

New Training Tools

Fair Day's Work Concepts

A 56 min., color-sound presentation in both 16mm. film and U-matic cassette. Defines a "fair day's work" while developing the premise that we, as an industrial nation, must either go to work or go down the drain. Tampa Manufacturing Institute.

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"Tips For Executives"

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Time Management Text

The Time Trap by R. Alec Mackenzie. Price \$8.25 / AMA members \$6.50. American Management Association.

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Training Film Catalog

1975 catalog of color/sound motion pictures for supervisory training, management development and general business. Free. National Educational Media, Inc.

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EEO Videocassettes

A three-part series on equal employment opportunity is now available on ¾" color videocassette. Price \$150. National Chamber of Commerce of the United States.

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Wireless P.A. System

The SS-22 portable, wireless, dual channel public address system allows instructors, lecturers and exhibitors complete freedom of movement without any annoying wire dragging behind. Weighs only 16 pounds. Edcor.

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"TA For Women"

"Transactional Analysis for Women in Business" is a cassette series, complete with listener's guides, directed at all advancement minded business women. Series price \$33. Learning Consultants, Inc.

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Career Guidance Manual

Manual For Developing Career Guidance Programs is designed to guide school administrators and counselors in developing career guidance programs relevant to the youth of today. Price \$9.95. Educational Properties, Inc.

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Supervisory Text

Behavioral Insights For Supervision by Reber & Terry. Price \$6.50 paperback. Prentice-Hall, Inc.

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Inflation Training Aid

"How To Compete Through Cost Improvement" is a new audio-visual training aid designed to help business and industry dull the two-edged sword of inflation and recession. Industrial Education Films, Inc.

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Supervisory Text

Labor Relations For the Supervisor by Joseph P. Yaney and Geary A. Rummel. 97 pp. Price \$5.50. Addison-Wesley Publishing Co.

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Supervisory Communication

"Communicating With a Group" is a 23 min. color film designed to improve the ability of supervisors, managers and salespersons to communicate with and address a group. Roundtable Films.

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Metric Text

SI Metric Units: An Introduction by H.F.R. Adams provides valuable assistance to teachers, technicians, tradespeople, professionals, office workers, etc. Price \$3.95 paperback. McGraw-Hill Book Co.

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"Creating A Career"

A 45-hour vocational guidance course covering four main areas: self-assessment, learning about the world of work, making personal career plans, and developing job search skills. Training Research and Development Station.

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Office Space Administration by Kenneth H. Ripmen. Price \$14.95. McGraw-Hill Book Co.

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