

Training Resources Lending Library

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To borrow materials from the library, please contact Stacy Flores (stacyf@tamu.edu, 979-458-6169).

Materials will be mailed to you or may be picked up at Office of Planning, Policy & Training, A&M System Building, 200 Technology Way, Suite 1281, in College Station. Directions to the building are available at <http://tamus.edu/contact/maps/>.

VIDEOTAPES

Title	Publishing info	Description	Also includes...
Abilene Paradox, The	CRM Films 1991 28 minutes	Dr. Jerry B. Harvey describes a phenomenon he calls the Abilene Paradox—when not all group members are in agreement but go along with decisions because they think the rest of the group does agree. Dr. Harvey explains mismanaged agreement within groups and presents strategies for identifying and coping with the paradox.	Leader's Guide (booklet)
Achieving Excellence	CareerTrack Publications 1986 Less than 2 hours	Teaches the “how-to’s, when-to’s, why-to’s and what-if’s” of excellence oriented management. Divided into four segments.	
Advanced Medicine for Every Woman’s Heart	Scott & White 45 minutes	Scott & White examines the risk of heart disease in women, what to watch out for, and how to maintain good health.	
Art of Listening, The	Luben Associates 1994 39 minutes	Dr. Ben Bissell examines barriers to listening and roadways to becoming a more effective listener. The focus is on purposeful listening. He describes five keys to improving listening skills.	Audio cassette
Avoiding Litigation Landmines*	Commonwealth Films Inc. 1997 30 minutes	Addresses nine common mistakes made by managers that are likely to explode into costly employment law litigation.	
Between You and Me: Solving Conflict	American Media Incorporated 1995 23 minutes	Suggests that solving conflict involves taking responsibility, uncovering both sides of the story, allowing the ventilation of emotions, listening without arguing, and finding a commitment to work on a solution.	Conflict for Individuals- Course Manual Guide (notebook) ; <i>Managing Conflict at Work</i> (book)
Brief Encounters: Managing Successful Interviews	CRM Films 1990 19 minutes	Provides ten techniques for getting the most out of every employment interview and teaches how to make objective, not subjective, hiring decisions.	Leader's Guide (booklet)
Business Writing Skills	CareerTrack Publications 1989 Vol 1- 90min. Vol 2- 75min.	This live video seminar provides tips for writing reports, memos and proposals that get read. Debra Smith teaches tried-and-true skills to make your writing both accurate and appealing.	Set of 2 videos
Curse of the Vanishing Employees: How to Retain and Motivate Great Workers	CRM Films 1998 20 minutes	Two managers sit through a séance where ghosts of newly departed employees tell why they really left. Discover five ways individual supervisors and managers can make the difference between employees staying and vanishing.	Leader's Guide (booklet)

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Title	Publishing info	Description	Also includes...
Documenting Discipline	American Media Incorporated 1994 22 minutes	Documenting performance is essential in correcting performance problems and protecting yourself as a manager. This video provides steps to ensure solid, consistent documentation procedures throughout your company.	Training Leader's Guide (booklet); <i>Documenting Discipline, 2nd ed.</i> (book); <i>Supervisor's Guide to Documenting Employee Discipline 3rd ed.</i> (book)
EEO Compliance for Supervisors and Managers*	Bureau of Business Practice 1993 23 minutes	Become familiar with the major federal EEO laws and recognize your responsibilities through this video program. As a supervisor you need to be prepared to make fair and equitable decisions and have an action plan to help ensure your compliance with the federal laws as well as with the state and municipal laws that may govern your business.	11 Participation Workbooks
Hazard Communication	TAMUS Benefits Program 20:17	No description available.	
Legal Liabilities for Human Resource Professionals	Illinois State University 3/8/90 30:25	No description available.	
Love and Profit	Excellence in Training Corporation 1993 32 minutes	Gain powerful new insight into how to lead others with honesty, compassion and strength. Autry inspires you to transform your leadership role and rebuild a sense of community within your organization.	<i>Love and Profit</i> (book); Training Leader's Guide (booklet); Participant's Workbook (booklet)
Management and Leadership Skills for Women	CareerTrack Publications 1991 Vol 1- 85min. Vol 2- 71min. Vol 3- 96min.	Being a woman manager presents unique difficulties. This series addresses how to handle people who are jealous of your success and discusses a feminine leadership style that builds on a woman's natural skill for persuasion, cooperation, tact and fairness.	Set of 3 videos
Managing Change and Transition	Luben Associates 1992 44 minutes	Each day changes take place in our lives. The successful manager must understand the five dynamic steps of change and how to guide his/her staff through them.	Audiocassette and Facilitator's Notebook
Managing Stress	CRM Films 1991 26 minutes	Made to inspire people to reduce stress by controlling their reactions to challenges in the workplace and motivates people to break habits that cause stress in personal lives and the workplace.	Leader's Guide (booklet)

