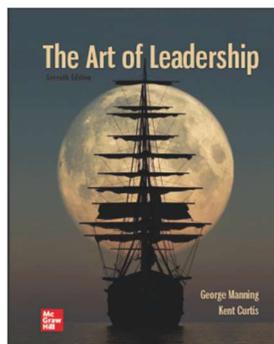
Method of Instruction: Participative and personalized; students will "learn by doing."

I hear and I forget;
I see and I remember;
I do and I understand.
Confucius 551BC-479BC

Lecture, tutorials, discussion, and learning activities will be methods of instruction.

Course Resources:

Required Text—The Art of Leadership, 7th edition, McGraw-Hill, 2022.



Student Learning Outcomes:

Student learning outcomes include knowledge and application of principles and practices in the psychology of work behavior. Students will develop the ability to comprehend, analyze, synthesize, and evaluate information in the following content areas: work morale, productivity, effective leadership, organizational climate, ethics at work, the diversity challenge, managing complex change, adaptive capacity, performance improvement, and working across cultures.

Methods of Assessing Student Learning:

- 1) Four exams will be used to assess knowledge, comprehension, and application of the psychology of work behavior.

1st Quarter Exam includes multiple choice and essay questions = 100 points (Based on text)
20% of grade

2nd Quarter Exam includes multiple choice and essay questions = 100 points (Based on text)
20% of grade

3rd Quarter Exam includes multiple choice and essay questions = 100 points (Based on text)
20% of grade

4th Quarter Exam includes multiple choice and essay questions = 100 points (Based on text)
20% of grade

- 2) Participation (20% of grade) will be based on: a) completion of leadership case study and b) completion of seven (7) reaction reports on assigned text, videos and cases. Each 1 page reaction paper is worth 10 points and the 3 page leadership case study is worth 30 points. (100 points)

Grade Scale for plus/minus

Scale

Based on 500 points

4.0 = A	A 93% and up	465-500 (A)
3.667 = A-	A- 90-92.9%	450-464 (A-)
3.333 = B+	B+ 87-89.9%	435-449 (B+)
3.000 = B	B 83-86.9%	415-434 (B)
2.667 = B-	B- 80-82.9%	400-414 (B-)
2.333 = C+	C+ 77-79.9%	385-399 (C+)
2.000 = C	C 73-76.9%	365-384 (C)
1.667 = C-	C- 70-72.9%	350-364 (C-)
1.333 = D+	D+ 67-69.9%	335-349 (D+)
1.000 = D	D 60-66.9%	298-334 (D)
0.000 = F	F 59%	297 and below (F)

Student Requirements:

- 1) Read the text and complete 4 exams based on the text.
- 2) View online lectures and eight tutorials.
- 3) View related videos and write reaction reports.
- 4) Write 3 page leadership case study
- 5) Interact with instructor to personalize learning.

Credit Hour Policy

Credit Hour Policy Statement

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of time required for a typical student to complete course expectations are as follows:

- Required lectures and online communication with instructor: 3 hours x 7 weeks = 21 hours
- Required text and online communication with instructor: 6 hours x 7 weeks = 42 hours
- Required related readings and videos, and online communication with instructor: 5 hours x 7 weeks = 35 hours
- Required reaction papers: 3 hours x 7 weeks = 21 hours
- Required course project/paper: 15 hours
- Required exams: 2 hours x 4 quarters = 8 hours

Total 142 hours

All students must meet the same requirements.

NOTE: Students with disabilities (sight, hearing, etc.)—please call this to my attention so assistance can be provided.

NOTE: This syllabus should be viewed as a working plan for the semester. Circumstances may necessitate changes in the plan during the course of the term. Changes will be at the discretion of the instructor in consultation with the class.

NOTE: One core value held by the Department of Psychology is the importance of effective writing. Our expectation for students in Psychology courses is that written assignments be prepared according to accepted college-level standards for English usage, including grammar, punctuation, spelling, sentence structure, and composition. That is, students will be expected to proofread, edit, and correct their own work in these areas prior to submitting assignments for grading and evaluation. Examples of these assignments may include, but are not limited to, research papers, article summaries, group projects, class papers, take-home essay examinations, and independent study projects. Assignments that do not appear to have been proofread, edited, and corrected prior to submission may be returned to the student for revision before grading, at the discretion of the instructor, or may receive a lower grade that reflects the level of writing skills demonstrated. Experience suggests that writing clearly, concisely, and compellingly requires thought and organization. Give yourself time to organize, draft, revise, and proofread. The requirement of using the library/writing lab resources will be assigned during the course of the semester.

Student Honor Code:

The work you will do in this course is subject to the Student Honor Code (<http://scra.nku.edu/policies/student-rights.html>). The Honor Code is a commitment to the highest degree of ethical integrity in academic conduct, a commitment that, individually and collectively, the students of NKU will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

Disabilities Disclosure Statement: Students with disabilities who require accommodations (academic adjustments, auxiliary aids or services) for this course must register with the Office of Disability Services. Contact the Office of Disability Services immediately in University Center suite 320 or call X-6373 for more information. Verification of your disability is required in the Office of Disability Services for you to receive reasonable academic accommodations. Visit the disability services website at www.nku.edu/~disability/ <<http://www.nku.edu/~disability/>>.

