

**Resource Recommendations for
"Communications Soft Skills for Hard Core Geeks"**

IT Resources

LOPSA – League of Professional System Administrators - <http://lopsa.org/>

SAGE – System Administrator's Guild – USENIX Sysadm SIG - <http://www.sage.org/>

USENIX – Advanced Computing Systems Association - <http://usenix.org/>

PMI – Project Management Institute - <http://pmi.org/>

Robert D. Austin / Richard L. Nolan / Shannon O'Donnell

The Adventures of an IT Leader - Harvard Business Press (2009)
314 pages, ISBN: 9781422146606, \$30

Robert L. Glass - <http://www.robertlglass.com/>

Computing Calamities - Lessons learned from products, projects, and companies that failed -
Prentice Hall (1999)
302 pages, ISBN-10: 0130828629, \$30

Adam Haeder - <http://adamhaeder.com/>

Conducting the UNIX Job Interview - Rampant TechPress (2004)
163 pages, ISBN-10: 0974435562, \$17

Don Libes / Sandy Ressler

Life With UNIX - A Guide For Everyone - Prentice Hall (1989)
346 pages, ISBN-10: 0135366577

Thomas A. Limoncelli / Christine Hogan - <http://everythingsysadmin.com/>

The Practice of System and Network Administration - Addison-Wesley (2002)
774 pages, ISBN-10: 0201702711, \$50
Time Management for System Administrators – O'Reilly (2005)
240 pages, ISBN-10: 0596007833, \$25

Peter H. Salus

A Quarter Century of UNIX - Addison-Wesley (1994)
256 pages, ISBN-10: 0201547775, \$45

Gina Trapani - <http://ginatrapani.org/>

Upgrade Your Life - The Lifehacker guide to working smarter, faster, better - Wiley (2008)
450 pages, ISBN: 9780470238363, \$30

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Business Resources

Business Ledger - <http://thebusinessledger.com/>

BusinessWeek - <http://www.businessweek.com/>

Crain's Chicago Business - <http://www.chicagobusiness.com/>

The Wall Street Journal - <http://www.wsj.com/>

Alan Weiss - <http://www.summitconsulting.com/> <http://www.contrarianconsulting.com/>

Stanley Bing (Gil Schwartz) - <http://money.cnn.com/magazines/fortune/stanleybing/>
Throwing the Elephant - Zen and the Art of Managing Up - Harper (2002)
201 pages, ISBN-10: 0060934220, \$15

Kenneth Blanchard / Spencer Johnson
<http://www.kenblanchard.com/> <http://www.spencerjohnson.com/>
The One Minute Manager - Berkley Books (1982)
111 pages, ISBN-10: 0425098478, \$9

Ram Charan - <http://www.ram-charan.com/>
What The CEO Wants You To Know - How Your Company Really Works - Crown (2001)
141 pages, ISBN-10: 0609608398, \$18

Jack Covert / Todd Sattersten - <http://www.100bestbiz.com/>
The 100 Best Business Books of All Time - Penguin (2009)
335 pages, ISBN: 9781591842408, \$26

Conor Cunneen - <http://irishmanspeaks.com/>
SHEIFGAB The World - 8 Building Blocks to Successful Job Transition - CreateSpace (2009)
216 pages, ISBN: 9781442145436, \$15
Why Ireland Never Invaded America - An Insightful, Unique Look at Corporate Strategy -
SHEIFGAB Publishing (2005)
166 pages, ISBN: 9780976374008, \$23

Seth Godin - <http://sethgodin.com/>
Meatball Sundae - Is Your Marketing Out Of Sync? - Penguin (2007)
232 pages, ISBN: 9781591841746, \$24

Peggy Klaus - <http://www.peggyklaus.com/>
The Hard Truth About Soft Skills - Collins (2007)
190 pages, ISBN: 9780061284144, \$15

Jerry R. Wilson
151 Quick Ideas to Get New Customers - Career Press (2005)
190 pages, ISBN-10: 1564148300, \$13

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Networking Resources

Lillian Bjorseth - <http://www.duoforce.com/>

Terry Bass - <http://www.chadons.com/>
Relationship Networking 3.0 - Lulu (2009)
54 pages, ISBN-10: 9780557071180, \$15

Debra Fine - <http://www.debrafine.com/>
The Fine Art of Small Talk - Hyperion (2005)
217 pages, ISBN: 9781401302269, \$17

Jeffrey Gitomer - <http://www.gitomer.com/> - Free "Sales Caffeine" email newsletter
Little Black Book of Connections - 6.5 Assets for Networking Your Way to RICH Relationships - Bard Press (2006)
204 pages, ISBN-10: 1885167660, \$20

Maribeth Kuzmeski - <http://www.theconnectorsbook.com/>
The Connectors - Wiley (2009)
258 pages, ISBN: 9780470488188, \$23

