Learning Styles


Within a discussion of learning theory, Pritchard considers different learning styles models and the strengths of each style. He also acknowledges how important it is to be aware of learning styles, especially in a context where learning is intended to take place.


Schmeck’s edited collection consists of a number of essays written by top learning theorists. These theorists consider topics such as learning styles, approaches to learning, and the various internal and external impacts on learning to the individual.

Critical thinking


Combining theory with practice, this book explores how to tell a good argument from a bad one.


Stella Cottrell has written a whole book on how to write essays that are analytical and evaluative, displaying qualities of synthesis and even original thinking, and the good news is that there’s not a single page that is overly descriptive. Work through this and you’ll be able to say the same about your own assignments.
Time Management


Stephen R. Covey presents a holistic, integrated, principle-centred approach for solving personal and professional problems. He addresses issues of personal motivation, prioritisation and focus on the ‘end game’.


As recommended by LearnHigher, this book offers an accessible and comprehensive guide which encourages individuals to create an individual, strategic time plan. It includes helpful sections on accurate time estimation, prioritisation, overcoming blocks, stopping perfectionism, and making a catch-up plan.


Through clear, concise directions – all informed by real-world examples – you’ll learn how to match the right time saving method to each situation and avoid ineffective strategies that can actually cost time rather than save it.

Presentations


Reinhart’s work focusses on how to devise an effective academic presentation, considering a variety of topics and how to deliver on them appropriately.


This book offers a practical set of exercises and tips. It also has a good deal of technological and technical advice which would be useful for undergraduate students.


Williams offers a practical ‘how to’ guide with hands on tips on slide design and overall design for both PowerPoint and Keynote. This book is an extremely easy read and offers extremely useful guidance on what to include and leave out of your student presentations.
**Public Speaking**


With the aim of making you a more confident public speaker, Godefroy and Barrat look at how to create an effective, persuasive and purposeful speech.


Hughes and Phillips provide a formula for how to “build” a good speech and what it takes to be a good public speaker. As well as offering tips for speaking in different situations, they also provide transcripts of great speeches in history.

**Rhetoric**


This translated version of Aristotle’s own work on persuasion provides an extensive description and examination of rhetoric in his own words.


McCarthy and Hatcher recognise the rhetorical techniques of *ethos*, *pathos*, and *logos* to be important aspects of any persuasive speech. They describe each technique before providing examples of how they are used.

**Teams**


Meredith Belbin’s research into how individuals function in teams led to the development of the Belbin Team Roles. This article delivers what it sets out to do: provide information about these team roles “in a nutshell”. This is one of many excellent resources on the Belbin website.

This is a practical student guide. Levin focusses on group management and how to delegate and deal with free loaders. This book combines practical tips and theoretical backgrounds and is extremely easy to read.


This article demonstrates that experiences of informal and shared leadership can impact upon the mental state of a group and, consequently, performance. The study shows the difference between teams with distributed-coordinated leadership and centralized leadership. Current and well-written, this is worth a go.

**Leadership**


Grint looks at historical manifestations of leadership ranging from Plato to Sun Tzu and Machiavelli. The book contains lots of leadership theories from politics and business, although falls short of suggesting actual models to implement. Excellent for an introduction to the history of leadership.


Northouse defines leadership in several ways offering trait descriptions, personality models and showing the relevance of emotional intelligences. Comprehensive and full of real world examples, instructions and case studies.

**Self-confidence**


This edited collection contains essays that consider a range of contexts and environments in which feedback is an important learning tool. A theme that runs through the essays is that of positivity, especially in terms of using feedback from situations and events to develop yourself and build your self-confidence.

**Assertion**


The book includes real-life examples and motivating scenarios that will show you how to make your voice heard. It includes techniques to make sure your opinions are always respected and to deal confidently and effectively with other people.

Moon’s work attempts to show how being assertive can benefit your studies. As well as offering tips on mastering assertiveness, she also considers how, by facing challenges in an assertive way, you can make the most of your time at university.


Cognitive Behavioural Therapy based assertiveness training and Buddhist psychology helps the reader practice assertiveness skills while caring about the welfare of others. The book helps readers develop a form of assertiveness that emphasizes collaboration, negotiation, and compromise.

Rapport


This book explores differences in personality types. It offers a route to using information on the values and motivations of others to shape the communication required to build rapport, establish relationships and influence outcomes.


Learn about the 10 types of problem people and how to effectively response to them to improve communication and collaboration.


Understand difference, get to the root of the difficulty and then offers the reader 50 secrets presented in seven chapters to handling the situation. It encourages people to look at their own behaviour and understand what part that has to play in the situation.

Negotiation


The advice in this book has stood the test of time and will teach you how to win people to your way of thinking, develop professional relationships, persuade and influence outcomes. It is packed with case material and stories.

A negotiators toolkit which explains the theory and practicalities behind each of the statements in “two parties - with difference - that they need to resolve - trying to reach an agreement - through exploring options - and exchanging offers”.


This book uses an interactive learning approach with work-sheets, charts, graphs, and self-tests that help in your learning of how to eliminate distractions and improve your concentration on what is being said, locate key words and phrases while listening, and cut through your own listening biases.


This book focuses on how to use personal skills in order to influence others over whom we may or may not have direct authority. It takes a practical approach, featuring real-life anecdotes, case studies, exercises and techniques. It introduces the EDICT model (Entry-Diagnosis-Intervention-Contracting-Transition).

**Active Listening**


One of many articles exploring how to listen effectively in the business world.


The effectiveness of both speaker and listener can be enhanced or undermined through body language. Read this and discover how you can demonstrate that you are listening with your ears, eyes, legs, chin....


The G-E-N-T-L-E-R model of body language as explored in some of our listening sessions.