Online Evaluation

Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Starting Spring semester 2011, students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation)

should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability.

To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you.

*Seven-week classes will be given one week before classes end to complete evaluations.

Hardware/Software Requirements:

- A reliable and convenient connection to the Internet
- Students must use current NKU supported software
- Students must use the NKU on-line Canvas Learning system

Required Competencies

- Ability to navigate the Web (use a browser) and handle multiple open windows
- Ability to browse web pages
- Knowledge of how to create, send, open, close, and save files and attachments
- Ability to attach documents to E-mail and send
- Basic word processing skills

Netiquette/Email

Every time you link and enter your NKU virtual classroom and supporting NKU sites, your communications are open for others to see. If you are not careful, these communications may violate NKU and class policies. Online communication examples are: emails, Discussion Boards, Chat Rooms, Attachments, Links, Virtual Chats, and Instant Messages.

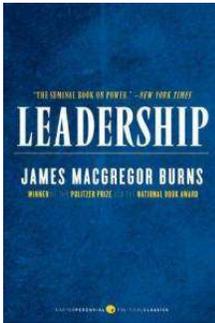
DO NOT USE LANGUAGE THAT IS:

- Harassing
- Threatening
- Discriminatory
- A copyright violation

NKU AND PSY 302 CLASS POLICIES PROHIBIT:

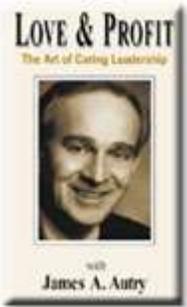
- Sending obscene pictures
- Sending obscene jokes
- Linking to adult sites
- Sending offensive email
- Insulting anyone
- Insulting anyone's ideas or thoughts (disagreement is acceptable, insulting is not). If you have any doubts, don't send it!

SCHEDULE OF EVENTS



March
15

- Class begins; welcome; course overview
- See Module 0
- Read syllabus online
- View Introduction Tutorial #1 (Chapters 1, 2, 3 – 36.31 minutes) – video skit optional
- Read the biography of James Autry
- Read text—Preface and Chapter 1: The Importance of Leadership
- See especially *Satisfactions and Frustrations of Leaders*, page 9
- View *Winston Churchill: Walking with Destiny* video online
- **Assignment: Leadership Case Study, including identity of leader; where leader learned to lead; what leader wants in a leader; relationship between leadership effectiveness, employee morale, and work performance; and advice for career success. (3 pages) Due April 28**



March
15

Last day to register or enter a course

March
17

Part 1: Leadership Variables

- See Module 1
- Read text—Chapter 2: The Leadership Equation
- Read the biography of James MacGregor Burns
- View Rick Rigsby – Lessons from a Third Grade Dropout
- See especially *Leadership Contingency Theory and Transformational Leadership*, pages 21-25
- View *The Art of Caring Leadership* video online
- **Submit 1 page reaction paper #1 including your own core leadership values and discussion of the “Caring Confrontation” Due March 22**



March
18

Last day to drop a course with 100% tuition

Last day to change grading option (letter, audit, pass-fail)

March 19

Part 1 continued:

- Read text—Chapter 3: Leadership Qualities, Characteristics of Followers and Situational Factors
- Read the biography of Kurt Lewin

- See especially “negative” leadership, pages 32-33
- Complete *Reflection Points* on page 55-56
- Complete Indicator of Multiple Intelligences—assessment (text), page 40
- View *Embrace the Shake* video online
- View *University of Texas at Austin 2014 Commencement Address* – Admiral William McRaven: Make Your Bed (19:26 minutes 6, 626,630 views)
- View the most inspiring speech: *The Wisdom of a Third Grade Dropout will Change Your Life* by Rick Rigsby (10:27 minutes)

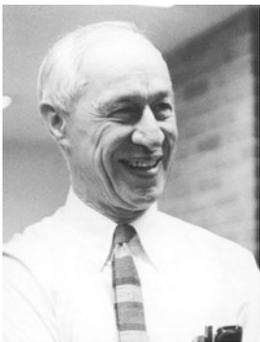
March 22 Part 2: The Power of Vision



- See Module 2
- View Tutorial #2 (Chapter 4 – 15:31 minutes) – video skit optional
- Read text—Chapter 4: The Importance of Vision and The Motive to Lead
- Read biography of Joel Barker
- See especially The Importance of Alignment, Prioritization, and Execution pages 68-69
- See especially Why Create a Vision and Requirement for an Effective Vision, pages 69-71
- View *The Power of Vision* video online
- **Submit 1 page reaction paper #2 including a statement of your personal and/or organizational vision and starfish example Due March 26**

March 22 **Last day to drop a course without a grade appearing on transcript**
Last day to drop a course with a 50% tuition adjustment

March 24



Part 2 continued:

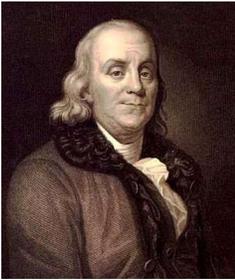
- Complete *Social Motives in the work Setting*—Assessment (text), page 68
- View Tutorial #3 (Chapter 5 – 12:39) – video skit optional
- Read text—Chapter 5: Organizational Climate
- Read biography of Rensis Likert
- See especially Building Community in The Workplace, pages 85-88
- Complete *Organizational Climate Questionnaire*—assessment (text), page 79-85
- Complete *Reflection Points* on page 91-93
- View *My Mom’s Motorcycle* video online
- View *Margaret Heffernan: Forget the Pecking Order at Work* (Ted talk 2017 15:45 minutes)

March 26 **1st Quarter Exam (Intro, Part 1 and Part 2)**



March 29 Part 3: The Importance of Ethics

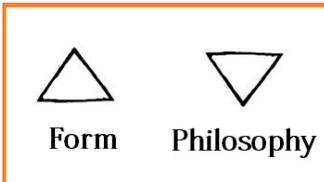
- See Module 3
- View Tutorial #4 (Chapters 6 and 7 – 21:47 minutes) – video skit optional
- Read text—Chapter 6: Leadership Ethics
- Read biography of Lawrence Kohlberg
- See especially Ethics and The Legal Department page 111
- View *Moral Development* video online
- View *Buzzer* video online
- **Submit 1 page reaction paper #3 including discussion of levels of morality in personal and/or historic incidents due April 2**



March 31 Part 3 Continued:

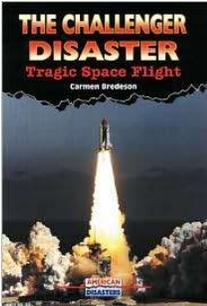
- Read text—Chapter 7: The Role of Values and Ethics at Work
- Read Peter Drucker biography
- See especially Values and The Importance of Courage, page 114
- Complete *Personal Values*—Assessment (text), page 121-129
- View *Ethics and Money* video online
- View *John Mack on Saving Morgan Stanley* video online
- Complete *Reflection Points* on page 148-149

April 2 Part 4: The Empowerment of People



- View Tutorial #5 (Chapter 8 - 13:43 minutes) – video skit optional
- Read text—Chapter 8: Leadership Authority
- Read Robert Greenleaf biography
- See especially Servant Leadership, pages 155-159
- See especially Psychological Size and Leadership Effectiveness, page 168-171
- View *Free Hugs* video online
- View Tutorial #6 (Chapter 9 – 27:46 minutes) – video skit optional
- Read text—Chapter 9: Empowerment in the Workplace and The Quality Imperative
- Read W. Edwards Deming biography
- See especially Communication Problems and Solutions, pages 176-179
- See especially The High Performance Workplace and Leadership Challenge, pages 179-181
- View *Johnny The Bagger* video online

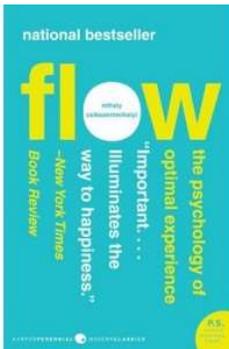
- View *Smile* video online



April
5

Part 4 continued:

- View Tutorial #7 (Chapters 9,10,11 – 31:30 minutes) – video skit optional
- Read text—Chapter 10: Effective Leadership and Human Relations
- Read Irving Janis biography
- View *Groupthink* video online
- **Submit 1 page reaction paper #4 including discussion of “groupthink” in personal and/or historic incidents Due April 9**
- Complete *Reflection Points* on page 195-196



April
7

Part 5: Leadership Principles

- Read Douglas McGregor biography
- Complete *The Leadership Report Card*—assessment (text), pages 203-208
- See especially Psychological Health and the Concept of Flow, pages 218-219
- See especially The Art of Listening 235-238
- See especially The Evolving Context of Human Relations pages 240-242
- See Module 4
- View Tutorial #8 (Chapter 11 – 26:44 minutes) – video skit optional
- Read text—Chapter 11 The Team Concept
- See especially Excellent Teams and Positive vs. Negative Group Member Roles, pages 244-251
- See especially Stages in The Life of a Group, pages 262-265
- View *Your Summit Awaits* video online.
- **Submit 1 page reaction paper #5 including application of truth, perspective, trust, focus, and humility to achieve a personal or organizational summit Due April 12**
- Complete *Reflection Points* on pages 282-284
- View *Shawn Achor: The Happy Secret to Better Work*
- View *Colleen Barrett on Servant Leadership*
- View *All Blacks Haka*
- View *Empathy: The Cleveland Clinic* (4:56 minutes)