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Title	Publishing info	Description	Also includes...
Meeting People with Disabilities*	The Texas Rehabilitation Commission 17 minutes	No description available	2 copies
Millennium: Leadership Capsules for the 21st Century	Quality Media Resources, Inc. 1995	Set of 7 videos on leadership topics	
- Vol. 1, <i>Leadership is...</i>	15 minutes	Deals with four primary concepts: exploring the new age of leadership, discovering the characteristics of leadership, considering the role and need for leadership in the 21st century and deciphering the concepts of leader, leadership and managing.	Facilitation and Self-Study Guide
- Vol. 2, <i>The Leader as Coach</i>	15 minutes	Presents ideas about coaching in two major categories: the role of the coach in the organization and the skills that a leader needs to have in order to be an effective coach.	Facilitation and Self-Study Guide
- Vol. 3, <i>The Leader as Mentor</i>	15 minutes	Analyzes the role of a mentor, works on skills that are part of the mentoring process and discusses the relationship between leadership and mentoring.	Facilitation and Self-Study Guide
- Vol. 4, <i>Providing Performance Feedback</i>	15 minutes	Discusses feelings about performance feedback, how to provide feedback to others, and feedback communication skills. It distinguishes between performance feedback and performance evaluation and considers the role of the leader in the feedback process.	Facilitation and Self-Study Guide
- Vol. 5, <i>Beginning Employment Relationships</i>	15 minutes	Discusses employment relationships and particularly how these relationships begin. Specific topics include considering the interview process and providing an overview of leadership's role in the beginning employment relationships.	Facilitation and Self-Study Guide
- Vol. 6, <i>Ending Employment Relationships</i>	15 minutes	Helps leaders learn how to end work relationships for the benefit of all parties involved in the termination, explores alternatives to termination, and considers the goals in terminating work relationships along with practicing skills that help leaders responsibly end work relationships.	Facilitation and Self-Study Guide
- Vol. 7, <i>In Compliance</i>	15 minutes	Reviews the meaning of Equal Employment Opportunity, determines the nature of Affirmative Action, defines diversity as it relates to the workplace, reviews The Americans with	Facilitation and Self-Study Guide

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Title	Publishing info	Description	Also includes...
		Disabilities Act, and examines the nature of discrimination.	
Not Just Another Meeting: Conducting a Successful Performance Appraisal	American Media Incorporated 1996 22 minutes	Developed for supervisors who have difficulty keeping performance appraisals positive and productive, this video allows viewers to “eavesdrop” on ten appraisals that go off track.	<i>The Human Touch Performance Appraisal</i> (book)
Part of the Team: People with Disabilities in the Workforce*	Kramer-Lieberman & Associates 1990 19 minutes (start at 17:30)	No description available.	Included on <i>Meeting People with Disabilities</i> videotape
Practical Coach, The	Media Partners Corporation 1997 24 minutes	The Practical Coach is an everyday guide to encouraging good work, correcting poor work, using good judgment and caring about each member of your team.	<i>The Practical Coach</i> (book); Training Leader’s Guide (booklet)
Retirement Ahead: Save Now!*(2 copies)	CUPA 1997 104 minutes	Video of 1997 College of University Personnel Association (CUPA) National Seminar Satellite Broadcast, Washington, D.C.	
Serving Texans, Shaping the World 1997-1998	TAMUS, 1997	A diverse group of Texans share their stories of how the A&M System touches their lives through service.	
Sexual Harassment: Issues and Answers*	CUPA 1991 19 minutes	No description available.	
Sexual Harassment: Situations for Discussion	Business Advantage Inc. 24 minutes	This video shows six dramatizations that depict potential incidents of sexual harassment. Employees learn to recognize potential situations for sexual harassment and the actions that can be taken to prevent it.	
Texas Employment Commission videos*	Texas Employment Commission 1992	Set of four videos on employment related topics	
- <i>Hiring</i> *	22 minutes	“Hiring” introduces viewers to the most common pitfalls employers encounter during the hiring process. From designing application forms to extending the offer of employment, this video gives concrete solutions to hiring problems.	
- <i>Firing</i> *	24 minutes	“Firing” is an outstanding tool for preventing termination nightmares. Employers receive step-by-step	

