

BOOKS REQUIRED

The Business Coach Programme includes a number of readings: we appreciate people are very busy, and hence keep these tightly focused – so don't panic when you see the long list below! We also quite understand that some people will only want or be able to do the bare minimum, while others may want to range widely through the rich resources now available world-wide. More of this is discussed on the Programme.

In the meantime, could you:

1. Please scan the list below, and advise the Meyler Campbell office, either by email at info@meylercampbell.com, or by telephone to 0208 460 4790, **whether or not** you already have any of the titles below. They will then arrange for those you need to be sent to you.
2. Please also advise the office **to which address** you would like us to send the books: some people prefer to have them sent directly to a home address, others to the office. Whichever is easier for you!

Books

Gallwey, W.T. (1986), *The Inner Game of Tennis*, Pan Books: London.

Ibarra, H. (2004), *Working Identity*, Harvard Business School Press: Boston, Massachusetts USA.

Katzenbach, J.R., and Smith, D.K. (1993 / 2005), *The Wisdom of Teams*, McGraw-Hill: Maidenhead UK.

Kilburg, R.R. (2000), *Executive Coaching*, American Psychological Association (APA): Washington DC.

Kimsey-House, H., Kimsey-House, K., Sandahl, P., Whitworth, L. (2011), *Co-active Coaching* (3rd Edn), Nicholas Brealey: London.

Kline, N. (1999), *Time to Think; Listening to Ignite the Human Mind*, Ward Lock / Cassell: London.

Knight, S. (2009), *NLP at Work* (3rd Edn), Nicholas Brealey: London.

Peltier, B. (2010), *The Psychology of Executive Coaching: Theory and Application* (2nd Edn), Routledge: New York & East Sussex.

Rogers, J., (2012), *Coaching Skills* (3rd Edn), Open University Press / McGraw-Hill: Maidenhead, England.

Scoular, P.A. (2011), *Business Coaching*, Financial Times Prentice Hall / Pearson: Harlow, England.

Shaw, P. & Linnecar, R. (2007), *Business Coaching*, Capstone Publishing: Chichester, UK.

Whitmore, J., (2009), *Coaching for Performance* (4th Edn), Nicholas Brealey: London.

READING SCHEDULE

Here is the suggested schedule of reading which is an integral part of the Business Coach Programme. You are welcome to read ahead and more widely of course, but this is the minimum requirement.

Pre-Course Reading

- Scoular, *Business Coaching*, all of it!

After Planning Meeting and before T1

- Whitmore, *Coaching for Performance*, Chapters 6-10

Before T2

- Jenny Rogers, *Coaching Skills*, Chapters 1, 3, 4

Before T3

- Kimsey-House et al, *Co-active Coaching*, Chapters 1-7; and Kilburg, *Executive Coaching*, pp 3-10 and 80-86

Before T4

- Sue Knight, *NLP at Work*, Chapters 1-11; Gallwey, *The Inner Game of Tennis*, Introduction (pp 11-12) and Chapters 1, 2 and part of 3, ie pp 13-29; and Peltier, *The Psychology of Executive Coaching*, Chapter 17 ('Ethics in Coaching')

Before T5

- Peltier, *The Psychology of Executive Coaching*, Chapters 4 ('Behavioural Concepts'), 5 ('The Person-Centred Approach'), 6 (Cognitive Psychology and Cognitive Therapy), and one more of your choice

Before T6

- Ibarra, *Working Identity*, pp xii-xiii and Chapters 1 & 8

Before T7

- Katzenbach and Smith, *The Wisdom of Teams*, Prologue, pp 1-6, and Chapter 3; and Nancy Kline, *Time to Think*, Part 1: Chapters 1-13

Before T8

For everyone

- Shaw and Linnecar, *Business Coaching*, Chapters 7, 8, 10, 11 and Annex, pp 225-6

For those within organisations

- + Chapter 12 'Running Coaching in Your Organisation'

For freelance coaches

- Rogers, J. (2006), *Developing a Coaching Business*, Open University Press / McGraw-Hill: Maidenhead, England. As much as you can manage! (Available from Amazon)