

Communicating Effectively

Further Reading

Books, Manuals & Websites

50 Communications Activities, Icebreakers, and Exercises by Peter R. Garber. 2008, HRD Press, Inc. available at: <https://www2.cortland.edu/dotAsset/c1a635f6-a099-4ede-8f15-79b86e315088.pdf>

The Communication Skills Workbook by John J. Liptak, EdD & Ester Leutenberg. 2008, Whole Person Associates, Inc.

How to Win Friends & Influence People by Dale Carnegie. 1998, Pocket Press.

Communication Skills Training by Maureen Orey & Jenni Prisk. 2009, ASTD Press

Mindtools
www.mindtools.com

Helpguide
http://www.helpguide.org/mental/effective_communication_skills.htm

Positivelypresent
<http://www.positivelypresent.com/2010/08/10-ways-to-communicate-effectively.html>

For Dummies Online
<http://www.dummies.com/how-to/content/communicating-effectively-for-dummies-cheat-sheet.html>