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Title	Publishing info	Description	Also includes...
		instructions on proper firing procedures and learn the dangers of not having an established company procedure.	
- <i>Appeals Process*</i>	25 minutes	This video program explains the Texas unemployment compensation system, including handling TEC claim forms, preparing for a TEC hearing and protecting a tax account from benefits chargeback.	
- <i>Panel Discussion*</i>	27 minutes	Commissioner Nabers and members of her staff at the Texas Employment Commission join in a round table discussion of day-to-day employment law problems.	
Verbal Communication: The Power of Words	CRM Films 22 minutes	The video program is designed to teach viewers that good verbal communication isn't automatic, the five critical elements of successful verbal communication, and the art of responsible speaking and listening to achieve mutual understanding.	Leader's Guide (booklet)
What's Wrong With This Picture?	Telephone Doctor 16 minutes	Ten powerful vignettes put the class in charge of identifying various customer service blunders and suggesting appropriate improvements. This program will challenge participants to think about the causes of poor service and brainstorm the solutions.	Leader's Guide (booklet); Workbook (booklet)
Whistleblower Act*	Office of the Attorney General of Texas 1993 25 minutes	No description available	
Workplace Violence: First Line of Defense	Excellence in Training Corporation 1994 30 minutes	The training program strives to make every organization aware of the potential for workplace violence and to increase ability to recognize the early warning signs of a potentially violent person or situation. The video also shows how to record incidents and encourages employees to report suspicious incidents to the right channels.	Facilitator's Guide (booklet); Participant's Guide (booklet)
Workteams and the Wizard of Oz	CRM Films 18 minutes	Using footage from <i>The Wizard of Oz</i> , Ken Blanchard teaches six keys to successful teamwork. Team leaders and members see how to make timeless logic for achieving goals.	Leader's Guide (booklet)

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Title	Publishing info	Description	Also includes...
You Be the Judge: The Legal Side of Interviewing*	American Media Incorporated 1995 27 minutes	Gives how-to training points on asking legal questions, taking objective, job-related notes, avoiding discrimination, hiring on job-related issues only, and avoiding questions of age, sex, race, religion and national origin.	Training Leader's Guide (booklet)

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AUDIOTAPES

Title	Description	Length (minutes)	# of cassettes	Notes	Also includes...	Date
7 Habits of Highly Effective People	Audio version of Stephen R. Covey's book, <i>The 7 Habits of Highly Effective People</i>	90	1			1989
Art of Listening, The	Audio version of Dr. Ben Bissell's video, <i>The Art of Listening</i>	38	1	With video set (shelved with videos)	Time Line and Exercises	1994
Coping with Difficult People	How to deal with bullies, complainers, know-it-alls, and everyone else who gives you a hard time	60	1			1986
Getting Things Done	Strategies you can use immediately to save time and achieve more every day.	190	4			1985
How to Deal with Difficult People	Strategies for getting results with the hard-to-handle people in your life.	135 (45 min. per tape)	3 (should be 4, but one is missing)	Missing one cassette		1987
How to Speak Up, Set Limits and Say No	Stand up for yourself without losing your job or your friends.	200	4			1987
Living the 7 Habits	Stories of courage and inspiration by people who followed Stephen R. Covey's book, <i>The 7 Habits of Highly Effective People</i> .	72	1			1999
Managing Change and Transition	Audio version of Dr. Ben Bissell's video, <i>Managing Change and Transition</i>	44	1	With video set (shelved with videos)	Facilitator's notebook	1991
New Time Management, The	Revolutionary time-saving techniques for today's super managers, entrepreneurs, and professionals.	226	6			1983
Principle-Centered Leadership	Audio version of Steven Covey's book, <i>Principle-Centered Leadership</i>	90	1			1992
Secrets of Power	Program divided into 12 sessions to teach	266	6			1987

