

SECTION 5: READING LIST

This reading list is updated regularly on CIE's website.

Managing Yourself

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
Achieving Objectives Made Easy! Practical goal setting tools and proven time management techniques	Le Blanc, R.	2008	Maarheeze: Cranendonck Coaching	9079397032
Worklife: Manage your Time – Essential Managers	Manktelow, J.	2006	Dorling Kindersley Publishers Ltd	9781405312882
Cool Time: A Hands-on Plan for Managing Work and Balancing Time	Prentice, S.	2006	John Wiley & Sons Ltd	9780470836736
How to Be an Even Better Manager	Armstrong, M.	2008	Kogan Page	9780749451639
The One Minute Manager Balances Work and Life	Blanchard, K., Edington, D., Blanchard, M.	2006	Harper Collins	9780007240210
The Seven Habits of Highly Effective People	Covey, S.	2004	Simon & Schuster Ltd	9780684858395
The 8 th Habit. From Effectiveness to Greatness	Covey, S.	2006	Simon & Schuster Ltd	9780743206839
Embracing Change: Essential Steps to Make Your Future Today	Buzan, T.	2006	BBC Active	9781406610239
How to Deal with Stress	Palmer, S., Cooper, C.	2007	Kogan Page	9780749448660
Emotional Intelligence & Working with EQ	Goleman, D.	2004	Bloomsbury	9780747574569
Strengthen Your Strengths – A Guide to Enhancing your Self-Management Skills	Honey, P.	2008	Peter Honey Publications	9781902899336
Change Your Life with NLP	Agness, L.	2008	Pearson Education Ltd	9780273716983

www.quickmba.com
www.cipd.co.uk/default.cipd
www.managers.org.uk
www.mindtools.com
www.businessballs.com

Managing Information

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
Management Information Systems: Managing the Digital Firm	Laudon, P., Laudong, K.	2008	Pearson Education	9780132415798
How to Manage Meetings	Barker, A.	2006	Kogan Page	9780749445478
Improve Your Communication Skills	Barker, A.	2006	Kogan Page	9780749448226
Taking Minutes of Meetings	Gutmann, J.	2006	Kogan Page	9780749445591
Successful Presentation Skills	Bradbury, A.	2006	Kogan Page	9780749445607
Brilliant Presentations	Hall, R.	2007	Prentice Hall	9780273709749
How to Write Reports and Proposals	Forsyth, P.	2006	Kogan Page	9780749445522
Managing Information Systems, Strategy and Organisation	Boddy, D., Boonstra, A., Kennedy, G.	2008	Financial Times/Prentice Hall	9780273716815

www.cimaglobal.com
www.mindtools.com
www.managers.org.uk
www.businessballs.com

Managing Change

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
Managing Change	Burnes, B.	2004	Pearson	9780273683360
Managing Change in Organisations	Carnall, C.	2007	Pearson	9780273704140
It Starts with One	Black, J., Gregersen, H.	2008	Pearson	9780132319843
Making Sense of Change Management	Cameron, E., Green, M.	2009	Kogan Page	9780749453107
Change Management Masterclass	Green, M.	2007	Kogan Page	9780749445072
Leading Change Management	Herold, D., Fedor, D.	2008	Kogan Page	9780749453312
Exploring Strategic Change	Baloqun, J., Hailey, V., Johnson, G., Scholes, K.	2008	Pearson	9780273708025
A Sense of Urgency	Kotter, P.	2008	Harvard Business Publishing	9781422179710

www.managers.org.uk
www.quickmba.com
www.mindtools.com
www.businessballs.com

Managing Finance

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
Business Accounting UK GAAP Volume 1	Sangster, A., Wood, F.	2008	Pearson Education	9780273718765
Financial Accounting An Introduction	Benedict, A., Elliott, B.	2008	Pearson Education	9780273688853
Accounting for Non-Accountants	Mott, G.	2008	Kogan Page	9780749452643
Finance for Non-Financial Managers	Millichamp, A.H.	2001	Continuum	9780826453792
Budgeting Basics and Beyond	Shim, J., Siegel, J.	2005	John Wiley & Sons Inc	9780471725022
Managerial Accounting for Business Decisions	Proctor, R.	2008	Pearson Education	9780273717553
Fundamentals of Financial Management	Van Horne, J., Wachowicz, J.	2008	Pearson Education	9780273713630

www.businessfinancemag.com

www.investopedia.com

www.quickmba.com/accounting/fin/equation

www.quickmba.com/accounting/fin/statements

www.accounting.com

www.business.rutgers.edu

www.bizhelp24.com/accounting

Managing Teams

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
Building Effective Teams	Duke Corporate Education	2005	Kaplan Business	9780793195237
Leadership and Motivation	Adair, J.	2006	Kogan Page	9780749447984
Leadership for Innovation	Adair, J.	2007	Kogan Page	9780749448004
Brilliant Teams	Miller, D.	2008	Pearson Education	9780273719144
Stephen R Covey on Leadership: Great Leaders, Great Teams, Great Results	Covey, S.	2008	Franklin Covey Co.	9781933976440
Emotional Intelligence & Working with EQ	Goleman, D.	2004	Bloomsbury	9780747574569
Handling Difficult People and Difficult Situations	Whitear, G., Ribbens, G.	2007	CIPD	9781843981756

www.business.com
www.businessballs.com
www.belbin.com
www.cipd.co.uk
www.quickmba.com
www.mindtools.com

Managing for Quality

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
Operations and Process Management	Slack, N., Chambers, S., Johnston, R., Betts, A.	2008	Pearson Education	9780273718512
Managing Quality	Dale, B., Van de Wiele, T., Van Iwaarden, J.	2007	Blackwell Publishing	9781405142793
The Essence of Total Quality Management	Bank, J.	1999	Pearson Education	9780135731147
Service Operations Management	Johnston, R., Clark, G.	2008	Pearson Education	9781405847322
Six Sigma for Dummies	Gygi, C., Williams, B., Gustafson, T.	2006	John Wiley & Sons	9780470045190
TQM: Text with Cases	Oakland, J., Porter, L.	2004	Butterworth Heinemann	9780750657402
Managing the Supply Chain: The Definitive Guide for the Business Professional	Simchi-Levi, D., Kaminsky, P.	2003	McGraw-Hill Education	9780071410311

www.managers.org.uk
www.quickmba.com
www.mindtools.com
www.businessballs.com

Managing the Market

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
A Framework for Marketing Management	Kotler, P., Keller, K.	2008	Pearson Education	9780137131846
Essentials of Marketing	Blythe, J.	2008	Pearson Education	9780273717362
Relationship Marketing	Egan, J.	2008	Pearson Education	9780273713197
Develop your Marketing Skills	Gosnay, R., Richardson, N.	2008	Kogan Page	9780749453954
Principles of Marketing	Kotler, P., Armstrong, G.	2007	Pearson Education	9780137128273
Marketing Management	Kotler, P. et al.	2008	Pearson Education	9789810679934
Marketing	Baines, P., Fill, C., Page, K.	2008	Oxford University Press	9780199290437
Marketing intro Asian Perspective	Kotler, P., Armstrong, G.	2006	Pearson	9780131676619

www.quickmba.com

www.cim.co.uk

www.businessballs.com

www.mindtools.com

www.bettermanagement.com/library