

A Facilitator's Reading List

- Berry, C.**, *Your voice and how to use it* (Happup, London, 1975)
- Bradley, B.**, *Fundamentals of speech communication - the credibility of ideas* (6th edition, William C. Brown, Dubuque, 1991)
- Bramson**, *Coping with Difficult People* (Anchor Press)
- Bryden, S. and Scott, M.**, *Between one and many - the art and science of public speaking* (Mayfield Publishing Company, California, 1994)
- Buzan, T.**, *The Mind Map Book* (BBC, 1991)
- Chapman, R.**, *Roget's International Thesaurus* (1992)
- Covey, S.**, *7 Habits of Highly Effective People* (The Business Library, 1991)
- D'Souza, A.**, *Leadership - A trilogy on leadership and effective management* (Better Yourself Books, Bombay, 1989)
- Hanks, K.**, *Motivating People* (One DLM Park, Allen, USA, Argus Communications, 1982)
- Humes, J.**, *The language of leadership* (The Business Library, USA, 1991)
- Larkin, T. and S.**, *Communicating change* (McGraw-Hill, New York, 1994)
- Lucas, S.**, *The Art of Public Speaking* (New York, Random House, 1995)
- Mackay, H.**, *Why People Don't Listen - Solving the Communication Problem* (Sydney, Pan Australia, 1994)
- McCarthy, P. and Hatcher, C.**, *Speaking Persuasively - How to Make the Most of Your Presentations* (St Leonards, Australia, Allen and Unwin, 1996)
- Maurus, J.**, *A source book of inspiration* (Better Yourself Books, Bombay, 1987)
- Maxwell, J.**, *Developing the Leader Within You* (Thomas Nelson Publishers, 1993)
- O'Connell, M.**, *Life's Little Tips for Better Meetings* (Sydney, Hale and Iremonger, 1995)
- Peasey, A.**, *Body Language: How to Read Others Thoughts by Their Gestures* (Camel Publishing Company, Australia, 1981)
- Rodenburg, P.**, *The right to speak* (Methuen Drama, London, 1992)
- Sirolli, E.**, *Ripples in the Zambezi* (Murdoch University, Western Australia, 1995)
- Smith, N. and Ainsworth, M.**, *Ideas Unlimited: The Mindmix Approach to Innovative Management* (Melbourne, Nelson, 1985)
- Stuart, C.**, *Effective speaking - the essential guide to making the most of your communication skills* (Pan Books, London, 1988)
- Successful Public Meetings: A Practical Guide for Managers in Government* (San Francisco, Jossey - Bass, 1992)
- Swets, P.**, *The Art of Talking So That Other People Will Listen* (Prentice Hall)
- Turk, C.**, *Effective speak*
- Valentine, N.**, *Speaking in Public* (Ringward, Victoria, Penguin Books, Australia, 1993)

Bibliography

- Angel, W., *The International Law of Youth Rights - Source Documents and Commentary* (Martinus Nijhoff Publishers, 1995)
- Commonwealth Secretariat, *A Commonwealth Vision for Women Towards the Year 2000 - The 1995 Commonwealth Plan of Action on Gender and Development* (1995)
- Commonwealth Secretariat, *Engendering the Agenda - A Guide to Gender Planning* (1995)
- Commonwealth Youth Programme, *Approaching Youth Policy*, (1990)
- Commonwealth Youth Programme, *In Common* (Journal)
- Commonwealth Youth Programme, *Africa Centre, Youth Policy Formulation - A Guide* (1994)
- Commonwealth Youth Programme, *Asia Centre, Youth Policy and Its Implementation* (1992)
- Commonwealth Youth Programme, *Towards the Year 2000 - Report of the Second Meeting of Commonwealth Ministers Responsible for Youth Affairs* (1995)
- Ewen, J., *Youth Participation - Concepts and Structures in Youth Studies Australia*, Spring 1994
- Ewen, J., *Coordination in Youth Affairs in Youth Studies Australia*, Spring 1995
- International Labour Office, *Youth, Report V, International Labour Conference 72nd Session*, 1986 (Geneva)
- Labour Administration Branch, *International Labour Office, Employment Services and Youth Schemes Introduction, Document N° 16* (Geneva 1994)
- Subrahmanian, R., *Investing in Young Women - Issues in Development* (Commonwealth Youth Programme, 1994)
- United Nations, *World Programme of Action for Youth to the Year 2000 and Beyond* (1995)