April 9 **2nd Quarter Exam (Parts 3, 4, & 5)**

April 12 Part 6: Understanding People



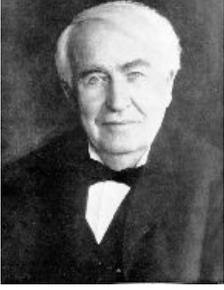
- See Module 5
- View Tutorial #9 (Chapters 12 and 13 – 35:43 minutes) – video skit optional
- Read text—Chapter 12: Human Behavior and The Art of Persuasion
- Read the biography of Abraham Maslow
- See especially Emotional Intelligence pages 305-309
- Complete *Motivation at Work*—assessment (text), pages 295-300
- View *Maslow* video online
- View *Drive* video online
- View *The Transformational Power of Positive Relationships* video online
- View *Don't Eat the Marshmallow Yet*
- View Sheryl Sandberg: *Why We Have Too Few Women Leaders* (15:29 minutes)



April 12

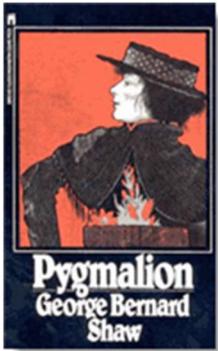
Last day to drop a course with a grade of W

- See especially The Effective Use of Words and Joshua Lawrence Chamberlain—civil war case
- Read text—Chapter 13: The Diversity Challenge
- Read the biography of Jane Elliott
- Read the biography of Deborah Tannen
- See especially Why Tolerance is Important, page 333
- See especially Leadership, Diversity, and Personal Example, page 341
- View *Brown Eyes/Blue Eyes* video online
- **Submit 1 page reaction paper #6 including organizational efforts to achieve “eyes-level versus eyes up-or-down” human relations due April 16**
- Complete *Reflection Points* on pages 345-346



- April 14 **Part 7: Multiplying Effectiveness**
- View a Tutorial #10 (Chapter 14 – 11:17 minutes) – video skit optional
 - Read text—Chapter 14: Effective Delegation and How to Assign Work
 - Read the biography of Thomas Edison
 - See especially Person-Position Fit, pages 359-360
-
- View Tutorial #11 (Chapter 15 – 46:30) – video skit optional
 - Read text—Chapter 15: The Role of Personality
 - Read the biography of Gordon Allport
 - See especially The Importance of Self-Concept and Personality Plays a Part, pages 372-376
 - Complete *Interpersonal Styles* Questionnaire – assessment (text), pages 377-381
 - View *Loyalty in The Workplace* video online
 - Complete *Reflection Points* on pages 398-399

April 16 **3rd Quarter Exam (Part 6 and Part 7)**

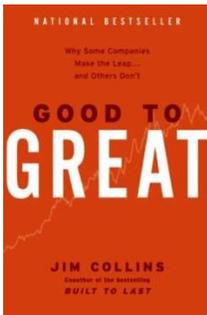


- April 19 **Part 8: Developing Others**
- See Module 6
 - View Tutorial #12 (Chapter 16 – 31:21 minutes) – video skit optional
 - Read text—Chapter 16: The Leader as Coach
 - Read biography of John Gardner
 - See especially The Development of Others, pages 406-409
 - See especially Developing Leaders, pages 414-418
 - See especially How to Attract and Keep Good People, pages 419-421
 - View *Pygmalion in Management* video online
 - View *Stay Hungry, Stay Foolish* video online
 - View *The Benefits of Failure* video online
 - View *Keynote Speaker: Marcus Buckingham* (Presented by SPEAK Inc. 9:51)
 - View *Doris Kearns Goodwin – Lessons from past presidents*
 - View *Simon Sinek – How great leaders inspire action*

- April 21 **Part 8 Continued:**
- View Tutorial #13 (Chapter 17 – 26:51 minutes) – video skit optional

- Read text—Chapter 17: Helping People Through Change and Burnout Prevention
- Read biography of John Kotter
- See especially *Managing People through Change* pages 426-428
- View *Managing People Through Change* video online
- View Tutorial #14 (Chapter 17 continued – 35:50 minutes) – video skit optional
- Complete *Characteristics of a Hardy Personality* – assessment (text), pages 460-462
- See especially – *Developing Resilience*, pages 464-468
- Complete *Reflection Points* on pages 470-472
- View *Celebrate What’s Right with the World* (Dewitt Jones: TED x Southwest Tahoe 18:10 minutes)
- View *What Makes a Good Life* (Robert Waldinger: TED Talk 18 minutes)

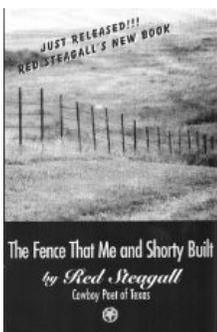
April
23



Part 9: Performance Management

- See Module 7
- Read bibliography of Ken Blanchard
- See especially *Performance Management Strategies* pages 490-491
- See especially *Organizational Performance and Organizational Success*, pages 512-517
- View Tutorial #15 (Chapters 18, 19, and 20 – 50:40 minutes) – video skit optional
- Read text—Chapter 18: Managing Performance
- View *Ken Blanchard* video online
- View *Stairway to Heaven* online
- **Submit 1 page reaction paper #7 including personal and/or organizational applications of goal setting, coaching to succeed, and correcting performance Due April 26**

