

Recommended Literature

The following literature may be helpful to deepen your knowledge about different communication topics.

Basics of Communication

- Arredondo, Lani: Communicating Effectively
- Harvard Business School Press: Face-To-Face Communications for Clarity and Impact
- Schulz von Thun, Friedemar: Talking together. Volume 1
- Weisbach, Christian-Rainer: Leadership in Professional Conversation

Communication in Conversations and Meetings

- Arredondo, Lani: Communicating Effectively
- Harvard Business School Press: Face-To-Face Communications for Clarity and Impact
- Hindle, Tim: Managing Meetings
- Schulz von Thun, Friedemar: Talking together. Volume 1
- Weisbach, Christian-Rainer: Leadership in Professional Conversation

Successful Collaboration

- Coleman, David: 42 Rules for successful Collaboration
- Collins, Jim: Collaboration. How Leaders Avoid the Traps, Create Unity, and Reap Big Results
- Hansen, Morten T.: Collaboration
- Parker, Glenn M.: Team Players and Teamwork
- Duarte, Deborah L./Snyder, Nancy: Mastering Virtual Teams

Conflict and Conflict Management

- Bannink, Fredrike: Handbook of Solution-Focused Conflict Management
- Fisher, Roger/Ury, William: Getting to Yes (the Harvard Concept)
- Jones, Tricia S.: Conflict Coaching: Conflict Management Strategies and Skills for the Individual
- Kestner, Prudence Bowman: Conflict Resolution Training Program
- Sande, Ken: Resolving Everyday Conflict
- Thomas, Kenneth W.: Introduction to Conflict Management