

TRAINING VIDEOS, AUDIO TAPES AND BOOKS

7/03

The following training videos (VHS 1/2" format), audio tapes, and books are available to be checked out from HR.

You are welcome to take advantage of these as a training alternative or for personal development.

Call Diane Voichoski at 309-7126 or Tonya Wagner at 309-7129 if you have questions.

* denotes new addition to library

TITLE

TIME

VIDEOS

Management Problems of the Technical Person in a Leadership Role	3 video tapes
How to Manage Stress, Reduce Anxiety and Stay Cool Under Pressure	3 video tapes
How to Set and Achieve Goals	3 hours 3 minutes
How to Listen Powerfully	2 hours 42 minutes
Team Building	4 hours 40 minutes
High-Impact Communication Skills	2 hours 34 minutes
The Manager as Coach	3 hours 39 minutes
Overcoming Procrastination	4 hours
Getting Things Done	2 hours 45 minutes
Dealing with Conflict and Confrontation	2 hours 45 minutes
Self-Discipline and Emotional Control	4 hours 57 minutes
How to Deal with Difficult People	4 hours 20 minutes
Business Writing Skills	2 hours 45 minutes
Professional Supervision Skills	3 hours 34 minutes
How to Delegate Work and Ensure It's Done Right	2 hours 40 minutes
Breakthrough Learning Skills	6 hours 79 minutes
Stress Management for Professionals	3 hours 25 minutes
Project Management	4 hours
Workplace Violence: First Line of Defense	30 minutes
Managing Under a Labor Agreement	18 minutes
The ADA Maze: What YOU Can Do	16 minutes
You Be the Judge (Interviewing)	28 minutes
More Than a Gut Feeling II (Interviewing)	28 minutes
The Human Touch Performance Appraisal II	24 minutes
How to Develop and Implement a New Employee Orientation	32 minutes
Managing Under the Labor Relations Law	18 minutes
Beyond Sexual Harassment (Others Forms of Harassment)	15 minutes
How to De-Junk Your Life	65 minutes
Civilian Accident Prevention Program	13 minutes
Do Right!	35 minutes
Do Right II!	23 minutes
Interviewing, a Pain in the Gut	8 minutes
The Legal Side of Evaluating Performance	23 minutes
The Sid Story	20 minutes
The Troubled Employee	15 minutes
No Injury, No Accident	15 minutes
Office Safety	19 minutes
You Be the Judge II (Interviewing)	22 minutes
Stepping Into Retirement	18 minutes
Let's Talk Benefits	22 minutes
Interview Workshop	60 minutes
After All, You're the Supervisor!	21 minutes

Taking the Step Up to Supervisor	33 minutes
Thrift Savings	10 minutes
Presentation Skills for the Professionally Petrified	20 minutes
Campaign to Reduce Injury: Injury Compensation	25 minutes
OPM Merit System Principles	21 minutes
Fair and Effective Discipline	22 minutes
Documenting Discipline - Manufacturing/Industrial Version	24 minutes
Long Term Care	47 minutes
Dealing with Insubordination	15 minutes
Seven Keys to Effective Discipline	19 minutes
Combating Absenteeism	19 minutes

TAPES

Life by Design	2 tapes
Increasing Human Effectiveness II	4 tapes
Ken Blanchard's Situational Leadership II	6 tapes
21 Days to Self Discovery	4 tapes

BOOKS

The Manager's Pocket Guide to Generation X
Beyond Generation X
From Technical Specialist to Supervisor
Conducting Better Job Interviews
Organizing Your Work Space
The Federal Resume Guidebook
Handling the Difficult Employee
Stepping up to Supervisor
The New Supervisor
Learning to Lead
Managing For Dummies
Management Would Be Easy...If It Weren't for the People
11 Lessons in Self-Leadership
Managing Stress
Effective Delegation Skills
Building Effective Federal Supervisory Skills
Addressing Poor Performance in the Federal Workplace-A Guide for Managers