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Title	Description	Length (minutes)	# of cassettes	Notes	Also includes...	Date
Negotiating, The	you how to negotiate to your benefit.					
Stress Management for Professionals	An audio cassette program that addresses stress at its core: your own self-esteem.	260	4			1987
Success Shortcuts	25 career skills you were never taught but must know	353	6	2 copies of the set		1986
Word Power: Building a Business Vocabulary	Course designed to improve your knowledge of words used in different business settings.	371	6		Workbook (224 pages)	1986
Word Power Vocabulary Builder	A new system for adding hundreds of sophisticated words to your vocabulary.	180	2			1988

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AUDIO CDs

Title	Description	Length (minutes)	# of CDs	Notes	Also includes...	Date
10 Keys to Military Leave	Addresses federal and state laws, benefits, returning to work issues and termination of military employees.	60	1		A printed packet of 11 pages	2003
An Emotionally Intelligent Approach to Improving Organizational Effectiveness	Explores how emotional intelligence influences an organization's effectiveness.	60	1		A printed packet of 20 pages	2003
Changing Unsafe Behavior: Motivating Employees to Create An Injury-Free Workplace	Includes action items that reduce workplace injuries and getting your employees to embrace "safety ownership."	63:28	1		Printed packet of 21 pages	2004
Critical Issues under the Americans with Disabilities Act	Discusses the ADA, Supreme Court decisions, and providing "reasonable accommodation."	61:32	1		Printed packet of 16 pages	2002
Driving Down Your Costs by Managing Risk Not Safety	Discusses how to reduce your company's overall risk, action items that lower workers' compensation costs, and risk prevention efforts.	47:56	1		Printed packet of 37 pages	2003
Guarding Against Costly Slip-and-Fall Claims	Includes the 3 most common slip-and-fall hazards, slip-and-fall fraud, prevention techniques, and increasing awareness.	59:03	1		Printed packet of 18 pages	2003
Lower Workers' Compensation Costs with Innovative Return-to-Work	Discusses how to reduce workers' compensation costs, increase productivity,	72:36	1		Printed packet of 23 pages	2003

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Title	Description	Length (minutes)	# of CDs	Notes	Also includes...	Date
Programs	minimize lost work days, and overcoming the most common challenges.					
Overcoming Workplace Conflict: Managing and Motivating Different Generations	Discusses how to increase productivity by understanding and managing generational differences.	60	1		A printed packet of 29 pages	2004
Solutions for Dealing with Difficult People	Explores how understanding different personality types and their motivations can help effectively solve problems and avoid mis-communications.	60	1		A printed packet of 20 pages	2004
Turning Good Managers into Great Leaders	Discusses simple, but powerful tools that can be used to motivate and inspire others to exceed expectations.	60	1		A printed packet of 26 pages	2004

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BOOKS

Title	Author/ Publ. Date	Description	Notes
1001 Ways to Reward Employees	Bob Nelson, 2005	This book is a chock-full guide to rewards of every conceivable type for every conceivable situation.	
7 Habits of Highly Effective People, The	Stephen R. Covey, 1989	With a principle-centered approach for solving personal and professional problems, Covey reveals a step-by-step pathway for living with fairness, integrity, honesty, and human dignity. 358 pages	
<i>At America's Service, How Corporations can Revolutionize the Way They Treat Their Customers</i>	Karl Albrecht, 1988	Focuses on the issues and problems in the implementation of the essential service management model. Turning the traditional pyramid of authority upside down, <i>At America's Service</i> , shows why putting those who serve the customers at the top of the figurative pyramid – results in employee enthusiasm, motivation, commitment, and a superior service product.	
<i>Credibility How Leaders Gain and Lose It, Why People Demand It</i>	James M. Kouzes and Barry Z. Posner, 1993	Based on surveys of more than 15,000 people, 400 case studies and 40 in-depth interviews, <i>Credibility</i> shows why leadership is above all a relationship – with credibility the cornerstone.	
Discover What You're Best At	Barry and Linda Gale, 1990	A complete career system that lets you test yourself to discover your own true career abilities, not merely your interests, to put you on the right job track.	
Fifth Discipline Fieldbook, The	Peter Senge, Art Kleiner, Charlotte Roberts, Richard Ross, Bryan Smith, 1994	<i>The Fieldbook</i> is a guide that shows how to create an organization of learners where memories are brought to life, where collaboration is the lifeblood of every endeavor, and where the tough questions are fearlessly asked. 593 pages	
Good to Great	Jim Collins, 2001	A book of research findings about why some companies are considered great and others only good. Collins and his team discovered the key determinants of greatness—why some companies make the leap and others don't. 300 pages	
Group Member's Handbook, The: Strategies for Great Groups, Meaningful Meetings, Resounding Results	Marilyn MacKenzie, Gail Moore, 1993	This book is an invitation to great meetings, whether you are a committee member or chairperson. Includes practical pointers, observations, worksheets, forms, and examples, as well as the theory behind making	

