

To learn more about basic facilitation skills and the application of these skills to meetings and projects, the fundamental techniques regarding business modeling and quality methods, and the complementary skills regarding human dynamics, we recommend the following books

Facilitation Tools and Skills

- The 9 Disciplines of a Facilitator*. San Francisco: Jossey-Bass, 2006. Authors J. Jenkins and M. Jenkins.
- The Art of Facilitation*. Tucson, Ariz.: Fisher Books, 1995. Authors: D. Hunter, A. Bailey, B. Taylor.
- Facilitating with Ease!* San Francisco: Jossey-Bass, 2000. Author: Ingrid Bens.
- Facilitation at a Glance*. Participative Dynamics, 1999. Author: Ingrid Bens.
- Facilitation Made Easy*. London: Kogan Page, 2001. Author: Esther Cameron.
- Facilitation Skills: The ASTD Trainer's Sourcebook*. New York: McGraw-Hill, 1996. Authors: D. Kinlaw, R. Roe.
- The Facilitator Excellence Handbook*. San Francisco: Jossey-Bass/Pfeiffer, 1998. Author: Fran Rees.
- The Facilitator's Fieldbook*. New York: AMACOM/HRD Press, 1999. Authors: T. Justice, D. W. Jamieson.
- Facilitator's Guide to Participatory Decision Making*. San Francisco: Jossey-Bass, 2007. Authors: S. Kaner, L. Lind, C. Toldi, S. Fisk, D. Berger.
- Masterful Facilitation: Becoming a Catalyst for Meaningful Change*. New York: AMACOM, 1998. Author: A. Glenn Kiser.
- Principles of Facilitation: The Purpose and Potential of Leading Group Process*. San Francisco: Grove Consultants International, 2002. Author: David Sibbet
- The Quality Toolbox*. Milwaukee, Wis.: American Society for Quality/Quality Press, 1995. Author: N.R. Tauge
- The Skilled Facilitator*. San Francisco: Jossey-Bass, 1994. Author: Roger M. Schwarz.
- The Zen of Groups: A Handbook for People Meeting with a Purpose*. New York: Perseus, 1995. Authors: D. Hunter, A. Bailey, B. Taylor.

Meetings

- 68 Tips for Getting the Most Out of Remote Meetings*. Boxborough, Mass.: Chrysalis International Inc., 2004. Author: N. Settle-Murphy
- The Business Meetings Sourcebook: A Practical Guide To Better Meetings And Shared Decision Making*. New York: AMACOM, 2002. Author: E. Mina.
- Coaching for Performance: Growing People, Performance, and Purpose*. London: Nicholas Beraley, 2002. Author: J. Whitmore
- The Complete Handbook of Business Meetings*. New York: AMACOM, 2000. Author: E. Mina.
- Death by Meeting*. San Francisco: Jossey-Bass, 2004. Author: P. Lencioni.
- How to Make Meetings Work!* New York: Berkley Trade, 1993. Author: M. Doyle.
- The Manager's Guide to Effective Meetings*. New York: McGraw-Hill, 2002. Author: B. Streibel
- The Secrets to Masterful Meetings: Ignite a Meetings Revolution!* Atlanta, Ga.: Leadership Strategies, 2005. Author: M. Wilkinson

Project Deliverables

Facilitating Projects

Facilitating the Project Lifecycle. San Francisco: Jossey-Bass, 2005. Authors: J. Means and T. Adams.

Joint Application Development. New York: Wiley, 1995. Authors: J. Wood and D. Silver.

Building Requirements

Adaptive Software Development: A Collaborative Approach to Managing Complex Systems. New York: Dorset House, 2000. Author: J.A. Highsmith, III.

Discovering Real Business Requirements for Software Project Success. Norwood, Mass.: Artech House, 2004. Author: R.F. Goldsmith.

Exploring Requirements: Quality Before Design. New York: Dorset House, 1989. Authors: D.C. Gause and G.M. Weinberg.