April
26



Part 9 Continued:

Read text—Chapter 19: Professional Performance and Sustaining Discipline

- Read the biography of Jim Collins
- Complete the Performance Pyramid – assessment (text) pages 495-499
- See especially *Five Levels of Performance Excellence and Organizational Performance*, pages 511-512
- *Performance Pyramid and the Productive Workplace*
- View *Dancing* video online

- View *Disney* video online
- View *McDonald's* video online
- View *The Fence That Me and Shorty Built* video online
- Complete *Reflection Points* on pages 526-527
- Read text—Chapter 20: The Road Ahead—Challenge and Charge
- Read the biography of Abraham Lincoln
- See especially *Nine Keys of Leadership Success*, pages 532-537
- See especially *Going Forward*, pages 541-542



April
28

Leadership Case Study assignment due

April
30

4th Quarter Exam (Part 8, Part 9, and Conclusion)

- Last Day of Class

Note: Use online course evaluation procedure at <http://eval.nku.edu>



May 4

Grades due by 9:00 AM

After the lessons have been forgotten, what remains is education – John Dewey



Education is not the filling of a pail, but the lighting of a fire -William Butler Yeats

Bibliography

A Business and its Beliefs by Thomas J. Watson
Respect for the individual, customer service, and performance excellence

A Child Called It by David Peltzer
About indescribable abuse

A Gentleman in Moscow by Amor Towles
30 years of house arrest in Russian history

A Little History of the World by E.H. Gombrich
Engaging tale of human history

A Man Called Ove by Fredrik Backman
For the curmudgeon in your life

A Short History of Nearly Everything by Bill Bryson
Highly interesting science book

A Walk in the Woods by Bill Bryson
Walking the Appalachian Trail

Albion's Seed by David Hatchett Fischer
British folk ways that have shaped America

All Over but the Shoutin' by Rick Bragg
Authentic account of dysfunction and grace

All the Light We Cannot See by Anthony Doerr
An enchanting mix of history, character and story masterfully written

Behave by Robert Sapolsky
The biology of the best and worst of human behavior

Being Mortal by Atul Gawande
End of life matters

Call Sign Chaos by Jim Mattis
Lessons learned from a life of leadership

Cinnamon and Gunpowder by Eli Brown
Pirates, food and adventure on the high seas

Code Girls by Liza Mundy
American women code breakers in WWII

Complications by Atul Gawande
Medicine today from a surgeon's perspective

Cutting for Stone by Abraham Verghese
Politics, medicine, and human relationships intricately told

Economics by Paul Samuelson
Classic text on the principles of economics

Eight Habits of the Heart by Clifton L. Taulbert
Growing up in the south

Einstein by Walter Isaacson
The science and psychology of a genius

Emotional Intelligence by Daniel Goleman
Practical wisdom

Evicted by Matthew Desmond
Without a home, everything falls apart

Execution by Larry Bossidy and Ram Charan
Getting things done

First Things First by Stephen R. Covey
Effective time management

First, Break All the Rules by Marcus Buckingham and Kurt Coffman
Professional Development

Flight of Passage by Rinker Buck
Coast to coast adventure in a Piper Cub

Folkways by William Graham Sumner
A study of mores, customs and manners in man's struggle for survival

Fraternity by Diane Brady
True story about opportunity, courage, growth and love

Gift from the Sea by Anne Morrow Lindbergh
About reflection, learning and tranquility

Good to Great by James Collins
Level 5 leadership, the right people on the bus, the hedgehog concept

Guns, Germs and Steel by Jared Diamond
The biological and cultural evolution of human beings

Hatchet by Gary Paulsen
A boy's wilderness survival story

Harry Truman's Excellent Adventure by Matthew Algeo
The true story of a great American road trip

Hillbilly Elegy by J.D. Vance
First person sociology book of Appalachian culture

History of Western Philosophy by Bertrand Russell
Highly recommended history of philosophical thought

How Doctors Think by Jerome Groopman
Avoiding health care mistakes

How Starbucks Saved My Life by Michael Gill
Life, work, and the Starbucks experience

How the Irish Saved Civilization by Thomas Cahill
Ireland's heroic role

How to Win Friends and Influence People by Dale Carnegie
Simple truths for positive relationships

How We Die by Sherwin Nuland
A compassionate reflection on life's final chapter

If You Meet the Buddha on the Road, Kill Him! by Sheldon Kopp
Self-understanding and personal growth

In Search of Excellence by Tom Peters and Bob Waterman
Business lessons from great companies

Intellectuals by Paul Johnson
The enlightened ideas and different personalities of influential thinkers

In the Heart of the Sea by Nathaniel Philbrick
The true and tragic story of the whaling ship Essex, 1820

Is It Worth Dying For? by Robert S. Eliot
Life in perspective

Leading at a Higher Level by Ken Blanchard
Leadership principles and skills

Learned Optimism by Martin Seligman
The importance of attitude

Maid by Stephanie Land
Hard work for low pay in America

Make Your Bed by William McRaven
Leadership lessons to change the world

Man's Search for Meaning by Viktor E. Frankl
Psychology of the concentration camp

