

Recommended Reading for Project Managers

How to Manage a Great Project

On Budget, On Target, On Time

(Pearson, 2013)

This book introduces you to all the basic principles you need to manage your first project. If you follow them, they will leave you feeling in control of your project. It follows the same structure as this programme.

[Buy from Amazon UK](#)

[Buy from amazon.com](#)

Brilliant Project Leader

What the best project leaders know, do and say to get results, every time

(Pearson, 2012)

This book focuses on the human aspects of project management, with tips about how to lead your team, sections on the leadership requirements of each project stage, and three chapters about project leadership in tough times.

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The Influence Agenda

A Systematic Approach to Aligning Stakeholders for Driving Change

(Palgrave Macmillan, 2014)

As its title says, here is the sourcebook for everything you need to know about stakeholder engagement and running a rigorous campaign to engage and influence all of your stakeholders.

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[Buy from amazon.com](#)

Risk Happens!

Managing risk and avoiding failure in business projects

(Marshall Cavendish, 2011)

Projects are risky endeavours and if you want to manage yours and stay in control, you need to anticipate and handle your risks. This book is highly practical and filled with great resources.

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The Handling Resistance Pocketbook

(Management Pocketbooks, 2010)

The one thing most project managers fear most is having to deal with resistance. This short, handy pocketbook will equip you with a variety of effective techniques to handle resistance assertively, respectfully and successfully.

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Powerhouse

Turbo boost your effectiveness and start making a serious impact

(Capstone – Wiley, 2015)

Project management skills applied seamlessly to the arena of personal productivity. Be a Powerhouse and get more done than you could ever imagine.

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[Buy from amazon.com](#)

Non-Project Management Books that you may enjoy

How to Speak so People Listen

Grab attention, hold it, and get your message across

(Pearson, 2013)

Project managers need to do just this. Whether it's in conversation, at mts, or from a platform; this book will show you how to speak so people listen to you.

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[Buy from amazon.com](#)

How to Manage Stress: Brilliant Stress Management

(Pearson, 2011)

Project management can be stressful – for you and for your team members. This is an excellent sourcebook, filled with solutions to taking back control of your stress reaction.

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[Buy from amazon.com](#)

How to Manage your Time: Brilliant Time Management***What the most productive people know, do and say***

(Pearson, 2011)

Even a project manager needs to manage their time. If you want a load of practical strategies for staying in control of your time, this is imply the best book on the market.

[Buy from Amazon UK](#)[Buy from amazon.com](#)**How to Influence in any Situation: Brilliant Influence*****What the most influential people know, do and say***

(Pearson, 2011)

As a project manager, you will often need to carry an argument, secure support and make your recommendations stick. Here is the book for you!

[Buy from Amazon UK](#)[Buy from amazon.com](#)**The Yes / No Book*****How to Do Less... and Achieve More***

(Pearson, 2012)

Do you find yourself saying Yes when you know you should have said No? Do you go for this and go for that, and dissipate a lot of your effort. The Yes/o Book will leave you able to know when to say yes and when to say no and, more crucial, will give you the skills to say yes or no with confidence.

[Buy from Amazon UK](#)[Buy from amazon.com](#)**Smart to Wise*****The Seven Pillars for True Success***

(Marshall Cavendish, 2012)

If you are in a project management role, then you are pretty smart already. But would people see you as wise? Will they come to you for advice, guidance or counsel? If you want to know what it takes to go from Smart to Wise, this is the only handbook there is.

[Buy from Amazon UK](#)[Buy from amazon.com](#)

The Management Models Pocketbook

(Management Pocketbooks, 2009)

Ten vital management models in a handy pocketbook. For project managers, you'll want to know: how to develop your team, how to lead, how to motivate, how communication works and how to analyse why it fails, how to prioritise, and the ultimate success tool for a fast moving environment.

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