Managing Software Requirements: A Unified Approach. Reading, Mass.: Addison-Wesley, 1999. Authors: D. Leffingwell and D. Widrig.

Mastering the Requirements Process. Toronto: ACM Press, 1999. Authors: S. Robertson and J. Robertson.

Requirements by Collaboration. Reading, Mass.: Addison-Wesley, 2002. Author: E. Gottesdiener.

Requirements Engineering: A Good Practice Guide. New York: Wiley, 1997. Authors: I. Sommerville and P. Sawyer.

Software Requirements. (2nd ed.). Redmond, Wash.: Microsoft Press, 2003. Author: K. E. Wiegers.

Defining Business Processes

The Basics of Process Mapping. Portland, Ore.: Productivity Press, 1996. Author: R. Damelio.

Business Process Change: A Manager's Guide to Improving, Redesigning, and Automating Processes. San Francisco: Morgan Kaufmann, 2002. Author: P. Harmon.

Business Process Mapping: Improving Customer Satisfaction. New York: Wiley, 2001. Authors: J. Jacka and P. Keller.

Designing Cross-Functional Business Processes. San Francisco: Jossey-Bass, 1995. Author: B. Johann.

Workflow Modeling: Tools for Process Improvement and Application Development. Norwood, Mass.: Artech House, 2001. Authors: A. Sharp and P. McDermott.

Understanding Project Risk

Against The Gods: The Remarkable Story of Risk. John Wiley & Sons, Inc., 1998. Author: Peter L. Bernstein.

The Basics of FMEA. Portland, Ore.: Productivity Press, 1996. Author: R. E. McDermott.

Waltzing With Bears: Managing Risk on Software Projects. Dorset House, March 2003. Authors: Tom Demarco and Timothy Lister.

Project Management

Creating The Project Office: A Manager's Guide to Leading Organizational Change. San Francisco: Jossey-Bass, 2003. Authors: R. L. Englund, R. J. Graham, and P.C. Dinsmore.

eXtreme Project Management. San Francisco: Jossey-Bass, 2004. Author: D. DeCarlo.

A Management Framework for Project, Program, and Portfolio Integration. Victoria, B.C.: Trafford, 2004. Author: R. M. Wideman.

Practical Project Management. New York: Wiley, 2002. Author: H. Levine.

Radical Project Management. Upper Saddle River, N.Y.: Prentice Hall, 2002. Author: R. Thomsett.

Visualizing Project Management. New York: Wiley, 1996. Authors: K. Forsberg, H. Mooz, and H. Cotterman.

Human Dynamics

Do What You Are. Little, Brown and Company, 2nd edition, 1995. Authors: Paul D. Tieger, Barbara Barron-Tieger.

Gifts Differing. Davies Black Publishing, 1980. Authors: Isabel Briggs Myers with Peter B. Myers.

Influencing with Integrity: Management Skills for Communication & Negotiation. Syntony Publishing, 1983, 1987.
Author: Genie Z. Laborde.

Type Talk at Work. Delacorte Press, 1992. Authors: Otto Kroeger with Janet M. Thuesen.

NLP at Work: The Difference That Makes a Difference in Business. Nicholas Brealey Publishing; 2nd edition, 2002.
Author: Sue Knight.

Work it Out. Davies Black Publishing, 1996. Author: Sandra Krebs Hirsh

Related Journals

IAF Journal: Group Facilitation: A Research and Applications Journal.

A multidisciplinary publication put out by the International Association of Facilitators focused on the art and science of group facilitation. The aim of *Group Facilitation* is to advance our knowledge of group facilitation and its implications for individuals, groups, organization, and communities. Published semi-annually.

Master Facilitator Journal - www.masterfacilitatorjournal.com

A free e-zine that features articles, tools, and skills for facilitators. Published weekly.

PM Network - www.pmi.org/learning.aspx

The professional magazine of the Project Management Institute. Published monthly.