

CERTIFICATION PROGRAM LEAD—THINK—PLAN—ACT

Recommended Bibliography for ASP Certification Examination Preparation

CONDENSED BIBLIOGRAPHY FOR THE SMP EXAM*

Strategic Leadership

- Stephen Covey, Principle-Centered Leadership
- Stephen Covey, The 8th Habit: From Effectiveness to Greatness
- Jack Welch, Jack: Straight from the Gut

Strategic Thinking

- Peter Senge, The Fifth Discipline - The Art and Practice of the Learning Organization
- Peter Drucker, The Essential Drucker: The Best of Sixty Years of Peter Drucker's Essential Writings on Management

Strategic Planning

- Gary Hamel, Leading the Revolution: How to Thrive in Turbulent Times by Making Innovation a Way of Life
- Kaplan and Norton, The Strategy Focused Organization
- Kim and Mauborgne, Blue Ocean Strategy

Strategic Action

- Larry Bossidy and Rob Charan, The Discipline of Getting Things Done
- D.R. Conner, Managing at the Speed of Change

*Above books are written by globally recognized and widely acknowledged Grandmasters in the field. Additional books are in Recommended Bibliography, and ASP Registered Educational Professionals (REPs) also have recommended readings and books they have written that can be accessed on the ASP Certification REP webpage.

Recommended Bibliography for Current Literature & Classic Literature:

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| • Strategic Leadership | p. 2 |
| • Strategic Thinking | p. 3 |
| • Strategic Planning | p.4-5 |
| • Strategic Action and Change | p.6 |

Three Recommended Simple Steps To Taking Your Exam

1. Do a self-assessment versus the Body of Knowledge for your desired Strategic Management Professional, Strategic Planning Professional, or Strategic Planning Associate Exam.
2. Based on your self-assessment and your strengths and weaknesses, we recommend:
 - a. Reading books from the attached list that eliminate your weaknesses
 - b. Attending Qualified Registered Educational Providers (REPs) courses listed on the Association for Strategic Planning's website to eliminate your weaknesses as well or start/participate in ASP Chapter Certification Exam Prep Study Groups.
3. Apply for, be approved, take your exam, and become certified.



Current STRATEGIC LEADERSHIP

1. Bennis, W. (1994). An Invented Life, Reflections on Leadership and Change.
2. Covey, S. (1991). Principle-Centered Leadership. NY: Summit Books.*
3. Covey, S. (2004). The 8th Habit: From Effectiveness to Greatness. NY: Free Press. *
4. Haines, S.G., Editor (2006). Strategic Thinking for Leaders. San Diego, CA: Systems Thinking Press.
5. Hanna, David P. (2001). Leadership for the Ages. Provo, Utah: Executive Excellence Publishing.
6. Kouzes, J. M., & Posner, B. Z. (Completely Updated 3rd Edition -2002). The Leadership Challenge, How to Get Extraordinary Things Done in Organizations. San Francisco, CA: Jossey-Bass Publishers.
7. Oshry, B. (1999). Leading Systems; Lessons from the Power Lab. San Francisco: Berrett-Koehler Publishers.
8. Welch, J. F., Jr. & Byrne, J. A. (2001). Jack: Straight from the Gut. NY: Warner Business Books.*

Classic STRATEGIC LEADERSHIP

1. Covey, S. (1990). Seven Habits of Highly Effective People. NY: Fireside.
2. Juran. (1989). Juran on Leadership for Quality. NY: The Free Press.
3. Peters, T. & Waterman, R., Jr. (1982). In Search of Excellence: Lessons from America's Best-Run Companies. NY: Harper & Row.

Current STRATEGIC THINKING

1. Ackoff, R. (1999). Ackoff's Best: His Classical Writings on Management. Chichester, England: John Wiley & Sons, Inc.
2. Drucker, P. (2001). The Essential Drucker: The Best of Sixty Years of Peter Drucker's Essential Writings on Management. NY: HarperCollins Publishers.*
3. Haines, S. G. (2007). Strategic and Systems Thinking: The Winning Formula. San Diego, CA: Systems Thinking Press.
4. Schwartz, P. (1996). The Art of the Long View. NY: Doubleday Dell.
5. von Bertalanffy, L. (1998). [Revised Edition]. General Systems Theory: Foundations, Development, Applications. NY: George Braziller, Inc.
6. Wheatley, M. J. & Kellner-Rogers, M. (1996). A Simpler Way. San Francisco, CA: Berrett-Koehler Publishers, Inc.

Classic STRATEGIC THINKING

1. Davidson, M. (1983). Uncommon Sense, the Life and Times of Ludwig Von Bertalanffy. Los Angeles, CA: J. P. Tarcher, Inc.
2. Senge, P. M. (1990). The Fifth Discipline - The Art and Practice of the Learning Organization. NY: Doubleday/Currency.*

