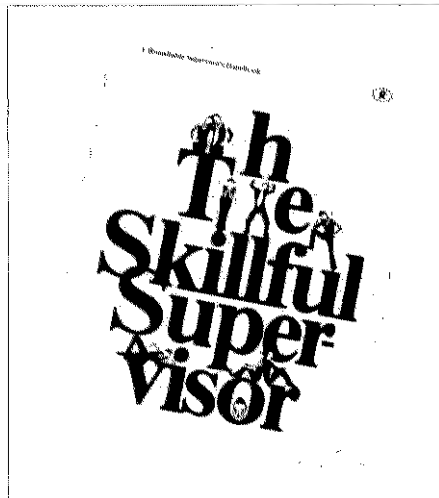
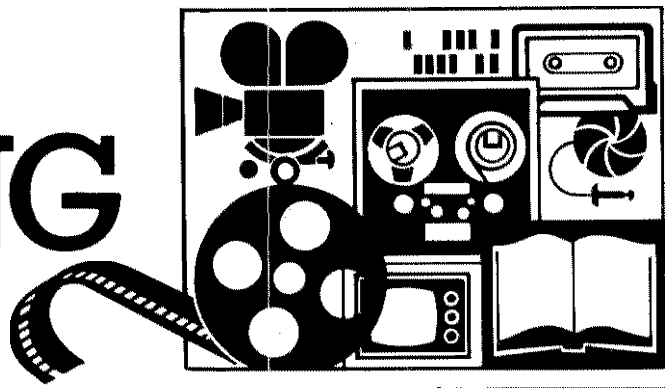


NEW TRAINING TOOLS



SUPERVISORY HANDBOOK

"The Skillful Supervisor" is an illustrated, 60-page supervisor's handbook based on the film program, "After All, You're the Supervisor!" Seventeen supervisory skills are covered and guidelines are provided on why, when and how to employ them. Organized under the functions of management, the skills covered range from setting objectives, to instructing, to analyzing personnel requirements. \$5.95 for a single copy. **Roundtable Films, Inc.**

For more information, circle No. 188 on reader service card

"SUPERVISORY SENSE"

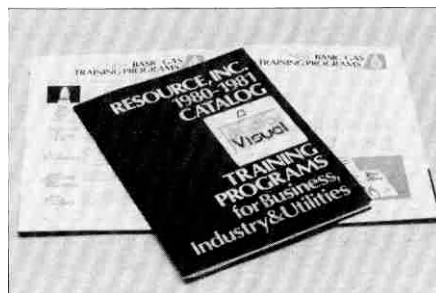
How in touch are you with the specific problems faced by managers today? If you are in need of a new resource for information on motivation, time management, handling complaints, improving productivity, and scheduling workloads, you may be pleased with a new publication entitled "Supervisory Sense." Each issue (3½-inch x 8½-inch pocket-size) deals with a specific problem faced by supervisors and includes quizzes, rating forms, and problem-solving exercises. Subscriptions (minimum order five), \$1.02 per copy. Single copies (minimum order 10) \$1.18 per copy. Discounts available on quantity orders. **AMACOM.**

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PERFORMANCE IMPROVEMENT

MAP (Manager Appraisal Profile) is a three-dimensional system for improving manager performance. The concept is to focus on managers' performance from three dimensions. Profiles of managers' skill-behavior are developed by the manager, his or her subordinates and supervisor. The profiles are then blended into composite performance profile. The system utilizes a skill-behavior inventory of 100 factors selected from five critical management areas: MAP 1 — Communications and interpersonal relations; 2 — leadership, motivation, supervision; 3 — planning, time management, administration; 4 — problem-solving and decision-making; 5 — training, development, coaching. Includes administrator's guide and profiles for manager, superior, five subordinates. \$12. **Education Research.**

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AV PROGRAMS CATALOG

Over 300 audio-visual training programs for business, industry, and utilities are included in this catalog. Skills training programs range from technical, applications for gas and electric utilities, to safety programs. These courses may be customized and are available for purchase or rental in a variety of formats (16mm cartridge, 35mm slides, video cassettes with accompanying texts or workbooks). Human relations courses dealing with stress and improving customer relations are also featured.

Resources, Inc.

