

Suggested readings

«Bulletproof Presentations: No One Will Even Shoot You Holes in Your Ideas Again», by G. Michael Campbell, Career Press, ISBN: 1564145905

« Execution - The Discipline of Getting Things Done», by Larry Bossidy & Ram Charan, Crown Business, ISBN 0-609-61057-0

« Getting to Yes, Negotiating Agreement Without Giving In», Roger Fisher & William Ury, Penguin Book

« Guide to Interpersonal Communication » Joann Bany, Prentice Hall Series ISBN 0-13-035217-9

« Leadership from Within », Peter URS Bender, Stoddart Publishing, ISBN 0-7737-5903-4

«Mastering Virtual Teams: Strategies, Tools, and Techniques That Succeed – Second Edition by Deborah L. Duarte and Nancy Tennant Snyder, Jossey-Boss, ISBN: 0787955892

«Persuasive Business Proposals: Writing to Win More Customers, Clients, and Contracts», by Tom Sant, Amacom – ISBN 0814471536

« People in Projects », Project Management Institute, ISBN: 1-880410-72-9

« People Skills for Project Managers », Steven W. Flames and Ginger Levin – Management Concepts, ISBN: 1-56726-092-6

« Power & Politics in Project Management », Jeffrey K. Pinto, Project Management Institute, ISBN 1-880410-43-5

« Powerful Communication Skills », Colleen McKenna – ISBN: 1-56414-356-2

«Powerful Presentations: Great Ideas for Making a Real Impact» – Third Edition, by John Mattock and Jons Ehrenbory, Kagan Page – ISBN: 0749435739

« Project Leadership » – Second Edition, Wendy Briner, Colin Hastings and Michael Geddes, Gower House, ISBN: 0-566-07785-X

« The Human Aspects of Project Management », Vijay K. Verma, PMI
Volume One « Organizing Projects for Success » ISBN 1-880410-40-0
Volume Two « Human Resource Skills for the Project Manager » ISBN 1-880410-41-9
Volume Three « Managing the Project Team » ISBN 1-880410-42-72

« The Manager's Pocket Guide to eCommunication », Laurie Benson, HRD Press 2000, ISBN 0874255899

« The 7 Habits of Highly Effective People», Stephen R. Covey, Simon & Schuster, ISBN: 0-671-70863-5

« The Manager's Pocket Guide to eCommunication », Laurie Benson, HRD Press 2000, ISBN 0874255899

«Virtual Teams: Projects, Protocols, and Processes», by David Pauleen
Idea Group Publishing, ISBN 1591402255

“What Makes a Good Project Manager”, James S. Pennypacker/Jeannette Cabanis-Brewin, Center for Business Practices® - www.cbponline.com

«Working with Emotional Intelligence», Daniel Coleman, Batam, ISBN 0-553-37858-9

« Virtual leadership », by Jaclyn Kostner, Ph.D.- ISBN: 0-446-67087-1

“The five dysfunctions of a team”, by Patrick Lencioni – ISBN 0-7879-6075-6

“Influencing without Authority”, by Allan R. Cohen and David L. Bradford, ISBN 0-471-54894-4

“Making sense of change management”, by Esther Cameron & Mike Green, ISBN 0-7494-4087-2

“Fearless Change patterns for introducing new ideas” by Mary Lynn Manns, Ph.D, and Linda Rising Ph.D., ISBN 0-201-74157-1

“Strategic Organizational Change” by Michael A. Beitler Ph.D., ISBN- 0-9726064-2-4

“ Politics, and Organizational Change: Winning the Turf Game Power”, Buchanan, D., Badham, R. (1999). Londres: Sage Publications. ISBN: 0 7619 6221 0