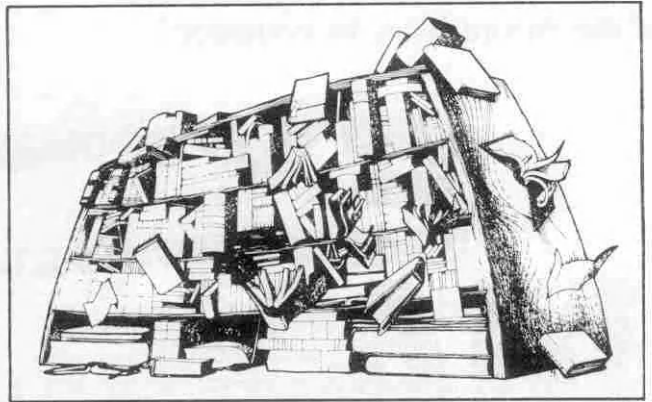


BOOK SHELF

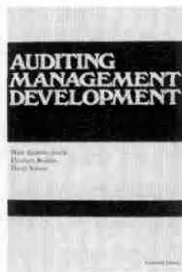


If you would like ordering information on any of the following titles, circle the appropriate number or numbers on the reader service card in the back of this issue, and drop it in the mail. **These books cannot be ordered through ASTD or the Training and Development Journal.**

Auditing Management Development

Developing an effective management team is surely the key to organizational success. The content of this book describes an approach, known as a Management Development Audit, which aims to ensure that the provisions adopted by any organization for developing its managers do produce the intended results. The essence of this approach is to ask individual managers to describe their experiences of management development, and then to reflect the collective view back to those responsible for making decisions. 167 pp. \$33.75. **Renouf/USA.**

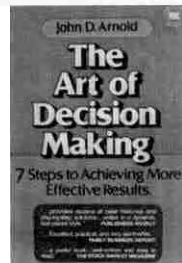
Circle Reader Service No. 200



The Art of Decision Making

John D. Arnold has created a simple step-by-step method, complete with case histories, illustrations, and techniques designed to help you facilitate all your difficult decisions, whether business or personal. This book's system establishes the criteria for effective decision making, centering on seven building blocks — empirical examinations of the whys and wherefores of any decision. Includes appendices, charts and checklists. 210 pp. \$6.95. **AMACOM.**

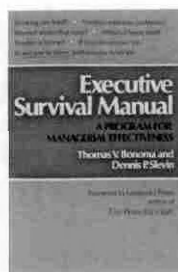
Circle Reader Service No. 201



Executive Survival Manual

Racing the clock and losing, losing touch with subordinates, loss of job, heart attack — these can be the hard realities of a manager's life . . . not recognizing the symptoms of stress, poor time management, and unsteady leadership, which can victimize success seekers, in today's tough business world. The techniques discussed by Thomas V. Bonoma and Dennis P. Slevan are based on the latest behavioral and management research, as well as tested in the authors' executive-development programs at the University of Pittsburgh. Also presented are self-diagnostic charts, exercises, and other "how to" tools. 234 pp. \$11.95. **CBI Publishing.**

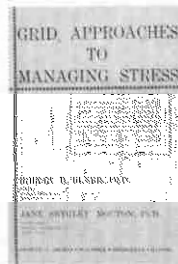
Circle Reader Service No. 202



Grid Approaches to Managing Stress

This volume provides a framework for understanding how diverse attitudes and behaviors interrelate and how they predispose one person to one illness and another to a different illness. Using the Grid system, Robert Blake and Jane Syrgley Mouton present a system for analyzing the role stress plays in illness and for applying this knowledge to prevention and treatment. The Grid graphically depicts an individual's concern for things or outcomes on the one hand and his or her concern for people on the other. The book offers an overall perspective of the effects of stress on the well-being of people. 182 pp. \$15.50. **Charles C. Thomas.**

Circle Reader Service No. 203



The New Insurance Supervisor

This book was written to help new supervisors learn proven supervisory and management techniques and how those techniques can be applied to the environment and challenges of the insurance business. Martin M. Broadwell and William F. Simpson use everyday illustrations to discuss skills that a new supervisor must acquire, such as: delegating, communicating, planning, directing and training. Overall, the book has been written for the non-professional speaker, and the authors provide topics for discussion and exercises, both for groups and individuals. 170 pp. \$8.95. **Addison-Wesley.**

Circle Reader Service No. 204



Spokesperson

The techniques and advice offered in this indexed, paperback format come from years of experience and thousands of presentations given by business spokespersons. Ken W. Huskey has not intended this book to be another lengthy textbook on the art of interpersonal communication. Rather, Mr. Huskey presents practical, no-nonsense techniques that can be readily grasped and applied with the single goal of helping you be as effective as you can, in front of an audience. Also provided is the answer to the question, "What do I do right now with *this* problem? Most of the customary hype has been omitted for ease of reading. 134 pp. \$8.95. **K.W. Huskey Assoc.**

Circle Reader Service No. 205



Creative Worklife

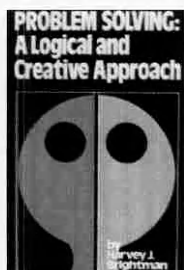
Donald N. Scobel focuses on a wide variety of methods for increasing employee and employer satisfaction. These range from seemingly minor adjustments, such as time clock removal and holiday eligibility, to more fundamental ones, such as decision participation and unity of economic and social values. 244 pp. \$16.95. Gulf Publishing Co.



