

Recommended Resources – Maximising Your Impact

Books

- "Better Communication Skills for Work" - Melanie Kelcher
- "What to Say When You're Dying on the Platform" - Lilly Walters
- "30 Minutes to Improve your Networking Skills" - Hilton Catt & Patricia Scudamore
- "Power Networking" - Donna Fisher & Sandy Vilas
- "Powerful Networking" - John Lockett
- "Effective Motivation" - John Adair
- "How to Communicate Effectively" - B Decker
- "How to be Confident using NLP" - David Molden & Pat Hutchinson
- "Introducing NLP" - Joseph O'Connor & John Seymour
- "Training with NLP" - Joseph O'Connor & John Seymour
- "Essential NLP" - Steve Bavister & Amanda Vickers
- "The Charisma Effect" - Andrew Leigh
- "The Science of Influence" - Kevin Hogan
- "Words That Change Minds" - Shelley Rose Charvet
- "Assertiveness Step by Step" - Dr Windy Dryden & Daniel Constantinou
- "Decision Making & Problem Solving" - John Adair
- "Negotiating, Persuading & Influencing" - A Fowler
- "Presentations that Persuade and Motivate" - Harvard
- "Giving Presentations - pocket book" - Harvard
- "Public Speaking & Presentations for Dummies" - Malcolm Kushner & Rob Yeung
- "The Definitive Book of Body Language" - Allan & Barbara Pease
- "How to Win Friends and Influence People" - Dale Carnegie
- "Assertiveness at Works" - Ken and Kate Back
- "Getting to Yes" - Willian Ury and Bruce Patt

TED VIDEO CLIPS – www.ted.com

"Your body language shapes who you are"

- Amy Cuddy

"The power of introverts"

- Susan Cain

"Want to help someone? Shut up and listen"

- Ernesto Sirolli

"Listen, learnthen lead"

- Stanley McChrystal