

New Training Tools

The Mobile Manager: A Study of the New Generation of Top Executives

Eugene E. Jennings. \$6.00. Bureau of Industrial Relations, University of Michigan, Ann Arbor, Mich. 48104.

The Secrets of Getting Results Through People

A. Gordon Bradt. 208 pp. \$6.95. Parker Publishing Co., West Nyack, N. Y. 10994.

Experimental Studies of Relevance Judgments

Systems Development Corp. 125 pp. \$3.00 (microfiche, 65 cents). Dept. of Commerce Clearinghouse, Springfield, Va. 22151.

1015 Ways to Save Time, Trouble and Money in Your Business

Elmer L. Winter. 281 pp. \$6.95. Prentice-Hall, Englewood Cliffs, N. J. 07632.

In-Basket Line Management Cases

Quantity prices. Bureau of Industrial Relations, University of Michigan, Ann Arbor, Mich. 48104.

Employment of Retired Military Personnel

251 pp. \$3.00 (microfiche, 65 cents.) Dept. of Commerce Clearinghouse, Springfield, Va. 22151.

Value Analysis

W. L. Gage. 184 pp. \$8.75. McGraw-Hill, New York, N. Y. 10036.

Taxation: A Key Factor in Business Decisions

Administrative Management Topic 8. 74 pp. \$1.25. Gov't Printing Office, Washington, D. C. 20402.

Enthusiasm Makes the Difference

Norman Vincent Peale. 244 pp. \$4.95. Prentice-Hall, Englewood Cliffs, N. J. 07632.

How To Use Accounting as a Managerial Tool

In-company training package. American Management Assn., New York, N. Y. 10020.

1968 Audio-Visual Equipment Directory

14th Ed. \$7.00. \$6.50 if payment with order. National Audio-Visual Assn., Inc., 3150 Spring St., Fairfax, Va. 22030.

Portfolios in Training

Training techniques. Monthly. Quantity prices. Bureau of Business Practice, Waterford, Conn. 06385.

Learning to Value Your Time (record)

Merrill DeVoe. 33-1/3 rpm, 12". \$6.95. F.O.B., Lexington. EMD Publications, 303 Chevy Chase Terrace, Lexington, Ky. 40502.

Laminator

Seals paper between transparent films. 18", table top. General Binding Corp., Northbrook, Ill. 60062.

Collator

Model 16 APC. Two-inch trays hold 450 sheets. General Binding Corp., Northbrook, Ill. 60062.