Harvey Mackay - <http://www.harveymackay.com/>
Dig Your Well Before You're Thirsty - Doubleday (1997)
312 pages, ISBN: 0385485468, \$15

Al Ritter - <http://www.ritterconsultinggroup.com/>
The 100/0 Principle - The Secret of Great Relationships - Simple Truths (2010)
107 pages, ISBN: 9781608100705, \$16

Joe Takash - <http://www.joetakash.com/>
Results Through Relationships - Building Trust, Performance, and Profit Through People - Wiley (2008)
190 pages, ISBN: 9780470238264, \$25

Humor Resources

Dilbert - <http://dilbert.com/>

User Friendly - <http://userfriendly.org/>

Simon Travaglia - <http://bofh.ntk.net/>
Bastard Operator from Hell - Plan Nine Publishing (2001)
160 pages, ISBN-10: 1929462174, \$13
Bastard Operator from Hell II - Plan Nine Publishing (2001)
151 pages, ISBN-10: 1929462409, \$13

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Personal Development Resources

Discovery Center – Chicago's Lifelong Learning Center - <http://discoverycenter.cc/>

NIU Outreach Reading Program - <http://www.niu.edu/outreach/reading/>

The Teaching Company – Fantastic high-level courses on CD & DVD - <http://www.teach12.com/>

Rita Emmett – Procrastination, clutter-busting, writing tips - <http://ritaemmett.com/>

Monica Friel – Chaos to Order – Getting You Organized - <http://chaostoorder.com/>

Diane Morr – Book shepherd, writing coach - <http://www.morrcreative.com/>

Bo Bennett - <http://bobennett.com/>

Year To Success - Archieboy Holdings (2004)
715 pages, ISBN-10: 0974723010, \$28

Judy Marcus - <http://www.memorylady.com/>

Where Are My Keys?: Memory Training You'll Absolutely Love - Front Porch Connections (2006)
112 pages, ISBN: 9780974643915, \$20

Barry Moltz - <http://barrymoltz.com/>

Bounce! Failure, Resiliency, and Confidence to Achieve Your Next Great Success - Wiley (2008)
242 pages, ISBN: 9780470224083, \$25

David Olsen / Michelle Bevilacqua / Justin Cord Hayes

The Ultimate Book of Words You Should Know - Adams (2010)
448 pages, ISBN-10: 1440404830, \$5

Michael Port / Mina Samuels - <http://www.michaelport.com/> <http://www.minasamuels.com/>

The Think Big Manifesto - Wiley (2009)
166 pages, ISBN: 9780470432372, \$23

John T. Reed - <http://www.johntreed.com/>

Succeeding - John T. Reed (2003)
205 pages, ISBN: 0939224569, \$30

Al Ritter - <http://www.ritterconsultinggroup.com/>

Life is a Paradox - Counter-Intuitive Secrets to Personal & Professional Effectiveness - Financial Forum Publishing (2009)
86 pages, ISBN: 9780978601072, \$15

Brian Tracy - <http://www.briantracy.com/>

Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time - Berrett-Koehler (2002)
129 pages, ISBN-10: 1576751988, \$14

Gary Vaynerchuk - <http://garyvaynerchuk.com/>

Crush It! Why NOW Is The Time To Cash In On Your Passion - Harper Studio (2009)
142 pages, ISBN: 9780061914171, \$20

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Speaking & Presenting Resources

Toastmasters International – Communications and leadership training - <http://toastmasters.org/>

Johnny Campbell – The Transition Man - <http://transitionman.com/>

Dave Sheffield – The Shef – Coaching and speaking - <http://theshef.com/>

Russell White – Pinnacle Solutions – Coaching and speaking - <http://pinnaclesolutions.org/>

Mark Brown / Darren LaCroix / Patricia Fripp / Ed Tate / Craig Valentine

<http://worldchampionsedge.com/>

Speaker's Edge - Secrets and Strategies For Connecting With Any Audience - Soar With Eagles (2010)

158 pages, ISBN: 9780981475608, \$15

Carmine Gallo - <http://carminegallo.com/>

The Presentation Secrets of Steve Jobs – McGraw Hill (2010)

238 pages, ISBN: 9780071636087, \$22

Sam Horn - <http://www.samhorn.com/>

POP! Create the Perfect Pitch, Title, and Tagline For Anything - Penguin (2009)

239 pages, ISBN: 9780399533617, \$15

James C. Humes

Speak Like Churchill, Stand Like Lincoln - Three Rivers Press (2002)

208 pages, ISBN-10: 0761563512, \$15

Cyndi Maxey / Kevin E. O'Connor - <http://www.cyndimaxey.com/> <http://www.kevinoc.com/>

Present Like A Pro - St. Martin's Griffin (2006)

274 pages, ISBN-10: 0312347731, \$15

Brad McRae / David Brooks - <http://www.bradmcrae.com/> <http://davidbrookstexas.com/>

The Seven Strategies of Master Presenters - Career Press (2004)

