



## Influencing and Negotiating: A Bibliography

Prepared by the staff of the *Merrett R. Stierheim Urban Affairs Department*

The Influencing and Negotiating competency involves initiating proactive interaction between parties to achieve mutually satisfying solutions to complex issues and problems. This competency involves deploying effective tactics, positioning, and personal communication and engagement skills to impact results positively while demonstrating recognition of, and respect for, all parties' interests.

### Books & Manuals

- Benjamin, S. (2008). [\*Perfect phrases for dealing with difficult people: hundreds of ready-to-use phrases for handling conflict, confrontations, and challenging personalities.\*](#) New York: McGraw-Hill.  
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- Camp, J. (2007). [\*No: the only negotiating system you need for work and home.\*](#) New York: Crown Business.  
**Call Number: 658.4052 CAMP**
- Charney, C. (2004). [\*The instant manager: more than 100 quick tips and techniques for great results.\*](#) New York: Amacom, American Management Association.  
**Call Number: 658.403 CHAR**
- Dawson, R. (2006). [\*Secrets of power negotiating how to gain the upper hand in any negotiation.\*](#) Prince Frederick, Md.: Recorded Books.  
**Call Number: 658.4052 DAWS CD book**
- Donaldson, M. (2007). [\*Negotiating for dummies.\*](#) Hoboken, NJ: Wiley.  
**Call Number: 658.4052 DONA**
- Frankel, L. (2007). [\*See Jane lead: 99 Ways for Women to Take Charge--and inspire others to follow.\*](#) New York: Warner Business Book.  
**Call Number: 658.4 FRAN**
- Hogan, K. (2005). [\*The science of influence: how to get anyone to say "yes" in 8 minutes or less!\*](#) Hoboken, N.J.: John Wiley & Sons.  
**Call Number: 153.852 HOGA**
- Johnson, R.; Eaton, J. (2002). [\*Influencing people.\*](#) New York: DK.  
**Call Number: 658.45 JOHN**
- Kolb, D.; Williams, J.; Frohlinger, C. (2004). [\*Her place at the table: a woman's guide to negotiating five key challenges to leadership success.\*](#) San Francisco: Jossey-Bass.  
**Call Number: 658.4092 KOLB**
- Kotler, P. (2007). [\*Social marketing: influencing behavior for good.\*](#) Sage Publications, Inc.  
**Call Number: On Order**
- Lakhani, D. (2005). [\*Persuasion: the art of getting what you want.\*](#) Hoboken, N.J.: John Wiley & Sons.  
**Call Number: 303.342 LAKH**

- Langdon, K. (2007). [\*Succeed at negotiating: effective techniques to secure the results you want\*](#). New York, NY: DK Publishing.  
**Call Number: On Order**
- Latz, M. (2004). [\*Gain the edge!: negotiating to get what you want\*](#). New York: St. Martin's Press.  
**Call Number: 302.3 LATZ**
- Lawson, K. (2006). [\*Successful negotiating\*](#). Hauppauge, NY: Barron's.  
**Call Number: 158 LAWS**
- Malhotra, D.; Bazerman, M. (2007). [\*Negotiation genius: how to overcome obstacles and achieve brilliant results at the bargaining table and beyond\*](#). New York, N.Y.: Bantam Dell.  
**Call Number: 658.4052 MALH**
- Moffitt, M., and Bordone, R. (2005). [\*The handbook of dispute resolution\*](#). San Francisco, CA: Jossey-Bass.  
**Call Number: 347.739 HAND BSL R**
- Stahl, J. (2007). [\*Lessons on leadership: the 7 fundamental management skills for leaders at all levels\*](#). New York: Kaplan Publication.  
**Call Number: 658.4092 STAH**
- Stark, P., and Flaherty, J. (2003). [\*The only negotiating guide you'll ever need: 101 ways to win every time in any situation\*](#). New York: Broadway Book.  
**Call Number: 302.3 STAR**

### **Electronic Journals & Newspaper Articles**

- Cote, B. (2004). Influence all groups effectively. *Los Angeles Business Journal*, 26, 26: 55.
- Davis, S. (2006). Influencing transformative learning for leaders: superintendents are uniquely positioned to cultivate workplace conditions that stimulate on-the-job learning. *School Administrator*, 63, 8: 10.
- D'O'Brian, J. (1993). Positive peer pressure boosts productivity, morale. *Supervisory Management*, 38, n3: 1.
- Fells, R. (1998). A critical examination of the process of workplace negotiation. *Labour & Industry*, 9, n1: 37.
- Harvey, M., Heames, J., Richey, R., and Leonard, N. (2006). Bullying: From the playground to the boardroom. *Journal Of Leadership & Organizational Studies*, 12, 4: 1.
- Hull, R. (2003). The art of interpersonal persuasion. *A S H A Leader*, 8, 18: 12.
- Lease, A. (2007). Persuasion: a key skill for today's leaders. *Academic Exchange Quarterly*, 11, 2: 184.