

RESOURCE GUIDE

Here are just a few resources that we recommend:

Presence

- Sylvia Ann Hewitt, *Executive Presence* (2014).
- “Executive Presence: We Know it When We See It” Stewart Hirsch, *Inside Counsel Magazine*. (January 26, 2014) <https://www.law.com/insidecounsel/sites/insidecounsel/2014/01/26/executive-presence-we-know-it-when-we-see-it/>
- Olivia Fox Cabane, *The Charisma Myth: How Anyone Can Master the Art and Science of Personal Magnetism* (2012).
- “7 Traits of Executive Presence, The Key to Winning People Over” Jun Medalla, *Business Insider* (September 24, 2013) <http://www.businessinsider.com/the-7-traits-of-executive-presence-2013-9>
- “Deconstructing Executive Presence” John Beason. *Harvard Business Review*. (August 22, 2012) <https://hbr.org/2012/08/de-constructing-executive-pres>
- Daniel Goleman, *Working with Emotional Intelligence* (2000).

Leadership

- “Making the GC Indistinguishable from the Vice Chair,” by Stewart Hirsch, *Inside Counsel Magazine* (April 22, 2014). <https://www.law.com/insidecounsel/sites/insidecounsel/2014/04/22/making-the-gc-indistinguishable-from-the-vice-chair/>
- Susan Cain, *Quiet – The Power of Introverts in a World That Can’t Stop Talking* (2012).
- Marshall Goldsmith, *Mojo – How to Get It, How to Keep It, How to Get It Back if You Lose It* (2009).
- Marshall Goldsmith, *What Got You Here Won’t Get You There* (2007).
- Suzanne Bates, *Speak Like a CEO – Secrets for Commanding Attention and Getting Results* (2005).

Communication and Negotiation

- Alexandra Carter, *Ask For More* (2020).
- Chris Voss, *Never Split the Difference: Negotiating As If Your Life Depended On It* (2016).
- Marshall B. Rosenberg, PhD, *Nonviolent Communication: A Language of Life: Life-Changing Tools for Healthy Relationships* (2015).
- David H. Maister, Charles H. Green and Robert M. Galford, *The Trusted Advisor* (2000).

Diversity and Inclusion

- Research reports from Coqual, formerly Center for Talent Innovation (a nonprofit think tank dedicated to helping leaders design diverse and inclusive workplaces where every person belongs) <https://coqual.org/our-research/>
- Minda Harts, *The Memo: What Women of Color Need to Know to Secure a Seat at the Table* (2019).
- “Find and Defeat Implicit Bias,” Caroline Turner and Stewart Hirsch, *ABA Law Practice Today* (2017). <http://www.lawpracticetoday.org/article/find-defeat-implicit-bias/>
- Andrea S. Kramer and Alton B. Harris, *Breaking Through Bias – Communication Techniques for Women to Succeed at Work* (2016).
- Caroline Turner, *Difference Works – Improving Retention, Productivity and Profitability Through Inclusion* (2012).