285 pages, ISBN-10: 1564147444, \$19

Nido Quibein - <http://www.nidoquibein.com/>

How To Be A Great Communicator - Executive Press (2003)

300 pages, ISBN-10: 0939975106

Granville N. Toogood - <http://www.toogoodassoc.com/>

The Articulate Executive - Learn To Look, Act, and Sound Like A Leader - McGraw Hill (1996)

204 pages, ISBN-10: 0070653380, \$15

Brian Tracy - <http://www.briantracy.com/>

Speak To Win - How To Present With Power In Any Situation - AMACOM (2008)

200 pages, ISBN-10: 0814401570, \$20

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Sales / Persuasion / Influence Resources

Selling Power - <http://www.sellingpower.com/>

Sydney Biddle Barrows / Dan Kennedy

<http://www.sydneybarrows.com/> <http://dankennedy.com/>

Uncensored Sales Strategies: A Radical New Approach to Selling Your Customers What They Really Want - No Matter What Business You're In - Entrepreneur Press; 1 edition (January 1, 2009)

288 pages, ISBN-10: 1599181932, \$20

No B.S. Sales Success: The Ultimate No Holds Barred, Kick Butt, Take No Prisoners, Tough and Spirited Guide - Entrepreneur Press (July 7, 2004)

100 pages, ISBN-10: 1932156895, \$10

Robert B. Cialdini - <http://www.influenceatwork.com/>

Influence - Science and Practice - Pearson (2009)

260 pages, ISBN: 9780205609994, \$23

Jeffrey Gitomer - <http://www.gitomer.com/> - Free "Sales Caffeine" email newsletter

The Sales Bible: The Ultimate Sales Resource - HarperBusiness; Revised edition (May 6, 2008)

304 pages, ISBN-10: 0061379409, \$30

Little Red Book of Selling: 12.5 Principles of Sales Greatness - Bard Press; 1st edition (September 25, 2004)

220 pages, ISBN-10: 1885167601, \$20

Donald W. Hendon - <http://www.donaldhendon.com/>

365 Powerful Ways to Influence - Pelican (2010)

318 pages, ISBN: 9781589807259, \$25

Mark Joyner - <http://www.markjoyner.name/>

The Irresistible Offer: How to Sell Your Product or Service in 3 Seconds or Less - Wiley (September 5, 2005)

240 pages, ISBN-10: 0471738948, \$22

Dave Lakhani - <http://www.boldapproach.com/>

Persuasion - The Art of Getting What You Want - Wiley (2005)

227 pages, ISBN-10: 0471730440, \$25

How To Sell When Nobody's Buying: (And How to Sell Even More When They Are) - Wiley; 1st edition (June 9, 2009)

238 pages, ISBN-10: 0470504897, \$23

Bob Mander

Sales - Building Lifetime Skills for Success - Ryan Publishers (1999)

146 pages, ISBN: 096696960X, \$17

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Michael Port / Elizabeth Marshall

<http://www.michaelport.com/> <http://www.marketingmarshall.com/>

The Contrarian Effect - Why It Pays (BIG) to Take Typical Sales Advice and Do the Opposite - Wiley (2008)

165 pages, ISBN: 9780470237908, \$20

Brian Tracy - <http://www.briantracy.com/>

The Psychology of Selling: Increase Your Sales Faster and Easier Than You Ever Thought Possible - Thomas Nelson (July 18, 2006)

240 pages, ISBN-10: 0785288066, \$15

Stephan Schiffman - <http://stephanschiffman.blogspot.com/>

Stephan Schiffman's Sales Essentials: All You Need to Know to Be a Successful Salesperson - from Cold Calling and Prospecting With E-mail to Increasing the Buy and Closing - Adams Media (January 1, 2008)

416 pages, ISBN-10: 1598692283, \$17

Zig Ziglar - <http://www.ziglar.com/>

Selling 101: What Every Successful Sales Professional Needs to Know - Thomas Nelson (April 3, 2003)

96 pages, ISBN-10: 0785264817, \$10

Leadership Resources

Toastmasters International – Communications and leadership training - <http://toastmasters.org/>

Robin Crow - <http://www.robincrow.com/>

Rock Solid Leadership - Simple Truths (2006)

121 pages

Al Kaltman

Cigars, Whiskey & Winning - Leadership Lessons from General Ulysses S. Grant - Prentice Hall Press (1998)

322 pages, ISBN-10: 0735201633, \$14

Donald T. Phillips - <http://www.donaldtphillips.com/>

Lincoln On Leadership - Warner Books (1992)

188 pages, ISBN-10: 0446578053

Wess Roberts - <http://www.wessroberts.com/>

Leadership Secrets of Attila The Hun - Warner Books (1987)

110 pages, ISBN-10: 0446515167, \$17

Mark Sanborn - <http://marksanborn.com/>

You Don't Need A Title To Be A Leader - Doubleday (2006)

102 pages, ISBN-10: 0385517475, \$15