

EMPLOYEE TRAINING-OFFICE INVENTORY:

UPDATED - 11/13/2003

GAMES:

LEARNIT!

QUIZO

X-O-CISE

(1) 500 piece PUZZLE

VIDEO & AUDIO CASSETTES:**ADMINISTRATIVE/SUPERVISORY:**

HOW TO INTERVIEW & HIRE THE RIGHT PEOPLE: VOLUMES I, II, III

ACTIVE 20 TRAINING PROGRAMS: VOLUMES I, II, III

COACHING THE TEAM: EFFECTIVE MANAGEMENT FOR THE 90'S

CONNECTIONS **(KIT)**: LEADER'S GUIDE FOR GROUP TRAINING SESSIONS, 1 BOOK,
ALSO: 2 ADVANCED BOOKS 7 REMINDER CARDS, 9 CERT. OF ACCOMPLISHMENT,
& 30 PERFORMANCE PROFILES

CREATIVITY AND LEADERSHIP (VIDEO & BOOKLET)

CULTIVATING INITIATIVE IN YOUR STAFF: VOLUMES I & II

DOWNSIZING IN AN AGING WORKFORCE

EMPLOYEE 101: RESPECTING THE TEAM

FOOD FOR THOUGHT: RECIPE FOR SUCCESS

GIVE THEM THE PICKLE CUSTOMER SERVICE **(KIT)**: 1 VIDEO, 1 BOOK, AND 9 PICKLE PINS

HOUSEKEEPING & TEAMWORK IN INDUSTRY

THE PYGMALION EFFECT (KIT)

IN AN INSTANT: IMMEDIATE SOLUTIONS TO BASIC BUSINESS PROBLEMS

LEAD THE FIELD**(KIT)**: 1 BOOK & 6 AUDIO CASSETTES

MANAGEMENT'S NEW RESPONSIBILITY

MEETING OPENERS

NEW EMPLOYEE ORIENTATION: A GUIDE FOR SUPERVISORS

PROFESSIONAL SUPERVISION SKILLS **(KIT)**: 1 BOOK & 6 AUDIO CASSETTES

SEVEN DANGER ZONES FOR SUPERVISORS

THE CLEAR ADVANTAGE IN INTERACTIVE TRAINING-FROM COASTAL

THE FAIRNESS FACTOR (3 VIDEOS): HIRING, FIRING, PRODUCTIVITY, etc.

THE FIVE STAR SUPERVISOR PROGRAM:**(KIT)** 1 VIDEO & 4 BOOKLETS

A PEACOCK IN THE LAND OF PENGUINS (1VIDEO & 3BOOKS)

HEALTH & SAFETY:

A GUIDE TO ERGONOMICS FOR SUPERVISORS

BACK AT WORK

CPR FOR FAMILY AND FRIENDS **(KIT)**: 3 BIG INSTRUCTOR'S MANUALS,
16 INDIVIDUAL BOOKLETS & BADGES

DRIVING SAFETY

DRUG USE AND ABUSE

ERGONOMICS FOR COMPUTER USERS

GETTING IT RIGHT AT HEIGHT

OH MY ACHING BACK

PERSONAL PROTECTIVE EQUIPMENT IN GENERAL INDUSTRY

PEDESTRIAN SAFETY

PROMOTING WELLNESS: FACILITATOR'S GUIDE (CANCER PREVENTION,
DETECTION, & SCREENING)

VIOLENCE: REDUCING YOUR RISK

WORKPLACE VIOLENCE:**(KIT)** 1 TRAINER'S MANUEL & 1 VIDEO

WORKPLACE VIOLENCE:DEFUSING AGGRESSIVE BEHAVIOR (1 BOOK & 1 VIDEO)

PERSONAL/PROFESSIONAL DEVELOPMENT:
ATTACKING ANXIETY AND DEPRESSION (KIT): 20 AUDIO CASSETTES, 2 VIDEOS & 1 BOOK
CONTROLLING SEXUAL HARASSMENT (EDUCATOR'S GUIDE)
EMOTIONAL INTELLIGENCE (KIT): 2 VIDEOS, 1 CD-ROM, 1 LEADER'S GUIDE,
GRAMMAR FOR BUSINESS PROFESSIONALS (3 VIDEOS)
HOW TO LISTEN EFFECTIVELY
HOW TO SET & REALLY ACHIEVE YOUR GOALS (KIT): 1 BOOK, 1 VIDEO,
IN AN INSTANT (VOLUMES III & IV)
JUGGLING WORK AND FAMILY (KIT) 1 BOOKLET & VIDEO
LEARNING PLUS: GETTING STARTED
LIFE GOALS-SETTING PERSONAL PRIORITIES
LIFE SKILL BUILDERS (ANGER, TIME & STRESS MANAGEMENT)
LORETTA LAROCHE: HOW SERIOUS IS THIS?
LORETTA LAROCHE: HUMOR YOUR STRESS
LORETTA LAROCHE: MANAGING STRESS THROUGH HUMOR & CHOICE
LORETTA LAROCHE: THE JOY OF STRESS
MAKING MEETINGS WORK (2 AUDIO CASSETTES)
PBS SHOW "EMOTIONAL INTELLIGENCE IN THE WORKPLACE"
PREVENTING PARENT BURN OUT (KIT): 1 INSTRUCTOR'S GUIDE & 8 PARENT WORKBOOKS
PREVENTING SEXUAL HARASSMENT: A SHARED RESPONSIBILITY
PUBLIC SPEAKING WITH CONFIDENCE
RACISM: CAUSES AND SOLUTIONS
SELF EMPOWERMENT (KIT): 6 AUDIO CASSETTES
TAKING CONTROL OF YOUR WORKDAY: MANAGING TIME AND STRESS
TELEPHONE: WINNING TIPS
TELEPHONE:PROFESSIONAL SKILLS
THE EFFECTIVE TEACHER VIDEO AND HANDBOOK
THE FEMALE ADVANTAGE; WOMEN'S WAYS OF LEADERSHIP (2 AUDIO CASSETTES)
THE PYGMALION EFFECT
TIME MANAGEMENT-IDEAS THAT WORK
TRAIN THE TRAINER
USING I.T.IN A TRADITIONAL CLASSROOM
WINNING TELEPHONE TIPS (KIT): 1 BOOKLET & 1 VIDEO
WORKSHOP ON STREAMING VIDEO
YOU CAN NEGOTIATE ANYTHING: 2 AUDIO CASSETTES
GIVE 'EM THE PICKLE
SEXUAL HARASSMENT ORIENTATION FOR COLLEGE & UNIVERSITIES (VOLUME I & II)
LISTEN & WIN - COMMUNICATE FOR A COMPETITIVE EDGE (KIT): 1BOOK, 1VIDEO, 1AUDIO
NEW FROM THE LIBRARY
SELF DISCIPLINE AND EMOTIONAL CONTROL (VOL 1,2,3,&4)
HOW TO DELEGATE WORK AND ENSURE IT'S DONE RIGHT (VOL 1&2)
ASSERTIVE COMMUNICATION SKILLS FOR PROFESSIONALS (VOL 1,2,3,&4)