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Chinese History Series

CROSS-CULTURAL FILMS

The "Chinese History Series" is a 13-part program examining the history of the Chinese people from their beginnings to 1911 A.D. This examination of the Chinese heritage employs a variety of artifacts, documents and art materials from around the world and views of the Chinese people — a study of a major civilization, the one with the longest continuity in history. The subject area includes Asia, China, Chinese art and World History. The series draws on the combined resources of 62 museums and institutions from around the world . . . as well as 15 private collections in its portrayal of Chinese history. **Indiana University.**

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FREE CATALOG

Free when requested on organization letterhead is the 40-page "Catalog of Ideas for Results Oriented Managers/Trainers/Communicators" which stresses the results orientation of most of the materials and the usefulness of the catalog as a resource for managers. This 12th edition contains listings of hundreds of titles, including simulation games, self-study materials, organization development exercises, films, media-supported programs, workshop materials and books. **Didactic Systems, Inc.**

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"I'D LIKE A WORD WITH YOU..."



A New Comedy Training Film That Will Help You And Your Staff Turn Discipline Interviews Into Opportunities To:

- Motivate employees to improve performance and productivity
- Close the gap between the performance you're getting and the actual demands of the job... without emotional involvement!

The one interview most managers dread is the discipline interview. Why? Because they feel they lack the necessary skills to handle the issue successfully.

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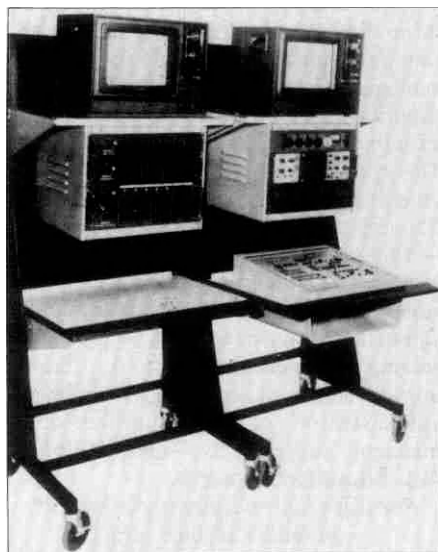
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PROBLEM-SOLVING

A leaflet, "Looking Ahead: Techniques To Help Anticipate the Future" reviews eight methods that have demonstrated their usefulness in bringing greater foresight and improved planning to community affairs. Described are group and participating goal-setting, impact assessment and trend monitoring to anticipate future development, etc. In the eight-page leaflet the authors review seven assumptions about the future and their impact on selecting techniques that are appropriate to the question or trend at issue. Single copies are free; bulk copies are 50 cents each. **National Training and Development Service.**

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PRODUCTION CONSOLE

The modular designed console features every convenience for fast, efficient video editing or production. The shelves can be rearranged to fit your working requirements. The angled steel monitor shelves support the heaviest loads. For a full-line catalog of editing, dubbing and production consoles, space-saving film and videotape systems, **The Winsted Corporation.**

For more information, circle No. 193 on reader service card

PRESENTATION GUIDE

"Twenty-One Steps to a Successful Slide/Script Presentation," is a guide that is intended to cover advance preparations, the setting, and actual presentation of the message and visuals. The guide may be able to answer questions most frequently asked about the use of slides by executives attending programs. Free copies available. **Communispond, Inc.**

For more information, circle No. 197 on reader service card



FILM CATALOG

This 1980 film catalog covers a full line of management, business and sales films. The catalog lists films that use dramatic real-life situations and have motivational and instructional value. Free copies are available. **NEM, Inc.**

For more information, circle No. 191 on reader service card

SALES

MANAGEMENT GAME

This custom-designed board game can be useful as a kickoff exercise and discussion starter for sales management workshops. Players work as 3-4 person teams to solve 15 problems in: goal-setting, motivation, value-collision, sales meetings, curbside conference. In the 45-60 minute playing time the game can involve participants actively in sales management topics, and can also serve as an unobtrusive pretest of trainee attitudes and knowledge levels. The game is \$150 and includes board, playing pieces, draw cards, score sheets, instructions and session leader guidelines. **Custom Board Games.**

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EQUIPMENT CATALOG

Containing 20 products from steel roll-around carts to office storage systems, the free catalog offers a line of video equipment storage. **Luxor Corporation.**

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