



Resources for  
**Minds in Motion: Peer-to-Peer Power Hour:  
Strategies for Communicating Your Value to Leadership &  
Expanding Responsibilities**

ELS Forum Washington, DC  
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### Books

- **The Tipping Point - How Little Things Can Make A Big Difference** by Malcolm Gladwell – Great resource that illuminates the tipping point phenomena, changing the way people think about disseminating ideas.
- **Emotional Intelligence: Why It Can Matter More Than IQ** by Daniel Goldman - Not only the workplace, but with anyone, anywhere.
- **Find Your Courage!** by Margie Warell – Candid book that uncovers the courage we all have within and to create the life you want. Chapter 6 is significant – The Courage to Speak up – your willingness to find the courage to speak up about the issues important to you has a pivotal impact on your ability to achieve what you want.
- **Leadership Made Simple** by Ed Oakley and Doug Krug – Discusses the greatest management challenges – often people issues – to the most simple and practical solutions.
- **The Four Hour Workweek** by Tim Ferris – Open-minded time efficiency tactics and tips.

### Articles/Blogs

- **2 Easy Ways to Expand Your Role (Without Overstepping Your Boundaries)**  
<https://www.themuse.com/advice/expand-role-work-without-overstep-boundaries>
- **Proving your value at work—Why it's so hard and how to do it anyway**  
<https://doist.com/blog/how-to-promote-yourself-at-work/>
- **How To Expand Your Job Description Without Annoying Your Boss**  
<https://www.fastcompany.com/40513015/how-to-expand-your-job-descriptionwithout-annoying-your-boss>
- **The Case for Executive Assistants** <https://hbr.org/2011/05/the-case-for-executiveassistants>

### Video/Webinars

- **Project Management Webinars**  
<https://www.projectmanagement.com/Webinars/webinarMainOnDemand.cfm>
- **TED TALKS For Developing Leadership Skills and Management Skills**  
<https://blog.prialto.com/top-5-ted-talks-for-developing-leadership-skills-andmanagement-skills>

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