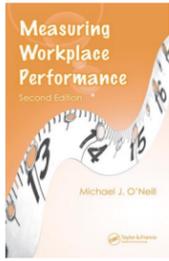# Workplace Strategies
Suggested Reading List

Workplace

Measuring Workplace Performance
By Dr. Michael O'Neall

Using real-world case studies across a variety of industries, O'Neill shows the types of performance measures that leading-edge companies use as well as the improvements they attain by incorporating flexibility and control into their workspaces. He uses the data from these studies to create models showing credible links between specific design features, and behavioral and business process outcomes. The book provides insights and observations from these case studies that can be applied to understanding your own situation.
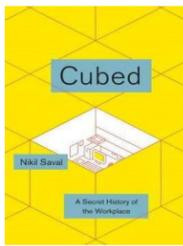
Cubed
By Nikil Saval

Cubed reveals the unexplored yet surprising story of the places where most of the world's work—our work—gets done. From "Bartleby the Scrivener" to *The Office*, from the steno pool to the open-plan cubicle farm, *Cubed* is a fascinating, often funny, and sometimes disturbing anatomy of the white-collar world and how it came to be the way it is—and what it might become.
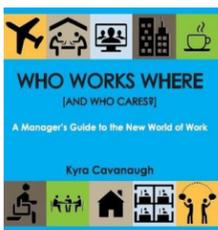
Who Works Where and Who Cares
By Kyra Cavanaugh

Designed for flexible, virtual, and dispersed work teams, *Who Works Where* is an interactive tool that managers can start using immediately to increase their skills and establish team norms for this new age of work. In a world where job descriptions now include disclaimers like "remote candidates considered" and "on-site not required," managers must step up their game and place a higher priority on building connection, communication, and capacity among coworkers who don't always see each other face-to-face. *Who Works Where* offers transformative ideas for rethinking how work gets done.

Change Management
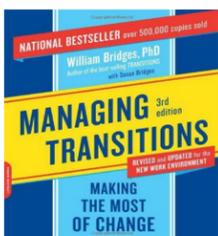
Managing Transitions
By William Bridges

The business world is a place of constant change, with stories of corporate mergers, layoffs, bankruptcy, and restructuring hitting the news every day. Yet as veteran consultant William Bridges maintains, the situational changes are not as difficult for companies to make as the psychological transitions. In the best-selling "Managing Transitions," Bridges provides a clear understanding of what change does to employees and what employees in transition can do to an organization. Directed at managers and employees in today's corporations, Bridges shows how to minimize the distress and disruptions caused by change.
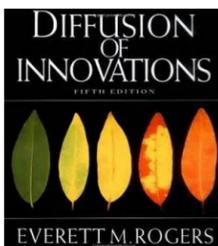
Diffusion of Innovations
By Everett M. Rogers

In this renowned book, Everett M. Rogers, professor and chair of the Department of Communication & Journalism at the University of New Mexico, explains how new ideas spread via communication channels over time. Such innovations are initially perceived as uncertain and even risky. To overcome this uncertainty, most people seek out others like themselves who have already adopted the new idea. Thus the diffusion process consists of a few individuals who first adopt an innovation, then spread the word among their circle of acquaintances—a process which typically takes months or years. [...] The fifth edition addresses the spread of the Internet, and how it has transformed the way human beings communicate and adopt new ideas.

Organizational Culture
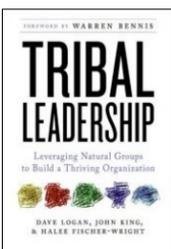
Tribal Leadership
By Dave Logan, John King and Halee Fischer-Wright

Tribal Leadership: Leveraging Natural Groups to Build a Thriving Organization is a #1 New York Times Bestseller by Dave Logan, John King, and Halee Fischer-Wright that describes the results of an organizational research study. The authors found that corporate leaders could use the groups within their companies to maximize corporate productivity and profitability, and they suggest that learning how those groups communicate is the key to understanding how the company operates.
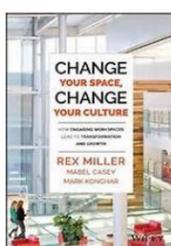
Change Your Space, Change Your Culture
By Rex Miller, Mabel Casey and Mark Konchar

Change Your Space, Change Your Culture is a guide to transforming business by rethinking the workplace. Written by a team of trail-blazing leaders, this book reveals the secrets of companies that discovered the power of culture and space. This insightful guide reveals what companies lose by viewing office space as something to manage or minimize. With practical tips and implementation details, the book helps the reader see that the workspace is, in fact, a crucial driver of productivity and morale.
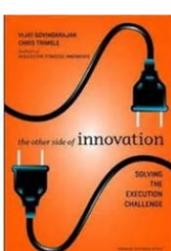
The Other Side of Innovation
By Vijay Govindarajan and Chris Trimble

The Other Side of Innovation argues that the most successful everyday innovators break down the process into six manageable steps - divide the labor, assemble the dedicated team, manage the partnership, formalize the experiment, break down the hypothesis, and seek the truth. This book codifies this staged approach in a variety of contexts.