



FOOD FOR THOUGHT

## Returning to the office soon? Read these books first

From a remote leadership handbook to digital transformation best practice, Management Today rounds up the books CEOs should add to their reading list ahead of the “Great Return”.

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1 - In Working Hard, Hardly Working, entrepreneur and self-proclaimed 'lazy workaholic' Grace Beverley invites you to reflect on your work-life balance, provides tips for being productive without needing to “grind” and advises on stepping back when you're on the edge of burnout - something many of us relate to, having worked during Britains' worst health and economic crisis.

2 - Financial Times editor and anthropology PhD Gillian Tett makes sense of people's behaviour at work in *Anthro-Vision*. Identify the hidden tribes within your office and pinpoint which rituals are binding your teams together. On the flipside, Tett reveals how you could even use anthropology to work out what your peers are *really* thinking.

3 - After over a year of remote working, the responsibility of managing teams across the country through virtual means is unlikely to disappear overnight. So, *Leading Remotely* breaks down everything you need to know about precisely that - leading remotely. The author, Mike Parkes draws on 15 years of research to advise on how to overcome virtual obstacles.

4 - We spend about 80% of our day communicating. At least half of that should be listening, yet only 2% of people have ever had any formal training in how to listen, Janie Van Hool claims. So her book, *The Listening Shift*, aims to provide leaders with the tools to sharpen their listening skills and find out how staff are truly feeling (including their sentiments around returning to the workplace, perhaps).

5 - The lockdowns (1,2 and 3) provided much needed time to reflect and take stock of what you want from life - for some it's handing in their resignation letter and embarking on a new career chapter. Kimberly B. Cummings shares strategies, in *Next Move, Best Move*, for transitioning into a career you'll love and knowing when it's time to go.

6 - Following on from the above, if you're thinking about quitting your job, it's probably time to start succession planning. Drawing on ten years of research and real-life examples from interviews with CEOs, board members and headhunters, Thomas Keil and Marianna Zangrillo promise to help you find *The Next CEO* for your firm.

7 - Is creating an inclusive office culture on the top of your to-do list? For those who don't know where to start, Kelly McDonald details exactly how organisations can make actual progress on D&I. In *It's Time to Talk about Race at Work*, you'll learn what not to say (and why), how to avoid tokenism and how to recruit from diverse communities.

8 - Dr John Jupp OBE joined the Royal Air Force in 1979. Today, he is unpacking everything he learned about the RAF's leadership model in his book, *Rise*

Above, including how to empower dispersed team members to lead and crisis management lessons from the Battle of Britain.

9 - Given the accelerated shift to working virtually, the advancements in AI and the automation of manual tasks, economists say we are currently experiencing a 4th Industrial Revolution. Professor Stephen Wyatt's book presents a framework for managing and successfully competing with other firms during this time of change.

10 - If you haven't taken a hint, post-pandemic businesses will need to be digital-first to be competitive - even if you're asking employees to return to the office. For transformation inspiration, read *World's Best Bank* by Robin Speculand which explores how Singapore's DBS Bank transformed from a traditional lender to the "world's best" by leveraging digitalisation.

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