PMI CPT Unit 2 'soft skills' Recommended Reading List

Core Text

- Helen Isacke, Soft Skills for Strong Leaders: Ten Steps to Management Success.

Essential Reading

- Dale Carnegie, The Leader in You.
- Robbins & Coulter, Management (15th Edition).
- Daniel Goleman, What Makes a Leader?
- Lewicki et al., Negotiation.
- McShane & Von Glinow, Organizational Behaviour.
- Stella Cottrell, Critical Thinking Skills: Developing Effective Analysis and Argument.

Further Reading

- Dalglish & Quamrul, Leadership: Understanding its Global Impact.
- Lussier & Achua, Leadership: Theory, Application, Skills Development.
- Bowell & Kemp, Critical Thinking: A Concise Guide.
- Van den Brink-Budgen, Critical Thinking for Students.
- Robin Ellison, The Trustee Handbook.

Additional Resources

- The Pensions Regulator Trustee Guidance & Toolkit
- Pensions UK Made Simple Guides
- MoneyHelper pensions guidance

Recommended Coverage Areas

- Leadership and Communication Skills
- Influencing and Persuasion
- Problem Solving and Decision Making
- Negotiation and Conflict Management
- Critical Thinking and Analysis
- Stakeholder Engagement
- Trustee Board Effectiveness
- Ethical Decision Making
- Governance Behaviours