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		meetings successful.	
How to Say It	Rosalie Maggio, 1990	This versatile and easy-to-use guide helps you compose well-written, effective letters in minutes for virtually every business and personal situation. 433 pages	
Human Resource Champions	Dave Ulrich, 1997	For companies striving to meet the competitive challenges of today and tomorrow the management of human resources holds the key to future success. Ulrich urges a shift of the HR professional's mentality and identifies roles that the HR staff must assume in order to make the transition. 281 pages	
Human Resource Management	John M. Ivancevich, 1995		Textbook
Listen Up: Hear What's Really Being Said	Jim Dugger, 1995	The training series delivers concise, how-to information that is presented in an interactive format to train your team or you individually. This series addresses leadership skills, communication, productivity and lifestyle issues. 72 pages	
Love and Profit	James A. Autry 1991	This is a book about motivation but it's also about learning how to quit, how to go home at the end of the day and put the office aside, how to survive those terrible spells when business is bad. The deeper subject here is the unmentionable: coping with the impossible choices that are a manager's daily lot. 213 pages	Shelved with video
Managing Change in Higher Education	K. Scott Hughes Daryl Conner, 1989	This book describes a structured methodology to implement organizational change within higher education. 87 pages	
Managing Diversity Survival Guide, The	Lee Gardenswartz Anita Rowe, 1994	<i>The Guide</i> is packed with over 80 activities, worksheets, charts, surveys, and checklists that cover everything from interviewing to communicating to managing within a diverse workplace. 243 pages	Includes CD-ROM containing e-copies of forms, charts, etc. from <i>The Guide</i>
Marketing HRD Within Organizations <i>Enhancing the Visibility, Effectiveness, and</i>	Jerry W. Gilley and Steven A. Egglund, 1992	Step by step, Gilley and Egglund explain how to develop and implement a comprehensive strategic marketing plan – from assessing training needs through designing market-driven	

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Title	Author/ Publ. Date	Description	Notes
<i>Credibility of Programs</i>		programs and promoting them to employees.	
New Directions for Higher Education	Sharon A. McDade, Phyllis H. Lewis, 1994	Leadership development programming can strengthen a university by fostering a team approach to solving institutional problems and by increasing the effectiveness and efficiency of its human resources. This volume is intended to inspire thinking about how such a culture of leadership can be created. 119 pages	
Open Organizations	Oscar Mink, James Shultz, Barbara Mink 1979	This book is addressed to anyone involved in organizational enterprise who is interested in more effective ways of identifying and releasing organizational potential. It provides the positive possibilities of an open organization model. 284 pages	
Performance Consulting	Dana Gaines Robinson, James C. Robinson, 1995	Dana and Jim Robinson describe a training process approach suitable for use in any organizational setting or industry and with any content area. 352 pages	
Ready or Not- Your Retirement Planning Guide*	Suzanne Arnold, Jeanne Brock, Jim Caulder, Lowell Ledford, Henry Richards, Shirley Wile 2002	<i>Ready or Not</i> is designed to help you make your future years satisfying, enriching and comfortable. This can be your guide to making the most of what can be the best years of your life. 122 pages	
Service America! Doing Business in the New Economy	Karl Albrecht and Ron Zemke, 1985	An essential reading for executives and managers – and everyone wishing to excel in today’s business environment because service is, and will be, the competitive advantage.	
Service Edge, The <i>101 Companies that Profit from Customer Care</i>	Ron Zemke with Dick Schaaf, 1989	An indispensable guide for anyone charged with improving service quality and through it, the bottom line.	
Service Management Effectiveness <i>Balancing Strategy, Organization and Human Resources, Operations, and Marketing</i>	David E. Bowen, Richard B. Chase, Thomas G. Cummings and Associates, 1990	Provides a comprehensive model for managing the service business, from developing and implementing strategy to measuring productivity.	
Service Wisdom <i>Creating and Maintaining The Customer Service</i>	Ron Zemke and Chip R. Bell, 1990	Brings together the latest, most thought-provoking articles on achieving and maintaining superior customer service.	

