Level 4 Management BTEC Unit 1 Principles of Building Respectful and Productive Working Relationships in Working Relationships

Guided Reading List

**Green NVQ Book Chapter 1.2 Clear Communication P29-P49**

**Green NVQ Book Chapter 4.2 Establishing and Managing Relationship P199**

**The Little Book of Big Management Theories – Theory 31 Transactional Analysis P 76-P77**

**The Little Book of Big Management Theories – Theory 77 Power Theory P 76-P77**

**The Little Book of Big Management Theories – Theory 83 Thomas and Kilmann P224**

**Leadership and Management in the Early Years – Chapter 6 – P43**

**Essential Skills for Managers of Child Centred Settings Chapter 7 Inclusive Practice P57**