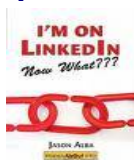


Influencing, Negotiation and Networking



Title: *"I'm on LinkedIn -- Now What???: A Guide to Getting the Most OUT of LinkedIn"*

Author: Jason Alba

Publisher: Happy About

ISBN-13: 978-1600050695

Note: *A book designed to help you get the most out this popular business networking site. A useful resource for strategic influencing.*



Title: *"I'm on Facebook--now What???: How to Get Personal, Business, and Professional Value from Facebook"*

Authors: Jason Alba and Jesse Stay

Publisher: Happy About

ISBN-13: 978-1600050954

Note: *Facebook is one of the highest profile networking tools and is having a major impact on career and business. This book explains the different parts of Facebook and helps you understand how you can get the most out of your Facebook account and use it to influence the right people.*



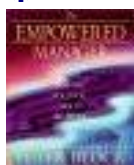
Title: *"The Power of the Tale"*

Authors: Julie Allan, Gerard Fairtlough, and Barbara Heinzen

Publisher: John Wiley & Sons

ISBN-13: 978-0470842270

Note: *Useful for those who want to get ideas across in a more engaging way. Enables you to influence and lead by creating energy and interest.*



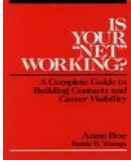
Title: *"The Empowered Manager" (pp. 137 – 160)*

Author: Peter Block

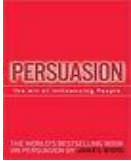
Publisher: Jossey-Bass

ISBN-13: 978-1555422653

Note: *No-nonsense, challenging leadership book which suggests how to set your own direction and gain support for things you believe in. (Pages suggested are the about influencing and building alliances.)*



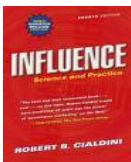
Title: “Is Your “Net” Working?”
Authors: Anne Boe & Bettie B. Youngs
Publisher: Wiley
ISBN-13: 978-0471615477
Note: *This guide shows you how to develop networking skills and presents real-life case studies of how it's done. Another useful resource for influencing.*



Title: “Persuasion: The Art of Influencing People”
Author: James Borg
Publisher: Prentice Hall
ISBN-13: 978-0273688389
Note: *Shows how to pick up signals as to how you are coming across, retrieve the situation if somebody is resistant, choose the right words to get results in any situation, and more. A coherent framework of influencing.*



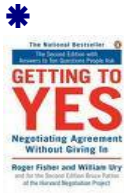
Title: “Listening: The Forgotten Skill”
Author: Madelyn Burley-Allen
Publisher: Wiley
ISBN-13: 978-0471015871
Note: *Very practical, exercise crammed workbook to help improve all aspects of Listening and Enquiring. Invaluable for becoming a more responsive influencer.*



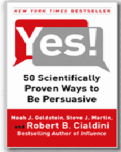
Title: “Influence: Science and Practice”
Author: Robert B. Cialdini
Publisher: Pearson Education
ISBN-13: 978-0205663781
Note: *Cialdini organizes compliance techniques into six categories based on psychological principles that direct human behaviour: reciprocity, consistency, social proof, liking, authority, and scarcity.*



Title: “The Seven Habits of Highly Effective People” (pp. 76 – 94)
Author: Stephen Covey
Publisher: Free Press
ISBN-13: 978-0743272452
Note: *Suggested pages are about how to focus on what you can really influence.*



Title: “Getting to Yes”
Authors: Roger Fisher & William Ury
Publisher: Century
ISBN-13: 978-0140157352
Note: *Definitive guide to the essentials of Bargaining and Negotiating aspects of influencing.*



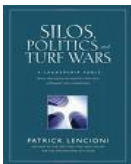
Title: “Yes!: 50 Scientifically Proven Ways to Be Persuasive”
Authors: Noah J. Goldstein, Steve J. Martin, Robert B. Cialdini
Publisher: Simon & Schuster Adult Publishing Group
ISBN-13: 978-1416570967
Note: *Full of practical tips based on recent academic research that shows how the psychology of persuasion can provide valuable insights for anyone interested in improving their ability to influence others.*



Title: “Managing Disagreement Constructively”
Author: Herbert S. Kindler
Publisher: Kogan-Page
ISBN-13: 978-1560523833
Note: *About dealing with difficult situations and conflicts in a positive and influential way.*



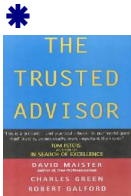
Title: “Influencing with Integrity”
Author: Genie Z Labourde
Publisher: Crown House Publishing
ISBN-13: 978-1899836017
Note: *Strong on the non-verbal aspects of influencing. If you are an NLP fan you will love it. Useful advice on gaining rapport as a foundation for influence.*



Title: “Silos, Politics and Turf Wars”
Author: Patrick Lencioni
Publisher: Jossey Bass
ISBN-13: 978-0787976385
Note: *An engaging, simple read, and one that reinforces many impressions about the ‘problems within’ and strategies to solve them. Useful for a strategic approach to influence across boundaries.*



