

## FINDING FACTS FAST

by Aiden Todd

William Morrow and Co., 105 Madison Ave., New York, N.Y. 10016  
109-page hardback \$5.95

Ever set out to build a training program, only to realize with despair that you don't know where or how to gather the needed literature and other resource material? Well, it doesn't have to happen again. Here's a reference guide that tells you not only where to find what you need, but *how*. It is much more than another "research" book that lists information sources — it is an instructional book on practical, time saving research methods that show how to develop your ability to gather information.

The procedures aren't restricted to the training field. Research techniques covered can be used in many lines of work. Since the book proceeds from the elementary to the highly sophisticated, it can be applied by anyone who wants to do research on any subject.

Aiden Todd has taught the course in research techniques at New York University. *Finding Facts Fast* presents his course in book form, teaching the skills used by reference librarians, scholars, investigative reporters, and detectives.

*Some* of the comprehensive methodology offered: shows how to locate special libraries and special collections . . . explains the use of Interlibrary Loan systems . . . shows how to reach such non-library information services as university microfilms . . . shows how to locate unpublished manuscripts and private papers. For information that is not in print, the book shows how to reach people and organizations with special knowledge . . . offers instruction on writing queries to source-people, and on interviewing them . . . shows how to get information from government sources . . . shows how to use public relations sources . . . stresses ways to save time in research . . . discusses new technology useful in research, such as microfiche, computer-based data, films, etc.

## TEAM TRAINING FOR COMMUNITY CHANGE: CONCEPTS, GOALS, STRATEGIES AND SKILLS

by Eva Schindler-Rainman and Ronald Lippitt

Univ. Extension, 1138 Administration Bldg., U. Calif.,  
Riverside, Riverside, CA 92502

75-page softback

\$2.50

This book describes an inter-racial discussion group program, to help participants learn more about the history and current status of black, brown and white people. Sessions described were held in California, under a Ford Foundation grant.

This community action development project was to provide an opportunity for team development and action planning. The described program would be suitable for agencies, institutions, departments, schools and organizations. Teams from each of such units work independently as well as interdependently in course design.

Charles H. Vervalin  
Book Review Editor

Each team has "its own thing" to work on — some type of change-project in its own system. But teams discover the need for resources outside themselves, become linked to the resources in other

teams, and discover "common cause" problems and needs for change in the larger community or system of which they are a part.

I found this book to be a most interesting case history of a community action program from start to finish.

Ten chapters: Guiding Assumptions and Overview; Snapshots of Change Initiative; Snapshots of a Training Sequence; Task and Process Diagnosis: Moving Toward Planning and Action; Setting Goals, Reviewing Progress, Re-Planning; Skill Practice for Change Agency; Mobilizing Support for Action; Feedback About What Happened; Building on this Experience; Reviewing Linkages of Learning to Action; Bibliography.

### MANPOWER PLANNING AND PROGRAMMING

edited by E.H. Burack and J.W. Walker

Allyn and Bacon, 470 Atlantic Ave., Boston, Mass. 02210

452-page hardback

\$11.95

This book describes in detail approaches for manpower planning and programming in large organizations. The authors do this within the context of technological, social and economic change. The articles provide the insights, research findings, and experiences of both professional managers and researchers concerned with manpower management. Their ideas and techniques provide a foundation for managerial analysis of manpower problems, and indicate promising areas for future research.

More and more, trainers are having to study patterns of management under conditions of change. This book provides a framework, detailed analysis, and descriptions of modern manpower planning approaches which help him.

The book will also be useful to managers, staff specialists, and consultants who seek to understand and meet emergent manpower planning tasks.

The authors provide both a comprehensive conceptual perspective and specific details on the planning functions. The approaches draw together contributions from a variety of fields: labor economics, industrial relations, personnel management, management policy, computer science, and the behavioral sciences.

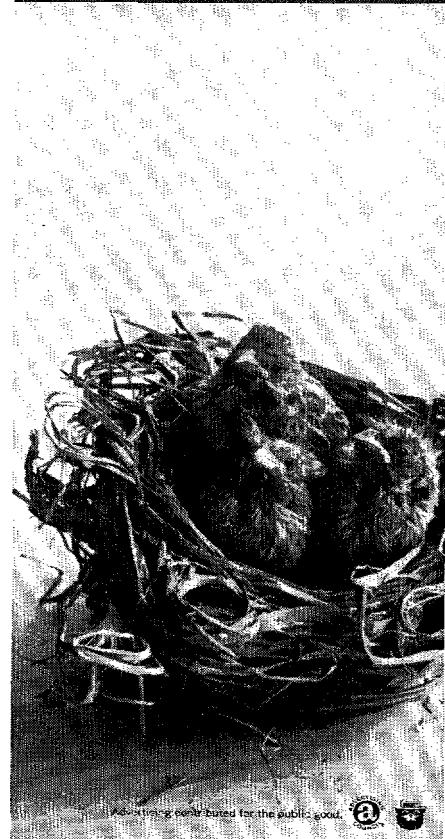
These historic fields do not provide an integrated approach to contemporary manpower management functions. But they do provide many of the techniques and the concepts required. The authors integrate information from these various sources. They also add concepts on manpower planning and programming within a new, logical frame.

Nine chapters are included within four sections: The Overview, Manpower Planning, Manpower Programming, and Emerging Issues.

(See also review of *The Impact of Manpower Programs*, August 1972 *Journal*, page 51.)

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