Current STRATEGIC PLANNING

1. Abraham, C. Stanley. (2006). Strategic Planning: A Practical Guide for Competitive Success, with CD-ROM. Thomson South-Western.
2. Carver, J. (1990). Boards That Make a Difference. San Francisco, CA: Jossey-Bass Publishers.
3. Collins, J. C. & Porras, J. I. (1997). Built to Last: Successful Habits of Visionary Companies. NY: Harper Collins Publishers, Inc.
4. Collins, Jim. (2001). Good to Great: Why Some Companies Make the Leap...and Others Don't. NY: Harper Collins Publishers, Inc.
5. Drucker, F. Peter with Collins, Jim et al. (2008). The Five Most Important Questions Your Organization Will Ever Ask. NY: Jossey-Bass/Wiley.
6. Haines, S. G. (2007). Reinventing Strategic Planning: The Systems Thinking Approach. San Diego, CA: Systems Thinking Press.
7. Hamel, G. and Prahalad, C. K. (1994). Competing for the Future. Boston, MA: Harvard Business School Press.
8. Gary Hamel (2000). Leading the Revolution: How to Thrive in Turbulent Times by Making Innovation a Way of Life. Boston, MA: Harvard Business School Press.*
9. Jensen, W. D. (2000). Simplicity: The New Competitive Advantage in a World of More, Better, Faster. NY: Perseus.
10. Kaplan, S. Robert and Norton, P. David. (2001). The Strategy Focused Organization, or How Balanced Scorecard Companies Thrive in the New Business Environment. Harvard Business School Press.*
11. Kim, W. Chan and Mauborgne, R. (2005). Blue Ocean Strategy: How to Create Uncontested Market Space and Make the Competition Irrelevant. Boston, Massachusetts: Harvard Business Press.*
12. Mintzberg, H. Ahlstrand, B. & Lampel, J. (1998). Strategy Safari: A Guided Tour Through the Wilds of Strategic Management. NY: The Free Press.
13. Prahalad, C. K. and Ramaswamy, Venkat. (2004). The Future of Competition: Co-Creating Unique Value with Customers. Cambridge, MA: HBS Press.
14. Ries, A. & Trout, J. (2001). Positioning: The Battle for Your Mind (20th Anniversary Edition). NY: McGraw-Hill Books.
15. Rollinson, R. & Young, E. (2009). Strategy in the 21st Century: A Practical Strategic Management Process. Chicago, IL: Looking Glass Publishing.

Classic STRATEGIC PLANNING

1. Ackoff, R. (1981). Creating the Corporate Future. NY: John Wiley and Sons, Inc.
2. Ansoff, I. (1988). New Corporate Strategy. NY: John Wiley & Sons, Inc.
3. Chandler, A., Jr. (1962). Strategy and Structure: Chapters in the History of the American Industrial Enterprise. Cambridge, MA: The MIT Press.
4. Drucker, P. (1973). Management: Tasks, Responsibilities, Practices. NY: Harper & Row Publishers.
5. Mintzberg, H. (1994). The Rise and Fall of Strategic Planning. NY: The Free Press.
6. Osborne, D., and Gaebler, T. (1992). Reinventing Government: How the Entrepreneurial Spirit is Transforming the Public Sector. Reading, MA: Addison-Wesley.
7. Porter, M. (1980). Competitive Strategy. NY: The Free Press.
8. Porter, M. (1985). Competitive Advantage: Creating and Sustaining Superior Performance. NY: The Free Press.
9. Porter, M. (1990). The Competitive Advantage of Nations. NY: The Free Press.

Current STRATEGIC ACTION AND CHANGE

1. Bossidy, L. & Charan, R. (2002). The Discipline of Getting Things Done. NY: Crown Publishers.*
2. Bridges, W. (1991). Managing Transitions: Making the Most of Change. Reading, MA: Addison Wesley Publishing Company.
3. Conner, D.R. (1992). Managing At The Speed of Change. New York: Villard Books.*
4. Cooperrider, D. L., Sorensen, P. F., Whitney, D. & Yaeger, T. F. (2000). Appreciative Inquiry: Rethinking Human Organization Toward a Positive Theory of Change. Champaign, IL: Stipes Publishing.
5. Galbraith, J. R. (1995). Designing Organizations: An Executive Briefing on Strategy, Structure and Process. San Francisco, CA: Jossey-Bass Publishers.
6. Haines, S. G., Aller-Stead, Gail, McKinlay, James. (2005). Enterprise-Wide Change: Superior Results Through Systems Thinking. San Francisco, CA: Pfeiffer.*
7. Hammer, M. (2001). The Agenda: What Every Business Must Do to Dominate the Decade. NY: Crown Books
8. Kotter, J. P. & Cohen, D. S. (2002). The Heart of Change. Boston, MA: Harvard Business School Press.
9. Nadler, D. A. & Tushman, M. L. (1997). Competing by Design: The Power of Organizational Architecture. NY: Oxford University Press.
10. Russell, A. Leland and Warden III, A. John. (2001). Winning in Fast Time. GeoGroup Press.
11. Schein, E. H. (1999). The Corporate Culture Survival Guide: Sense and Nonsense About Culture Change. San Francisco, CA: Jossey-Bass Publishers.
12. Schmidt, Terry. (2009). Strategic Project Management Made Simple: Practical Tools for Leaders and Teams. NYC: John Wiley & Sons.

Classic STRATEGIC ACTION AND CHANGE

1. Beckhard, R., & Harris, R. (1977) and (1987 New Edition). Organization Transitions: Managing Complex Change. Reading, MA: Addison-Wesley Publishing Company.
2. Block, P. (1981). Flawless Consulting: A Guide to Getting Your Expertise Used. San Diego, CA: Pfeiffer & Company.
3. Schein, E. H. (1987). Process Consultation Volume II. Lessons for Managers and Consultants. Reading, MA: Addison Wesley Publishing Company.
4. Tichy, N. M. (1983). Managing Strategic Change—Technical Political and Cultural Dynamics. NY: John Wiley & Sons, Inc.