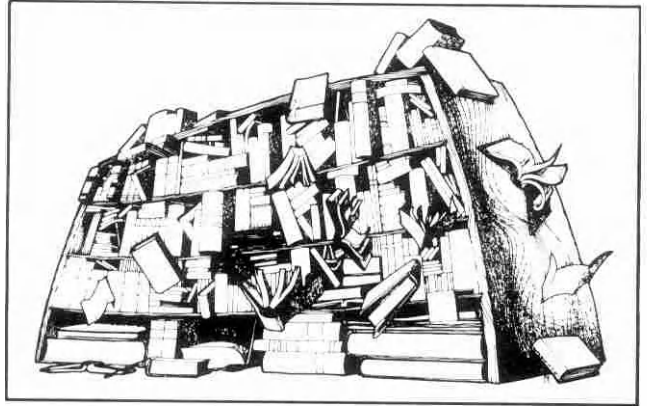


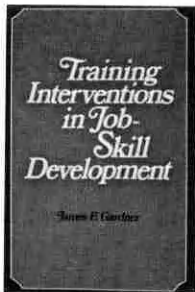
BOOK SHELF



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Training Interventions in Job-Skill Development

This is a guide for establishing and administering training programs for new hourly-paid employees. It applies principles of learning and techniques of instruction in an insightful way. James E. Gardner provides a series of assignments for the guidance of readers in preparing a training program and in analyzing the performance of both the trainee and instructor. 198 pp. \$16.95. **Addison-Wesley.**



Circle Reader Service No. 214

Getting Your Act Together

Few books for personal and career growth follow the approach used in this book. George Morrissey, a management and training specialist, has adapted for daily use the principles and techniques of management-by-objectives. In everyday jargon-free language, the book shows how you can identify, set, and achieve those goals that are most important to you. The book is complete with planning exercises, checklists, revealing case studies, and cartoons. As a daily reminder, the book comes with a removable wallet card that spells out the Principles of Goal Setting. 160 pp. \$7.95. **John Wiley and Sons.**



Circle Reader Service No. 215

The Versatile Manager

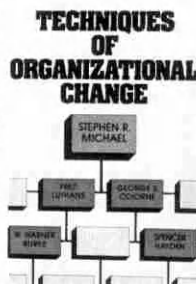
Blake and Mouton describe the use of their famous grid approach when motivating and communicating with subordinates, peers and superiors. Understanding what action is appropriate to a given circumstance is an essential trait for successful management. The authors ascribe this essential trait to the "versatile" manager and show how anyone who aspires to leadership can master versatility. They explain how to use the grid system to assure common-sense management throughout an organization. Overall, this book identifies principles of behavior that underlie organizational effectiveness and tells how to put them into daily use. 233 pp. \$13.95. **Dow Jones - Irwin.**



Circle Reader Service No. 216

Techniques of Organizational Change

Descriptions of the six techniques that have proven useful for achieving meaningful change in business organizations — together with evaluations and comparisons of the various methods — are presented in this book. Written by five authorities on management, this work examines all the major approaches that may be used to facilitate an organizational change which is needed for improved results. The authors illustrate the use of various techniques, describe its implementation and cite research evidence to substantiate its effectiveness. The manual also offers orderly procedures for adjusting the structure of an organization. 363 pp. \$16.95. **McGraw-Hill.**



Circle Reader Service No. 217

The Management of Self-Esteem

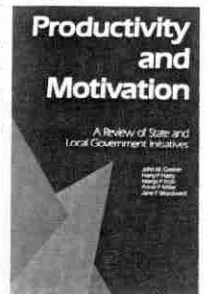
The goal of this book is to share a series of related ideas, a model if you will, which have helped people to grow beyond pain; to rediscover and redefine who and what they are. Pete Bradshaw has developed this book to be a road map for taking charge of your life. Explained are how to gain more positive feelings of self worth in personal and professional relationships, you'll become better equipped to deal with family traumas, career problems, and the mid-life crisis. The author shows how to manage conflict, prepare for personal growth, and turn in your best performance in every area of your life. 132 pp. \$10.95. **Prentice-Hall.**



Circle Reader Service No. 218

Productivity and Motivation

This book is an effort to synthesize and analyze initiatives in employee motivation developed by state and local governments throughout the country. The focus is on four types of motivational techniques: monetary incentives, performance targeting, performance appraisal and job enrichment.

