

TMCEC Reference Books for Level III Testing (September 1, 2016)

Category	Title	Author	Publisher	Year	ISBN	Purchasing Information Est. Price
Caseflow Mgmt	Caseflow Management: The Heart of Court Management in the New Millennium	David Steelman, John Goerd, and James McMillan	National Center for State Courts	2004	0-89656-235-2	www.ncsconline.org \$27.00
Diversity	Dynamics of Diversity: Strategic Programs for Your Organization	Odette Pollar and Rafael González	Crisp Publications, Inc.	1994	1-56052-247-X	www.bn.com, www.amazon.com or www.half.com \$13.95
Financial Mgmt	Court Management Library Series: Trial Court Budgeting	Robert W. Tobin	National Center for State Courts	1996	0-89656-164-X	www.ncsconline.org \$10.00
	Texas Municipal Courts Financial Management Handbook	Rene Henry	Texas Court Clerks Association	2007	None	www.texascourtclerks.org \$35.00
Managing Change	Managing Transitions: Making the Most of Change (2nd Edition)	William Bridges	Da Copa Press	2003	0-7382-0824-8	www.bn.com, www.amazon.com or www.half.com \$16.95
Human Resources	Hiring and Firing: What Every Manager Needs to Know (Revised Edition)	Marlene Carolselli, Ed.D.	Skillpath Publications	1993	1-878542-35-4	www.skillpath.com or www.half.com \$14.20
	The Complete Guide to Performance Appraisal	Dick Grote	American Management Association	1996	0-8144-0313-1	www.bn.com, www.amanet.org or www.half.com \$59.96
Leadership	Leadership When The Heat is On (Revised Edition)	Danny Cox with John Hoover	McGraw-Hill, Inc.	2002	0-07-140083-4	www.bn.com, www.amazon.com or www.half.com \$16.95
	The Five Levels of Leadership: Proven Steps to Maximize Your Potential	John C. Maxwell	Center Street	2011	159995365X	www.amazon.com \$9.47
Mgmt	Manager's Toolkit: The 13 Skills Managers Need to Succeed (Harvard Business Essentials)	Harvard Business School	Harvard Business School	2006	1-59139-289-6	www.amazon.com, \$18.25
	Skills for New Managers	Morey Stettner	McGraw-Hill, Inc.	2000	0-07-135618-5	www.amazon.com \$9.37
Teamwork and Motivation	Team Players and Teamwork	Glenn M. Parker	Jossey Bass	1996	0-7879-0185-7	www.bn.com, www.amazon.com or www.half.com \$16.50
Planning	Applied Strategic Planning: How to Develop a Plan that Really Works	Leonard Goodstein, Timothy Nolan, and J. William Pfeiffer	McGraw-Hill, Inc.	1993	0-07-024020-5	www.bn.com, www.amazon.com or www.half.com \$24.95
Profess. Develop.	Organizing Your Workspace: A Guide to Personal Productivity (Revised Edition)	Odette Pollar	Crisp Publications, Inc.	1999	1-56052-522-3	www.bn.com, www.amazon.com or www.half.com \$13.95
	How Full is Your Bucket?	Tom Rath and Donald Clifton	Gallup Press	2004	1-59562-003-6	www.bn.com, www.amazon.com or www.half.com \$19.95
Court Security	Protecting Court: A Practitioner's Guide to Court Security	Jimmie H. Barrett	Mill City Press	2003	1-934937-87-8	www.amazon.com \$38.29