

Reading list for BW Sessions – Post Grad Courses 2007/8 – Nottingham University

Managing Change/Business Development

- Bradford and Duncan, 2000. *Simplified Strategic Planning*, Chandler House, ISBN 1-886284-46-6
- Imai, Masaaki, 1997. *Gemba Kaizen: A Commonsense, Low-Cost Approach to Management* McGraw-Hill, ISBN 0-07-031446-2
- Pickford, J. 2001. *Mastering Risk Vol.1 Concepts*, Financial Times mastering series, ISBN 0-273-65379-2
- Hall, D. 1999. *In the Company of Heroes*. Kogan Page. ISBN 0-7494-3060-5
- Stewart, J. 1991. *Managing Change Through Training & Development*. Kogan Page ISBN 0-7494-0427-2

Project Planning and Control

- Young, T. 1996. *How to be a better Project Manager*. The Industrial Society/Kogan Page ISBN 0-7494-2182-7
- The Stationary Office, 2005. *Managing Successful Projects with PRINCE 2*. ISBN 0-11-330946-5

Negotiation/Presentation Skills and Personal Interaction in the Workplace

- Benson/Kennedy/McMillan, 1980. *Managing Negotiations*. Hutchison Business Books. ISBN 0-09-168891-4
- Murdoch/Scutt, 1993. *Personal Effectiveness*. The Institute of Management/Butterworth Heinemann ISBN 0-7506-0665-7
- Bradbury, A. 2006. *Successful Presentation Skills*, Kogan Page/Sunday Times ISBN 0-7494-4560-2