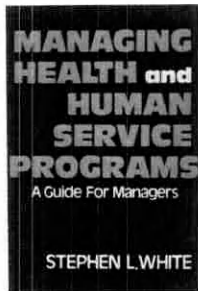


The authors lay the groundwork for future efforts to implement effective approaches to improving productivity. The authors also identify research needs for each motivational technique discussed. It should be of interest to professionals in business, management, personnel, and others in the public and private sectors. 488 pp. \$18.00. **Urban Institute Press.**

Circle Reader Service No. 219

Managing Health and Human Service Programs

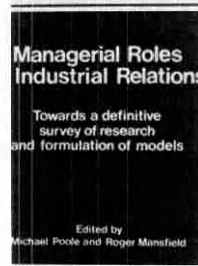
Stephen L. White, who has served in administrative positions with a number of community mental health centers, points out the many difficulties the practicing clinician faces in making the transition to manager, and discusses the technical information and practical skills he or she must master in order to become an effective manager. Assuming no prior management knowledge or experience, the author highlights the problems and knowledge gaps the new manager is likely to encounter. 150 pp. \$17.95. **The Free Press.**



Circle Reader Service No. 220

Managerial Roles in Industrial Relations

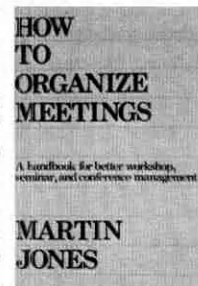
This book, edited for persons involved in the international community, is a look at the interconnected aspects of the role of managers in industrial relations. This role is assessed by reference to the manager's position within the company, the recruitment pattern of managerial personnel as well as an evaluation of how the ethics of professionalism affects attitudes and behavior. 162 pp. \$27.75. **Renouf/USA.**



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How to Organize Meetings

Here is a step-by-step guide that tells you most everything you need to know about organizing workshops, seminars, and conferences. Martin Jones covers choosing the right type of meeting, planning an agenda, budgeting, finding a location, making small committees work better, etc. Whether you're organizing a sales seminar for 10 people or a community meeting for 100, this book is designed to give you the expertise you need. The guide is written in clear and concise terms with a bibliography at the end of the book. 138 pp. \$6.95. **Beaufort Books.**



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Standing Ovation or Polite Applause?

Don Davies and Bern Wheeler have written this book to help you see a process you can use to help win an enthusiastic response to your next speech. You will see the standing ovation process detailed in three categories of *strategy, writing, and delivery*. The book is written for the business speaker, the authors are confident that the ideas expressed are applicable for most speakers and speechmaking opportunities. 130 pp. \$12.95. **St. George Press.**



Circle Reader Service No. 223

The Research and Report Handbook

Researching and preparing internal and external communications are essential skills for executives, managers and administrators. R. Moyer, E. Stevens and R. Switzer provide a blueprint of the information required to enhance written communication skills in these positions. This handbook is designed for professionals who need to write distinctive and specific reports, procedures, policy statements, and similar business communications. 312 pp. \$14.95 clothbound; \$8.95 paperback. **John Wiley and Sons.**



Circle Reader Service No. 224

Job Evaluation

This book is useful for selection of the job evaluation program that fits your particular needs. The section titled Job Evaluation provides a breakdown on how to prepare and install a job evaluation program using a ranking, job classification, factor comparison, or weighted-in-points evaluation system. Douglas L. Bartley has included more than 112 forms and examples demonstrating the various steps involved in implementing a "total" program. 339 pp. \$18.95. **Addison-Wesley.**



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