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<i>Edge</i>			
Stopping Sexual Harassment Before It Starts	Mike Deblieux 1997	This book was written to help you understand why sexual harassment is such an important business issue. It includes examples to illustrate how you and your organization can prevent sexual harassment. 112 pages	
Supervisor's Guide to Effective Performance Appraisal	Forest C. Benedict Cynthia Smith	The guide outlines the six components of performance appraisal: developing the task statements, establishing agreed upon performance standards, observing/measuring performance, on-going performance feedback and conducting the performance appraisal review. 38 pages	CUPA publication
Take Care of Yourself- Your Personal Guide to Self-Care and Preventing Illness Fourth Edition	Donald M. Vickery, M.D. James F. Fries, M.D. 1990	This book is intended to help you with decisions about your health. It provides you with a "second opinion" within reach of your bookshelf. It contains information to help you make sound judgments about your own health. 536 pages	4 copies
Take Care of Yourself: The Guide to Health and Medical Self-Care Fifth Edition	James F. Fries, M.D. Donald M. Vickery, M.D. 1993	This book is intended to help you with decisions about your health. It provides you with a "second opinion" within reach of your bookshelf. It contains information to help you make sound judgments about your own health. 511 pages	
Value of People, The <i>Insights on Human Capital</i>	Mercer Human Resource Consulting, 2006		
Wellness Way to Weight Loss, The	Elizabeth M. Gallup, M.D. 1990	This revolutionary diet program will promote good health at the same time it satisfies your appetite and taste buds. It's a savory, nutritious program that combines mouth-watering delights from all the food groups. 314 pages	
Woman's Guide to Personal Finance	Virginia B. Morris Karen W. Lichtenberg, 2001	You'll get practical advice for all the decisions you have to make and the confidence to achieve all your personal and financial goals. 160 pages	

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BOOKLETS

Title	Author/Publ. Date	Topic	Notes
12 Tips for an Easy Retirement*	VALIC, 1996 39 pages	Retirement planning	
144 Ways to Walk the Talk	Eric Harvey and Alexander Lucia, 42 pages	Leadership development	
175 Ways to Get More Done in Less Time	David Cottrell and Mark C. Layton, 2004, 31 pages	Personal development	
180 Ways to Walk the Customer Service Talk	Eric Harvey, 1999 43 pages	Customer service	2 copies
180 Ways to Walk the Leadership Talk	John Baldoni, 2000 43 pages	Leadership development	
180 Ways to Walk the Motivation Talk	John Baldoni and Eric Harvey, 2002 49 pages	Motivating your organization	
180 Ways to Walk the Recognition Talk	Eric Harvey, 2000 43 pages	Employee recognition	2 copies
Building Customer Loyalty	JoAnna Brandi, 2001 49 pages	Developing customer loyalty	
Business as Unusual: The Handbook for Managing and Supervising Organizational Change	Price Pritchett and Ron Pound 27 pages	Organizational change	2 copies; Shelved with Executive Library set
Culture Shift: The Employee Handbook for Changing Corporate Culture	Price Pritchett 36 pages	Changing corporate culture	Shelved with Executive Library set
Employee Guide to Mergers and Acquisitions, The	Price Pritchett 22 pages	Mergers and acquisitions	Shelved with Executive Library set
Employee Handbook for Organizational Change, The	Price Pritchett and Ron Pound, 1990 40 pages	Organizational change	2 copies; Shelved with Executive Library set
Ethics of Excellence, The	Price Pritchett 36 pages	Ethics in organizations	Shelved with Executive Library set
Fast Growth: A Career Acceleration Strategy	Price Pritchett, 1997 46 pages	Career development	Shelved with Executive Library set
Firing Up Commitment During Organizational Change	Price Pritchett, 1994 31 pages	Organizational change	Shelved with Executive Library set
Firing Up Commitment During Organizational Change: Handbook for Managers	Price Pritchett, 1994 31 pages	Managerial encouragement	Shelved with Executive Library set
Good Endings	Bob and Gloria Finnie 1993, 43 pages	Managing employee terminations	

