

Government Contracts

Christopher Moore (1996) *The Mediation Process*. San Francisco, CA: Jossey Bass.

“While labor, family, and divorce conflicts made up the major part of mediation practice a decade ago, the field has exploded in recent years to include a range of commercial, interpersonal, public, and international arenas. Originally published in 1986 and considered the best resource in the field, this long-awaited new edition has been revised and expanded.”

Phillip Cooper (2003) *Governing by Contract*. Washington, DC: CQ Press.

As a beginning mediator, I found this book very detailed and theoretical. I am sure that I will return to it again and again as I gain experience. I found "Basic Skills for the New Mediator (2d edition)" by Allan H. Goodman to provide a quicker and more practical overview. When used together, I believe both books are a good basis for the practicing mediator.

Roger Fisher and Danny Ertel (1995) *Getting Ready To Negotiate: The Getting To Yes Workbook*. New York: Penguin.

Individuals, corporations, governments, and labor unions all over the world have utilized the negotiating principles in Getting to Yes--which has more than two million copies in print in 18 languages. This companion volume incorporates the book's fundamental philosophy and advice into a useful tool to help each reader design the negotiating strategy that best suits his/her situation.

Robert W. Emerson (2004) *Business Law*, 4th ed. Barron's.

Here are understandable explanations of subjects related to business law and the legal environment. Separate chapters discuss the origin and nature of law, contracts in their many forms, negotiable instruments, banking procedures, types of business organization, legal definitions of crimes and torts, the concept of property, environmental law, labor-management relations law, intellectual property and computer law, and more. Business Review books are designed for classroom use, but are also valuable as self-teaching volumes for businesspersons engaged in various fields. When used in college business courses, these titles make fine supplements to main textbooks. Instructors in adult education and brush-up programs often choose these books as their main classroom text. Each title includes review questions with answers.