Motivation and Personality by Abraham Maslow
The hierarchy of human needs

My Antonia by Willa Cather
Writing of character and place at its best

Nickel and Dimed by Barbara Ehrenreich
Realistic account of life in low-waged America

Night by Elie Wiesel
Survival and hope

Nothing But the Truth by Avi
The "communication" book all students, parents, teachers and administrators should read

Now, Discover Your Strengths by Marcus Buckingham and Donald Clifton
Professional growth

Oh, The Places You'll Go! by Dr. Seuss
A book about choice, judgment, consequences and hope

On Becoming a Person by Carl Rogers
Guidance for psychological health

On Writing by Stephen King
A memoir of the craft

Plato, Not Prozac! by Lou Marinoff
Right thinking, right living

Quiet by Susan Cain
Examination and discussion of introversion and extroversion

Riders of the Purple Sage by Zane Gray
Cattle rustling, nature's beauty, religion, prejudice, and cowboy love in the American West

Sabbath by Wayne Muller
Work well, rest well

Sailing the Wine-Dark Sea by Thomas Cahill
The role of the Greeks in western civilization

Sapiens: A Brief History of Humankind by Yuval Noah Harari
"Must read" history of humankind

Season of Life by Jeffrey Marx
About turning boys into men

Soul Pancake by Rainn Wilson
Thought provoking questions that should be discussed by partners

Sutton by J. R. Moehring
Unique character and gangster history

Team of Rivals by Doris Kearns Goodwin
Early American leadership

Ten Commandments for Business Failure by Donald Keough
Business wisdom based on true-life cases

That Dark and Bloody River by Allan Eckert
Historical account of the Ohio River Valley from 1764 to the early 1800s

The 7 Habits of Highly Effective People by Stephen Covey
Timeless principles that build character

The Art of Loving by Erich Fromm
Meaningful relationships

The Bible (Old and New Testament)
Basis of the religious beliefs and moral truths of Christianity

The Blank Slate by Steven Pinker
Human nature based on science and common sense

The British are Coming by Rick Atkinson
The war for America

The Cave and The Light by Arthur Herman
The influence of Plato and Aristotle on western civilization

The Checklist Manifesto by Atul Gawande
How to get things right in a complex world—from medicine to aviation to construction
to
finance

The Defining Decade by Meg Jay
Read before you are thirty

The Devil in the White City by Erik Larson
Madness and magic, stranger than fiction

The Dream Manager by Matthew Kelly
Employee morale, retention and performance

The Effective Executive by Peter Drucker
A handbook for doing the right things with contribution as the measure of success

The Emperor of All Maladies by Siddhartha Mukherjee
The history and biology of cancer

The Five Dysfunctions of a Team by Patrick M. Lencioni
Work team dynamics

The Five People You Meet in Heaven by Mitch Albom
The purpose and importance of people in our lives

The Gene by Siddhartha Mukherjee
A personal and scientific history

The Goldfinch: A Novel by Donna Tartt
A story of art, intrigue, love and loss

The Greatest Generation by Tom Brokaw
Responsibility, bravery, sacrifice, and hard work of the World War II generation

The Greatest Salesman in the World by Og Mandino
About attitude and service

The Happiness Project by Gretchen Rubin
A contemporary and compelling account of the pursuit of happiness

The Hard Hat by Jon Gordon
A story about leadership and teamwork

The Iliad and The Odyssey by Homer
Distillation of the moral philosophy of ancient Greece

The Infinite Game by Simon Sinek
How to thrive as a business enterprise

The Killer Angels by Michael Shaara
Leadership challenge and courage

The Last Lecture by Randy Pausch
Lessons from a young life too soon gone

The Leader's Bookshelf by James Stavridis
Books that have shaped America's military leaders

The Life of Pi by Yann Martel
Survival at sea with a 450-lb Bengal tiger

The Little Prince by Antoine de Saint-Exupéry
A children's (adult) book about purpose, responsibility and love

The Martian by Andy Weir
Science and survival, unvarnished page-turner

The Next 100 Years by George Friedman
Social, economic and military forecast

The One Minute Manager by Kenneth Blanchard
The fundamentals of performance management creatively taught

The Oregon Trail by Rinker Buck
A trip back in time on the seat of a covered wagon

The People's House by David Pepper
Political thriller

The Practice of Management by Peter Drucker
The responsibilities and fundamental tasks of management

The President's Club by Nancy Gibbs and Michael Duffy
The personalities and relationships of American presidents

The Principles of Scientific Management by Frederick Taylor
The seminal management book on work productivity

The Prophet by Kahlil Gibran
Timeless wisdom

The Reckoning by David Halberstam
The fall and rise of quality in the automobile industry

The Richest Man in Babylon by George Clason
The best financial advice you will ever receive