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High Velocity Culture Change: A Handbook for Managers	Price Pritchett and Ron Pound 44 pages	Culture change for managers	Shelved with Executive Library set
Human Resource Development Quarterly	Gary N. McLean, Editor Fall and Winter 1997, Vol. 8 No. 8-9. 1998, Vol. 9 No. 1-4		
I Quit, But Forgot to Tell You	Terri Kabachnick, 100 pages	Employee retention, development and motivation	
Indoor Air Pollution: An Introduction for Health Professionals	Environmental Protection Agency, Consumer Product Safety Commission, American Lung Association, American Medical Association 30 pages	Indoor air quality	
Inside Story, The: A Guide to Indoor Air Quality	Environmental Protection Agency, Consumer Product Safety Commission 36 pages	Indoor air quality	
Interview Guide for Supervisors, 5 th ed.*	Mary Ann Wersch 1998, 28 pages	Conducting interviews	CUPA publication
Leadership Engine, The: Building Leaders at Every Level	Price Pritchett, 1998 47 pages	Leadership development	Shelved with Executive Library set
Listen Up, Leader	David Cottrell, 2000 39 pages	Leadership development	
Managing Mental Illness in the Workplace	Rita R. Handrich, 2000 30 pages	Mental illness in the workplace	
Mars Pathfinder Approach to "Faster-Better-Cheaper," The	Price Pritchett and Brian Muirhead, 1998 85 pages	Personal creativity	Shelved with Executive Library set
Mergers: Growth in the Fast Lane – A Field Manual for Management	Price Pritchett and Robert D. Gilbreath 1996, 28 pages	Mergers	Shelved with Executive Library set
Mind & Hearts	Lee J. Colan, 55 pages		
Mind Shift: The Employee Handbook for Understanding the Changing World of Work	Price Pritchett, 1996 60 pages	Change in thinking	Shelved with Executive Library set
New Work Habits for a Radically Changing World: 13 Ground Rules for Job Success in the Information Age	Price Pritchett 51 pages	Personal development	Shelved with Executive Library set
New Work Habits for the Next Millennium: 10 New Ground Rules for Job	Price Pritchett, 1999 41 pages	Personal development	Shelved with Executive Library set

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Success			
Title	Author/Publ. Date	Topic	Notes
Outsourced: The Employee Handbook	Price Pritchett 46 pages	Career management	Shelved with Executive Library set
Preventing Sexual Harassment on Campus*	Ben T. Allen, Esq. 1995, 60 pages	Sexual harassment prevention	CUPA publication
Program on Construction Ethics, A	American Institute of Constructors, 103 pages	Ethics	Notebook
Quantum Leap Strategy, The	Price Pritchett 37 pages	Personal development	Shelved with Executive Library set
Questions and Answers: Recent Changes in Health Care Law*	U.S. Department of Labor, 1996 23 pages	Health care	
Resistance: Moving Beyond the Barriers to Change	Price Pritchett, 1996 34 pages	Organizational change	Shelved with Executive Library set
Service Excellence!	Price Pritchett 31 pages	Customer service	Shelved with Executive Library set
Smart Moves: A Crash Course on Merger Integration Management	Price Pritchett and Ron Pound 33 pages	Merger integration	Shelved with Executive Library set
Start Right...Stay Right	Steve Ventura, 44 pages	Job success	
Survival Guide to the Stress of Organizational Change, A	Price Pritchett and Ron Pound, 1995 36 pages	Organizational change	Shelved with Executive Library set
Team Reconstruction: Building a High Performance Work Group During Change	Price Pritchett and Ron Pound, 1992 28 pages	Teambuilding	Shelved with Executive Library set
Teamwork: The Team Member Handbook	Price Pritchett 64 pages	Teambuilding	Shelved with Executive Library set
Walk Awhile in My Shoes (2 copies)	Eric Harvey and Steve Ventura, 1996 46 pages	Understanding managers and employees	
You2	Price Pritchett 36 pages	Personal development	Shelved with Executive Library set

Note: Some of the items in this catalog provide legal or financial information that may be out-of-date. Session facilitators should provide updated legal or financial information when using these items. We've tried to identify these items with an asterisk (*) after the title.