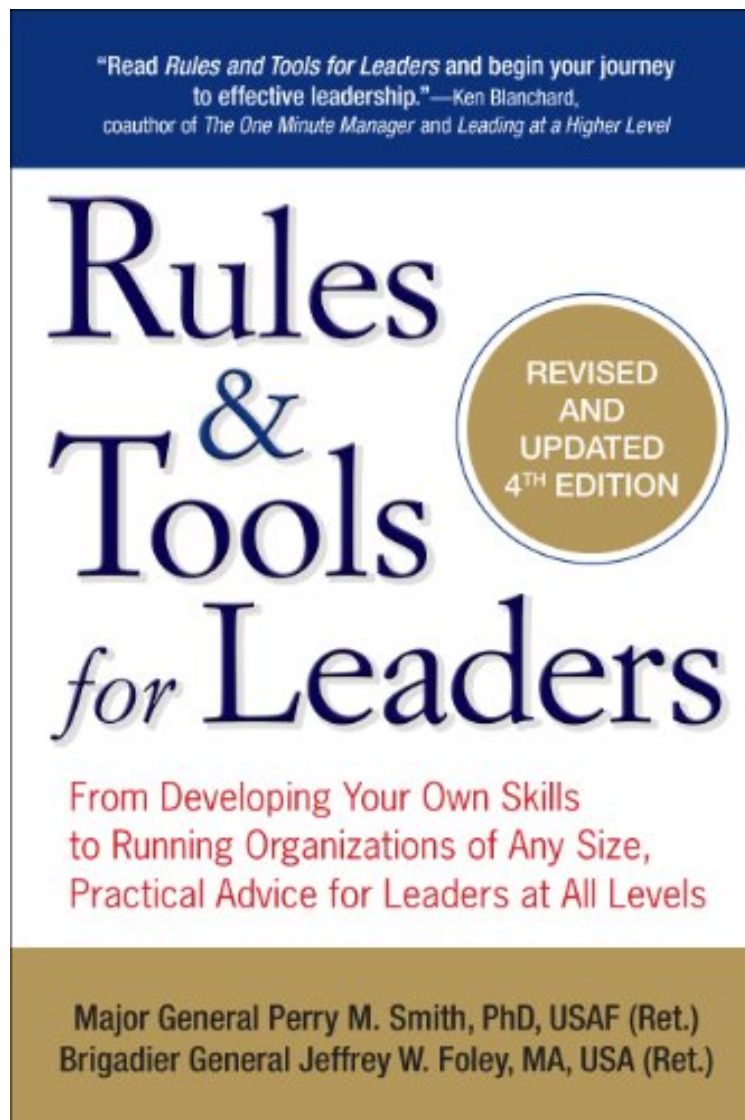


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Rules Tools for Leaders: From Developing Your Own Skills to Running Organizations of Any Size, Practical Advice for Leaders at All Levels

Perry M. Smith, Jeffrey W. Foley
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Rules and Tools for Leaders offers insightful and useful advice that avoids the flavor-of-the-month management theories that are long on speculation and short on practical application. This is a fully revised, updated, and reorganized edition of a classic management handbook. It never loses sight of the big picture of how any company should operate. It provides useful and time-tested advice that can be implemented immediately to the benefit of the entire organization. From defining the qualities of outstanding leaders to putting good leadership skills into practice, from managing yourself and others to handling the difficult tests that leadership brings, this book includes valuable checklists and reviews. In addition, it highlights some of the best leadership programs and presents a host of compelling and instructive anecdotes that illustrate the ideas throughout.

“Perry Smith and Jeff Foley have it right when it comes to effective leadership. It is all about a transformational journey that begins with understanding yourself that gives you perspective, which then leads to one on one leadership and developing trust. Then you're ready for team leadership and building community. The final step is organizational leadership with a focus on creating a performance culture. Read Rules Tools for Leaders and begin your journey to effective leadership.” —Ken Blanchard, coauthor of *The One Minute Manager*; and *Leading at a Higher Level* “This is simply one of the most thoughtful and practical leadership guides you will find anywhere. It is packed with actionable tips on everything from transitions, integrity and strategic planning, to hiring, counseling and rewarding associates. Also includes several checklists that leaders can use periodically to make sure they are on-track. Indeed, this is a book you may decide to keep close at hand for many years.” —GovLeaders.org
About the Author Major General Perry M. Smith, U.S. Air Force (Ret.), a graduate of the U.S. Military Academy at West Point, holds a PhD in international relations from Columbia University. During his thirty years in the Air Force, Smith commanded an F-15 fighter wing in Germany, served as the Air Force's top planner, and was the Commandant of the National War College. He has served in leadership positions in four nonprofits, including as secretary of the board of the Congressional Medal of Honor Foundation. He has had extensive experience as a motivational speaker, workshop leader, and military analyst for both national and local media. Brigadier General Jeffrey W. Foley, U.S. Army (Ret.), a graduate of the U.S. Military Academy at West Point, holds a master's degree in computer systems from the Air Force Institute of Technology and a master's degree in national security policy from the National Defense University. Having served for more than thirty-two years in the Army, he is now an independent consultant and frequently requested motivational speaker and leadership development facilitator. In addition, he has become an active member of boards of numerous nonprofit organizations, both local and national.