The Righteous Mind by Jonathan Haidt
The pervasive power of rationalization

The Road Less Traveled by Scott Peck
Responsibility, discipline and love

The Screwtape Letters by C.S. Lewis
Human nature

The Servant by James Hunter
A coaching book for developing leaders

The Storm of War by Andrew Roberts
Definitive history of the second world war that claimed the lives of 50 million people

The Traveler's Gift by Andy Andrews
Decisions that Determine Personal Success

The Warmth of Other Suns by Isabel Wilkerson
The epic story of America's great migration

The Worldly Philosophers by Robert Heilbroner
The lives, times and ideas of the great economic thinkers

This Tender Land by William Kent Krueger
Epic adventure celebrating family and love

Toward a Psychology of Being by Abraham Maslow
The human potential for psychological growth

Turn the Ship Around! by David Marquet
How to take your team from last place to best in class

Uncle Tom's Cabin by Harriet Beecher Stowe
A folk picture of an age and a nation

Uncommon Friends by James Newton
A lifetime of friendship with Thomas Edison, Henry Ford, Harvey Firestone, Alexis Carrel and Charles Lindberg

Washington: A Life by Ron Chernow
A "must read" biography for every American

Where the Crawdads Sing by Delia Owens
Captivating Story of a North Carolina Swamp Girl

Who Says Elephants Can't Dance? by Louis Gerstner
An instructive book on business leadership

Winston Churchill by Andrew Roberts
The Greatest Briton of the twentieth century

Wooden on Leadership by John Wooden
Principles and practices

Work Rules! by Laszlo Bock
Google policies and practices based on empirical data

World Order by Henry Kissinger
Past, present and future of the geopolitical world

Younger Next Year by Chris Crowley and Henry S. Lodge
The biology and sociology of aging

A book read at the right time can change all that follows – Andrew Carnegie



Quotations

3-“Everybody is gifted, but most people never open their package.” – Eleanor Roosevelt

3-“Success is going from failure to failure without loss of enthusiasm.” – Winston Churchill

2-“You don’t have to attend every argument you’re invited to.” – George Manning

3-“What lies behind us and what lies before us are tiny compared to what lies within us.”-Oliver Wendell Holmes

3-“Everybody thinks about changing humanity, but nobody thinks about changing himself.”-Leo Tolstoy

2-“If you don't think every day is a good one, try missing one.” -Will Rogers

2-“To hold a grudge is like being stung to death by one bee.” -Abraham Lincoln

3-“Money will buy a fine dog but only kindness will make him wag his tail.” –Will Rogers

2-“Give us the serenity to accept what cannot be changed. Give us the courage to change what can be changed. Give us the wisdom to know the difference between the two.” -St. Francis of Assisi

2-“You gotta be careful if you don't know where you are going, otherwise you might not get there.” -Yogi Berra

3-“Failure is simply the opportunity to begin again more intelligently.” -Henry Ford

3-“The empty bag cannot stand upright.” -Henry Ford

3-“When I do good, I feel good...When I do bad, I feel bad. That's my religion.” -Abe Lincoln

2-“Courage does not always roar. Sometimes it is a quiet voice in the night saying, I'll try again tomorrow.” -Golda Meier

3-"Being kind is usually more important than being right." -Eleanor Roosevelt

3-"If you tell the truth, you won't have to remember anything." -Mark Twain

3-"If you think you can, you can. If you think you can't, you're right." -Vince Lombardi

3-"Respect for others guides our manners; respect for ourselves guides our morals." - William James

1-"If you're all wrapped up in yourself you are overdressed." -Mark Twain

3-"The art of being wise is to know what to overlook." -Abraham Lincoln

2-"Keep your eyes wide open before marriage and half shut afterward." -Benjamin Franklin

1-"Never believe that a few caring people cannot change the world...for indeed they are the only ones who ever have." -Eleanor Roosevelt

3-"If the world is kicking you in the rear you are still in front" – Lou Holz

1-"It is the mark of a learned man to be able to entertain a thought without accepting it." -Aristotle

4-"Kindness is the language the deaf can hear and the blind can see." -Helen Keller

2-"Things turn out best for the people who make the best out of the ways things turn out." -Will Rogers

2-"The greatest discovery of our generation is that human beings can alter their lives by altering their attitudes of mind – as you think, so should you be." -William James

1-"When you do all the talking, you only learn what you already know." -Will Rogers

3-"You cannot plow a field by turning it over in your mind." -Theodore Roosevelt

3-"People who fight fire with fire usually end up with ashes."- Mark Twain

3-"An eye for an eye makes the whole world blind." –Gandhi

1-"Light travels faster than sound. That is why some people appear bright... before they speak." –Thomas Edison

3-“Following the course of least resistance makes crooked rivers and crooked men.” - Abraham Lincoln

1-“Better to be silent and be thought a fool than to speak and remove all doubt.” - Abraham Lincoln

1-“To get what you've never had...you must do what you've never done.” -Eleanor Roosevelt

3-“You must stand up for something or you will fall down for anything.” -Mark Twain

1-“People are like tea bags. You don't know what they are made of until you put them in hot water.” -George Manning