Circle Reader Service No. 206

Problem Solving: A Logical and Creative Approach

Designed for managers who want to improve their problem-solving performance, this book by Harvey J. Brightman provides a clearly written, practical format to use in developing a systematic and creative approach to problem solving and decision making. Mr. Brightman focuses on the two most difficult types of problems a manager faces — ill-structured operating and strategic problems — problems that are difficult to solve because they are usually novel, elusive, ambiguous, and often poorly understood. This book is designed to make you a better problem solver. 242 pp. \$14.95. Georgia State University Publishing.



Circle Reader Service No. 207

The Competence Process

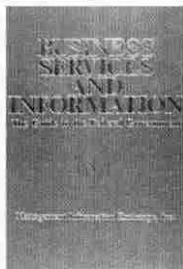
This book is for the disaffected. It is for managers who have begun to doubt that people really want to work anymore; for teachers who have begun to wonder if it is possible to teach anyone when so few seem to value learning; and for public officials who have begun to believe it politically naive to expect both fairness and effectiveness in government. Jay Hall writes about what managers, teachers, leaders and people in general can do to insure that the competence process is carried out correctly. 275 pp. \$17.95. Teleometrics, Int'l.



Circle Reader Service No. 208

Business Service and Information

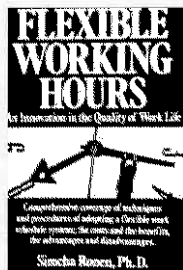
The United States Government is, to many business executives, a vast uncharted territory. This book can serve the executive by helping to discover every potentially valuable resource, whether it be for solving problems or for generating new opportunities and money-making ideas. Each of the hundreds of annotations included in this book has a clear description of the resource and full instructions on how to gain direct access to it. 392 pp. \$37.50. John Wiley and Sons.



Circle Reader Service No. 209

Flexible Working Hours

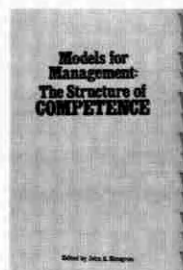
An examination of a business concept that is gaining considerable acceptance in this country, this book by Simcha Ronen investigates this new approach by analyzing its major concern — the quality of work versus the quality of life. Reporting on field results and case studies conducted both in the U.S. and abroad, this authoritative work describes the potential impact of flexible working hours (flextime) on the organization, the employer, the employee and society in general. 353 pp. \$18.95. McGraw-Hill.



Circle Reader Service No. 210

The Structure of Competence

The function of this book is to present values and behavioral techniques that will be of genuine benefit to the manager. Taken together these chapters constitute a unified approach to managing human beings that is tested and proven by data. Edited by John A. Shtogren, this book may be unique in that it brings together the ideas and research data of a number of scientists and authors. The chapters are arranged so you can see how the research of one interrelates with the ideas of another. 520 pp. \$17.95. Teleometrics, Int'l.



Circle Reader Service No. 211

Looking for more
executive talent
or a wealth of
ideas? Find them
in your own
company by showing
your managers

WHO ME? MAKE A PRESENTATION?

This dynamic film from EFM is designed to help managers overcome the almost universal fear of public speaking. In doing so, the film can help you, the trainer, tap a wealth of new talent hiding within those managers who are stifled because they can't present their ideas in front of a group.

Who Me? Make a Presentation? follows a manager, George Baker, from receiving the presentation assignment through successful delivery. George's progress reinforces all of the critical planning and delivery steps. In addition, humorous cuts are used to demonstrate what *not* to do, and more importantly, to get the audience laughing at the unnecessary anxiety most of us associate with public speaking.

Find the talent in your company by showing your managers *Who Me? Make a Presentation?* Send for your 16mm preview print today.

For faster service, phone (617) 926-4600, ask for Wendy Schwartz or, write to EFM Films, 85 Main Street, Watertown, MA 02172.

Please send a 3-day preview of *Who Me? Make a Presentation?* \$40

Please send me information on your other exciting training films.

Freight and Postage Additional

NAME _____
TITLE _____
COMPANY _____
ADDRESS _____
CITY _____
STATE/ZIP _____
PHONE _____

EFM

FILMS

A DIVISION OF
EDUCATION FOR MANAGEMENT, INC.
85 MAIN STREET
WATERTOWN, MA 02172

Circle No. 115 on Reader Service Card