

The following is a list of works that we have found of use or interest or have been recommended to us by those we know and trust. *This list does not denote order of preference:*

The Mediator's Handbook. Jennifer E. Beer with Eileen Stief

This is the classic source for mediators and dispute resolution professionals. The first half sets out the classic transactional model in its most tested form and the second half is filled with information on skills, tools and material useful to any mediator. The book is extremely useful.

[The Mediators Handbook, Jennifer E Beer](#)

Reader's review

"I am a mediator, arbitrator, and trainer. *The Mediator's Handbook* is a welcome addition to my library. It is filled with practical advice, theoretical information, wonderful charts, and the nuts and bolts of mediation. I am sure every mediator, new or experienced, will benefit from this book. I recommend that every mediator skim *The Mediator's Handbook*."

Basic Skills for the New Mediator. Alan H. Goodman

This covers everything in mediation from start to finish. Each of the books I recommend has its own perspectives and approaches and each has a different style. Goodman rounds out the basic texts that you need in order to have a good foundation as a practitioner. Easy to use and refer to.

[Basic Skills for the New Mediator, Alan H Goodman](#)

Reader's review

"As a new mediator, I was looking for a book that would describe mediation skills in clear, non-legal language. This book is it! The question-and-answer format is a very effective teaching tool that walks you through the mediation process. When I think of a question that I would want to ask, it seems that the author has anticipated it and there it is. Mr. Goodman is obviously someone with extensive experience, both as a trainer and a mediator. I am a retired teacher and I found particularly valuable the appendix "Everything You Never Wanted to Know About the Rules of Evidence." The author offers an interesting explanation for including this information - that a mediator should have a basic knowledge of the concepts of evidence because we all (not just lawyers) apply these principles in every day life. This appendix alone is worth the price of the book."

Getting to Yes: Negotiating an Agreement Without Giving In. Roger Fisher, William Ury, Bruce Patton.

A very useful and practical read, which provides an extremely effective framework for negotiation. Its clear and concise style makes it highly readable.

[Getting to Yes: Negotiating an Agreement Without Giving In](#)

MST Recommended Reading List

Reader's review

“Getting to Yes explains what successful negotiation is all about - as you read you know that the approach described makes perfect sense - indeed in retrospect it may all seem fairly obvious. In reality though, the ideas presented are quite radically different to the normal approach to negotiation. I guarantee that most readers will change or refine the way they negotiate as a result of reading this book.

The points made are explained clearly and illustrated well and, in contrast to some, the authors in this case have resisted the temptation to keep padding their ideas out. The result is a work that is fairly concise (less than 200 pages) and easy to read.”