



The Road to a  
Brighter Future

### About The Author

Karen Bragg-Matthews is a professionally trained coach specializing in career development. She draws on over 20 years of work experience in human resources and corporate training. She has developed and facilitated training programs across the U.S. and Canada.

Karen has leveraged her keen knowledge of people to help them make real and lasting career choices and to look at new possibilities. She brings true clarity and unconditional support to her clients.

### Contact

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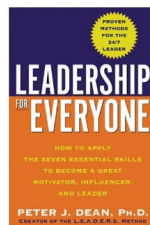
# KBM Career Concepts e-Newsletter

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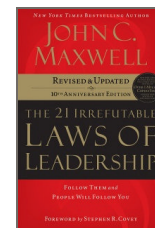
## 10 Management/Leadership Books You Need to Read!

By Karen Bragg-Matthews

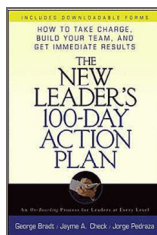
Leaders have the ability to influence, guide and inspire others. Contrary to popular opinion, great leaders are made; they are not born. They have learned skills and demonstrate traits that make it easier for people to want to follow them. Each of us takes on leadership roles whether we are managers, workers, parents, or volunteers. Therefore, it is important that we learn how to lead more effectively. These management and leadership books have many practical tips and tools that will help you focus on your character traits and help you develop skills associated with good leadership.



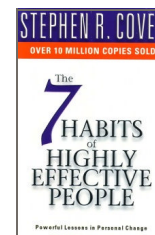
Leadership for Everyone: How to Apply the Seven Essential Skills to Become a Great Motivator, Influencer, and Leader  
by Peter Dean



The 21 Irrefutable Laws of Leadership: Follow them and People Will Follow You  
by John C. Maxwell



The New Leader's 100-Day Action Plan: How to take Charge, Build Your Team, and Get Immediate Results  
by George B. Bradt, Jayme A. Check and Jorge E. Pedraza



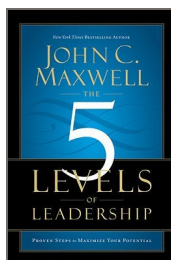
The 7 Habits of Highly Effective People  
by Steven Covey



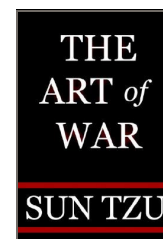
Managing Right for the First Time  
by David C. Baker



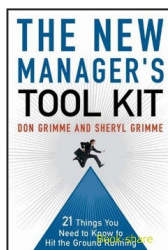
Executive Thinking: The Dream, the Vision, the Mission Achieved  
by Leslie L. Kossoff



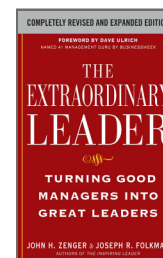
The 5 Levels of Leadership: Proven Steps to Maximize Your Potential  
by John C. Maxwell



The Art of War  
by Sun Tzu



The New Manager's Toolkit: 21 Things You Need to Know to Hit the Ground Running  
by Don Grimme and Sheryl Grimme



The Extraordinary Leader: Turning Good Managers into Great Leaders  
by John Zenger & Joseph Folkman