Title: "Dig Your Well Before You're Thirsty"
Author: Harvey MacKay
Publisher: Currency
ISBN-13: 978-0385485463
Note: *Practical ideas on networking.*



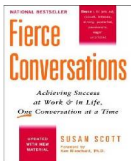
Title: "The Trusted Advisor"
Author: David Maister
Publisher: Free Press
ISBN-13: 978-0743207768
Note: *How to get others to value and trust your advice. Very relevant to anyone influencing in a specialist advisory role.*



Title: "The Change Masters" (pp. 209 – 240)
Author: Rosabeth Moss Kanter
Publisher: Counterpoint
ISBN-13: 978-0671528003
Note: *Based on real life examples, the book shows how people in the mid levels of organisations can influence and get big changes to happen. (Suggested pages are about how to sell your ideas.)*



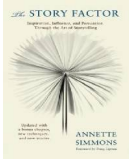
Title: "The 5th Discipline Fieldbook" (pp. 385 -396)
Author: Peter Senge et. Al
Publisher: Currency
ISBN-13: 978-0385472562
Note: *Some practical advice on techniques on Visioning and Dialogue approaches to influencing on suggested pages.*



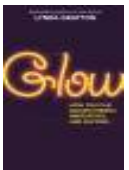
Title: "Fierce Conversations: Achieving Success at Work and in Life, One Conversation at a Time"
Author: Susan Scott
Publisher: Berkley Publishing Group
ISBN-13: 978-0425193372
Note: *This book offers numerous useful principles that will help anyone become a better influencer and a more responsive listener.*



Title: “Territorial Games”
Author: Annette Simmons
Publisher: American Management Association
ISBN-13: 978-0814403839
Note: *A practical book aimed at creating more productive and influential relationships at work.*



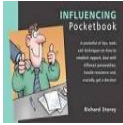
Title: “The Story Factor: Inspiration, Influence and Persuasion Through the Art of Storytelling”
Author: Annette Simmons
Publisher: Basic Books
ISBN-13: 978-0465078073
Note: *Nearly everyone responds to a good yarn, and that's precisely the point behind The Story Factor by Annette Simmons. Storytelling may just be the best management tool available to modern business leaders because it exerts influence in ways that other techniques cannot.*



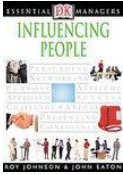
Title: “Glow: How You Can Radiate Energy, Innovation and Success”
Author: Lynda Gratton
Publisher: Financial Times/ Prentice Hall
ISBN-13: 978-0273723875
Note: *In this engagingly written and highly practical book, Lynda Gratton shows you the three core principles that will enable you to become indispensable and influential in your job.*



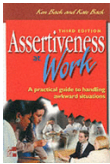
Title: “Influencing: Skills and Techniques for Business Success”
Author: Fiona Elsa Dent, Mike Brent
Publisher: Palgrave Macmillan
ISBN-13: 978-1403996688
Note: *A practical guide for managers on how to influence and communicate effectively, outside the boundaries of formal authority.*



Title: "The Influencing Pocketbook"
Author: Richard Storey, Phil Hailstone
Publisher: Pocketbooks
ISBN-13: 978-1870471794
Note: *The Influencing Pocketbook examines influencing styles, how to establish rapport, dealing with different personalities, handling resistance and, crucially, getting a decision.*



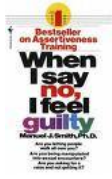
Title: "Influencing People"
Author: Ray Johnson and John Eaton
Publisher: Dorling Kindersley
ISBN-13: 978-0751338430
Note: *Learn how to influence others by managing yourself and building good relationships.*



Title: "Assertiveness at Work: A Practical Guide to Handling Awkward Situations"
Author: Ken Back and Kate Back
Publisher: McGraw-Hill Publishing Co
ISBN-13: 978-0077095338
Note: *This is a self-training assertiveness book that meets the needs of managers by applying itself to familiar work situations. Helpful in becoming a more assertive influencer.*



Title: "The Assertiveness Pocketbook"
Author: Max Eggert and Phil Hailstone
Publisher: Management Pocketbooks
ISBN-13: 978-1870471459
Note: *This text looks at the reasons for non-assertive behaviour and the differences between assertive, aggressive and passive behaviour. It contains advice on how to overcome self-defeating beliefs and how to deal with recurring problems with activities to help develop assertiveness. Good for focusing on assertive influencing.*



Title: *“When I Say No, I Feel Guilty: How to Cope, Using the Skills of Systematic Assertive Therapy”*

Author: Manuel J. Smith

Publisher: Bantam USA

ISBN-13: 978-0553263909

Note: *In an easy to read style Manuel Smith explains the tools that you can use in day to day life to help you be more assertive and therefore more influential.*