1-“See everything, accept a lot, and change a little.” -Pope John Paul

4-“Learn as if you were to live forever...live as if you were to die tomorrow.” –Gandhi

4-“Education is what remains after the lessons have been forgotten.”—John Dewey

3-“Education is not the filling of a pail, but the lighting of a fire.”—William Butler Yeats

2-“The meaning of life is to give meaning to life.” – Mike Campbell

1-“You are meant to write when time stands still when you do“ – George Manning

1-“The three choices of life are give up, give in, or give it all you've got.” – Theodore Roosevelt

3-“Tenacity is easier when you have no choice.” – George Manning

1-“Life is what you make it . . . always was, always will be.” -- Anna Mary "Grandma" Moses

2-“We are defined not by life's trials and imperfect moments, but by how we react to them.” -- Jenny Lawson

3-“Oh Lord, help me to be pure . . . just not yet.” -- Saint Augustine

2-“I fear the day will come when technology will surpass human interaction . . . the world will have a generation of idiots.” -- Albert Einstein

4-“If you can't change the people around you . . . change the people you are around.” -- Will Rogers

4-“A little danger every day . . . a lot of love every night.” -- The Young Racers

4-"Don't take yourself too seriously . . . no one else does." -- Fortun Kuki

1-"We live our lives three ways: how we remember them; what we tell others; what really happened." -- J.R. Moehringer

3-"Love your enemy . . . it will drive him nuts." -- Yogi Berra

1-"I have three resolutions: make war on my vices; keep peace in the family; do good work with dear friends." – George Manning

2-"If you are feeling crazy, remember . . . Moses was a basket case too." -- George Manning

3-"Philosophy is well acquainted with my better self, and always wanting to get us together" – Tom Morris

2-"I'm an optimist.....I don't know where I'm going, but I'm on my way!" – Carl Sandberg

3-"Evening news is when they begin with 'good evening' and then proceed to tell you why it isn't" – Johnny Safrit

2-"The secret to living well and long is: eat half, walk double, laugh triple, and love without measure" – Tibetan Proverb

3-"The good life is the one inspired by love and guided by knowledge" – Bertrand Russell

1-"What did 6 say to 10 after he heard 7,8,9you're next!" George Manning

4-"A mind stretched by a new idea never returns to its original dimension" – Oliver Wendell Holmes, Jr.

1-"Some minds are like concrete, thoroughly mixed up and permanently set" – local contractor

3-"When it comes to chocolate..... resistance is futile" – Jenny Lawson

1-"Be yourself.... everyone else is taken" – Mark Twain

1-"Populus plurimus maximus es..... people matter most" – Pete Vigue

1-"EQ measurement – reading the mind in the eyes test (revised edition)" – George Manning

3-“To lead is to serve; to serve is to live.” – Winston Churchill

2-“Live life like someone left the gate open.” – Heather Gray

3-“My housekeeping style can best be described as, “There seems to have been a struggle.”” – Anonymous

3-“The soul doesn’t think without a picture.” – Aristotle

2-“Well, aren’t you a little ray of pitch black.” – Anonymous

2-“I don’t think I get enough credit for the fact I do all of this unmedicated.” – Heather Gray

3-“Pray as if everything depends upon God... work as if everything depends upon you.” – Thomas Aquinas

3-“You can’t please everybody... you’re not a pizza.” – George Manning

3-“Show up and do your best, help other people, make your life your master piece.” – John Wooden

2-“The shorter, the plainer, the better.” – Beatrix Potter

3-“I used to be snow white... but I drifted.” – Snow White

3-“Good judgment comes from experience and a lot of that comes from bad judgment.” – Old Farmer’s Almanac

3-“Experience is a wonderful thing... it enables you to recognize a mistake when you make it again.” – Johnny Safrit

3-“My left brain can’t communicate the feelings of my right brain.” – John Zinser

1-“Those who were seen dancing were thought to be insane by those who could not hear the music.” – Fredrick Nietzsche

3-“Oh God, if there is a God, please save my soul, if there is a soul.” – Agnostic Prayer

2-“There is a crack in everything; that’s how the light gets in.” – Leonard Cohen

2-“Almost everything will work again, if you unplug it a few minutes.” – Microsoft technician

1-“You can have everything in life that you want if you just help enough people get what they want.” Zig Ziglar

4-“The best two things in the world are the infinity of the universe and the intimacy of a close relationship.” - Ling Xaio

1-“A smart person knows what to say; a wise person knows when to say it.” – Kent Curtis

2-“Everybody should be quiet near a little stream and listen.” – Mike Campbell

3-“I have CDO, it’s like OCD but the letter are in alphabetical order, as they should be.” – Railroad Engineer

2-“Synchronicity is a God wink.” – Jewish Rabbi

2-“The more you weigh, the harder you are to kidnap.” – Mount Desert Bakery

1-“We become the average of our five best friends.” – George Manning

2-“Before marrying someone, you should make them use a computer with a slow internet, just to see who they really are.” – Marriage Expert

1-“Home is the universal haven of the odd, dissenting and free... where they have to take you in.” – H. P. Lovecraft

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