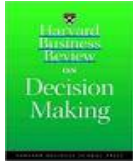
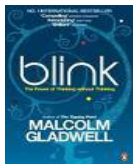


## Miscellaneous



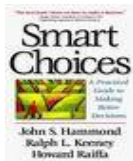
**Title:** "Harvard Business Review on Decision Making"  
**Authors:** Peter Ferdinand Drucker, John Hammond, Ralph Keeney, Howard Raiffa and Alden M. Hayashi  
**Publisher:** Harvard Business School Press  
**ISBN-13:** 978-1578515578  
**Note:** *Harvard Business Review on Decision Making will help people at all levels understand the fundamental theories and practices of effective decision making so that they can make better decisions in their personal and professional lives.*

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**Title:** "Blink: The Power of Thinking Without Thinking"  
**Author:** Malcolm Gladwell  
**Publisher:** Little, Brown and Company  
**ISBN-13:** 978-0316172325  
**Note:** *Blink is about the first two seconds of looking--the decisive glance that knows in an instant. Gladwell, the best-selling author of The Tipping Point, campaigns for snap judgments and mind reading with a gift for translating research into splendid storytelling.*

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**Title:** "Smart Choices: A Practical Guide to Making Better Decisions"  
**Authors:** John S. Hammond, Ralph L. Keeney, and Howard Raiffa  
**Publisher:** Broadway Books  
**ISBN-13:** 978-0875848570  
**Note:** *Despite the importance of decision making to our lives, few of us ever receive any training in it. So we are left to learn from experience. But experience is a costly, inefficient teacher that teaches us bad habits along with good ones. Because decision situations vary so markedly, the experience of making one important decision often seems of little use when facing the next.*

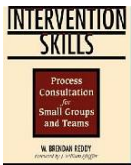
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**Title:** "Managing Cultural Differences"  
**Authors:** Philip R. Harris & Robert T. Moran  
**Publisher:** Gulf  
**ISBN-13:** 978-0877193456  
**Note:** *A very practical book with chapters devoted to the norms of different cultures and how to influence across these. (Written from a U.S. perspective.)*



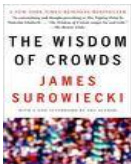
**Title:** "The Complete Facilitator's Handbook"  
**Author:** John Heron  
**Publisher:** Kogan Page  
**ISBN-13:** 978-0749427986  
**Note:** *A comprehensive guide to facilitation that combines a strong theoretical content with extensive suggestions for practical actions. The book will help facilitators and coaches to understand and develop their own style of facilitation that fits both their personality and the situations they encounter.*



**Title:** "Intervention Skills: Process Consultation for Small Groups and Teams"  
**Author:** W. Brendan Reddy  
**Publisher:** Pfeiffer  
**ISBN-13:** 978-0883904343  
**Note:** *A functional guide that focuses on putting the concept of group-process consultation into actual practice! Readers will learn how and under what circumstances a process consultant should intervene to make a group's work more effective.*

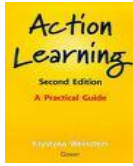


**Title:** "The Coaching Manual: The Definitive Guide to the Process and Skills of Personal Coaching"  
**Author:** Julie Starr  
**Publisher:** Prentice Hall  
**ISBN-13:** 978-0273661931  
**Note:** *Practical, readable guide to the skills, insights and perspectives of a highly effective personal coach.*



**Title:** "The Wisdom of Crowds"  
**Author:** James Surowiecki  
**Publisher:** Anchor  
**ISBN-13:** 978-0385721707  
**Note:** *This book discusses the theory that a larger group of diverse people can make better decisions, and display more intelligence than any smaller collection of experts. Surowiecki's central concept is that the insights of a diverse group of individuals working independently can be aggregated together.*

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**Title:** *Action Learning: A Practical Guide*

**Author:** Krystyna Weinstein

**Publisher:** Gower Publishing Ltd

**ISBN-13:** 978-0566080975

**Note:** *The principle underlying action learning is that our daily experiences at work provide us with endless opportunities to learn. The book offers a practical guide to setting up an action learning programme as well as what to expect as a participant, and includes new material on set advisers, on putting an effective programme into practice and on the future of action learning. Invaluable insights into business coaching in a group context.*

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