

Susan Fee's Suggested Reading List for Communication Skills

- Carnegie, D. *How to Win Friends and Influence People*. New York, NY: Simon & Schuster, 2009.
- Carnegie, D. *The 5 Essential People Skills: How to Assert Yourself, Listen to Others, and Resolve Conflicts*. New York, NY: Fireside, 2004.
- Decker, B. *You've Got to Be Believed to Be Heard: The Complete Book of Speaking in Business and in Life!* (Revised Edition). New York, NY: St. Martin's Press, 2008.
- Dieken, C. *Talk Less, Say More: Three Habits to Influence Others and Make Things Happen*. Hoboken, NJ: Wiley & Sons, 2009.
- Donoghue, P. & Siegel, M. *Are You Really Listening? Keys to Successful Communication*. Notre Dame, IN: Sorin Books, 2005.
- Fee, S. [21 Days to Becoming More Assertive](#). Cleveland, OH: Susan Fee & Associates, Inc., 2012.
- Fee, S. [Secrets for Successful Presentations: 81 Tips to Prepare and Deliver Every Speech with Confidence!](#) Cleveland, OH: Susan Fee & Associates, Inc., 2006.
- Fee, S. [Positive First Impressions: 83 Ways to Establish Confidence, Competence, and Trust](#). Cleveland, OH: Susan Fee & Associates, Inc., 2004
- Fine, D. *The Fine Art of Small Talk: How to Start a Conversation, Keep it Going, Build Networking Skills and Leave a Positive Impression*. New York, NY: Hyperion, 2005.
- Heath, C. *Made to Stick: Why Some Ideas Survive and Others Die*. New York, NY: Random House, 2007.
- Leeds, D. *The 7 Powers of Questions: Secrets to Successful Communication in Life and at Work*. New York: Perigee Trade, 2000.
- McKay, M. *Messages: The Communication Skills Book* (3rd Ed). Oakland, CA: New Harbinger Publications, Inc., 2009.
- Walther, G. *What You Say is What You Get: How to Master Power Talking, the Language of Success*. SFE Pub, 2000.

In addition to the above resources, you may also benefit from the following:
[How to Speak So Others Listen](#): E-Seminar & Workbook. FREE download available by visiting www.susanfee.com. (Listed under E-Seminars.)