



If you're interested in going further on various topics we've addressed in the session, we offer this list of recommendations. We also welcome any feedback on these readings and recommendations for other readings you find valuable.

GENERAL NEGOTIATION BOOKS

Bargaining for Advantage by G. Richard Shell

A very accessible overview of negotiations, including helpful discussions of personal conflict and negotiation style as well as ethics and fraud.

3-D Negotiation by David A. Lax and James K. Sebenius

This book goes beyond what the authors call "table tactics" to emphasize "game changing" approaches, including the use of parties (e.g., coalitions) and negotiation sequences to establish a favorable environment before face-to-face negotiations even begin.

Breakthrough Business Negotiation by Michael Watkins

A good basic negotiation book, including helpful discussion of coalitions and conflict and suggestions for dealing with power imbalances.

NEGOTIATION CONTEXTS: POWER IMBALANCES, CULTURE, GENDER

Negotiating with Giants by Peter D. Johnston

Many people find themselves facing negotiation counterparts who seem more powerful—sometimes because they are more powerful. This book weaves together a number of relevant stories and offers up helpful advice for bargainers who are in an "underdog" position.

Negotiating Globally by Jeanne Brett

A great resource for culture and negotiations. This book doesn't chronicle differences between specific cultures but it provides a helpful framework for thinking about the role of culture.

Ask for It by Linda Babcock and Sara Laschever

A practical "how to" book, providing advice for women (most of which applies to men, too) on how to gauge how much they deserve, effectively ask for it, and manage any fallout.

CONFLICT, COOPERATION, AND RELATIONSHIPS

Difficult Conversations by Douglas Stone, Bruce Patton, and Sheila Heen

A practical and helpful resource for conflict conversations, addressing topics such as how to begin, how to listen and draw out another person's perspective, and how to keep balance and focus on problem-solving.

Crucial Conversations by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler

This book has some common ground with *Difficult Conversations* (recommended in our course) but presents its own set of useful ideas about how to manage conflict conversations.

Getting Past No by William Ury

One of the authors of *Getting to Yes* focuses here on how to deal with unreasonable or otherwise difficult people who don't want to collaborate on an integrative solution.

The Power of a Positive No by William Ury

A helpful resource for those of us at risk of over-committing or who have a hard time saying "no." The practices suggested are relatively straightforward but are nonetheless useful.

The Evolution of Cooperation by Robert Axelrod

An examination of strategies that defend against exploitation and seek mutual cooperation, including the important idea of "enlarging the shadow of the future."

First Impressions by Ann Demarais and Valerie White

The impressions we make matter—in negotiations and elsewhere. This book helps readers think about how they come across, how they might be misunderstood, and what to do about it.

HISTORICAL EXAMPLES

In Retrospect: The Tragedy and Lessons of Vietnam by Robert McNamara

Details the eleven mistakes and lessons that McNamara claims he made while serving as Secretary of Defense. The book was the basis of the documentary film *Fog of War* (2003).

Great Negotiations: Agreements that Changed the Modern World by Fredrick Stanton

An interesting reflection on the disputes and deals that shaped the modern world.

Sales-Side Negotiation from Great Moments in History by Fredrick Stanton

An interesting reflection on the disputes and deals that shaped the modern world.

OTHER TOPICS

Influence by Robert Cialdini

A classic and valuable book which details the building blocks of a persuasive appeal and the reasons why people comply with them.

Pre-suasion by Robert Cialdini

Cialdini's recent book nicely extends beyond *Influence* by addressing how to be proactive in managing and harnessing the conditions under which you try to persuade someone.

Giving Voice to Values by Mary C. Gentile

Gentile's book is about the practical side of ethics and values: How do you enact and live up to them in situations where they are challenged?

Triggers by Marshall Goldsmith

Goldsmith is one of the most insightful figures around on the topic of personal and professional development. Here, he examines the factors that can set us off and how to avoid losing your balance and focus.