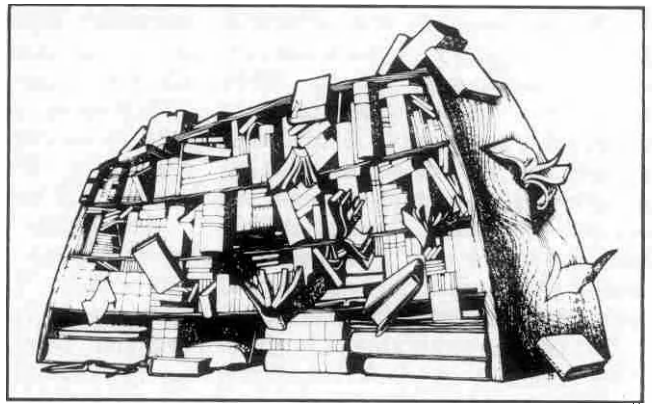


# BOOK SHELF



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## The Change Resisters

This guide is designed to show you how modern society has actually inhibited creativity, change, and planned innovation in American business. George S. Odiorne helps you discover how current social and political trends have made the management of change one of the most pressing problems of our time. Mr. Odiorne will also help you discover how change resisters operate; and how to deal with them in order to generate needed changes. 275 pp. \$16.95. **Prentice-Hall.**

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## Every Employee A Manager

Offering ways to increase productivity, M. Scott Myers emphasizes both horizontal and vertical job enlargement techniques. Mr. Myers describes methods for allowing workers to achieve personal goals through the attainment of organizational goals. With guidelines on how to bridge the gap between management and labor, the author stresses the importance of meaningful goals for the staff, competence in interpersonal relationships, and helpful management systems. 285 pp. \$16.50. **McGraw-Hill.**

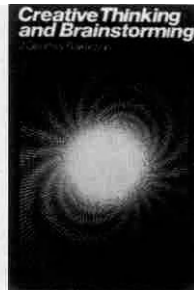
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## Creative Thinking and Brainstorming

This book by J. Geoffrey Rawlinson begins by identifying the barriers to creative thinking and showing how they can be removed. It goes on to set out systematic procedures for organizing effective brainstorming sessions, and for introducing the brainstorming approach into an organization. Mr. Rawlinson has used many examples drawn from his experience with nearly 800 groups of managers in four continents. This book is addressed to most any manager at any level in an organization or a group of people working together to find solutions to problems. 129 pp. \$14.95. **John Wiley and Sons.**

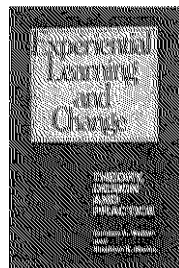
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## Experiential Learning and Change

After first addressing the fundamental questions of how and why individuals learn and change, Gordon Walter and Stephen Marks consider practical applications of theory. This portrait elaborates: major relevant models of human functioning; 16 commonly used methods for designing and conducting experiential learning activities and a variety of insights from the fields of clinical and counseling psychology, human psychology and organizational behavior. The overall purpose is to provide unity to a field that the authors believe is currently fragmented. 333 pp. \$22.95. **John Wiley and Sons.**

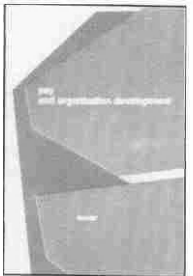
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## Pay and OD

Examines the role that reward systems play in organization development efforts. Edward E. Lawler combines examples and specific recommendations with conceptual materials. He helps to organize various topics and put them into a total systems perspective. Specific pay approaches such as gain sharing, skill-based pay, and flexible benefits are discussed and their impact on productivity and the quality of work life are analyzed. Much of the work that appears in this book was obtained while the author was program director at the Institute for Social Research of the University of Michigan. 253 pp. \$7.50. **Addison-Wesley Publishing Company.**

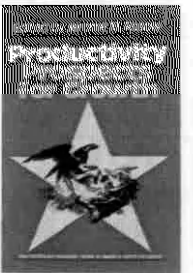
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## Productivity Prospects for Growth

This book is an analysis of the many factors affecting the growth of productivity. Under the auspices of the Work in America Institute, 15 experts — all high-level representatives of government, business, or labor — contribute to this volume their opinions on the causes of the current productivity crisis and what can be done about it. Each author draws on his particular experience to analyze what he feels are the reasons for the drop in United States productivity, the effect of the drop on the economy and the social fabric of the nation. Almost all important factors that could affect productivity are investigated in detail. 340 pp. \$19.95. **Van Nostrand Reinhold.**

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## The Best Years Book

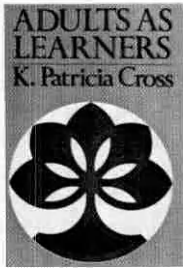
In this book, Hugh Downs and co-author Richard J. Roll have created a guide to planning for a secure and vital retirement. The authors have covered in their book up-to-date approaches to pre-retirement planning, and include personal preference exercises that can show employees how to "tailor-make" their lifestyles for the future. Drawing on his experiences, Mr. Downs debunks the myths of aging, and shows your employees how to make their retirement the most important stage of their lives. 401 pp. \$14.95. **Dell Publishing.**



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## Adults As Learners

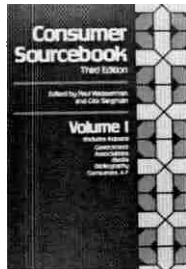
In the history of higher education, the 1980s may stand as the decade of the adult learner. K. Patricia Cross has consulted over 1,000 books, articles, and reports and combined their insights to provide up-to-date information about adult learners. Ms. Cross explains who they are and where they come from, how they learn, why they participate in various kinds of learning, and what they want to learn. 300 pp. \$15.95. **Jossey-Bass, Inc.**



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## Consumer Sourcebook — Third Edition

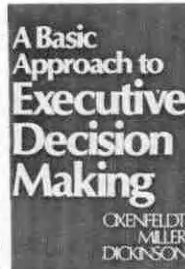
This two-volume edition includes more than 135 federal government agencies, bureaus, offices, and divisions providing aid and information to consumers, as well as approximately 800 state, county and city government consumer offices. Details are provided as well for some 1,300 non-government organizations. Professional consumer counselors and librarians should find the information provided useful in directing consumers to appropriate sources. 1,481 pp. (two volumes). \$94.00. **Gale Research Co.**



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## A Basic Approach To Executive Decision Making

Is an introduction to the entire decision-making process, from concept to application. How do you reduce a problem to its essentials, when there appear to be none? How do you use models? Alfred R. Oxenfeldt, David W. Miller and Roger A. Dickinson answer these and many more questions. They also explain how to reduce the frequency of crisis situations with the "Early Alert Signal." You will also be shown how to find the right answers through group problem-solving. 229 pp. \$7.95 paperback, \$14.95 hardcover. **AMACOM.**



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## Micro-Management

A firm believer in the maxim that the truly wise should learn from the experiences of others, William A. Delaney gives readers the benefit of his personal business experience. The discussion in this book is down to earth and includes such topics as the personal qualities of the successful entrepreneur; the pros and cons of various organizational forms; human relations problems that can develop with partners, staff, and family. 164 pp. \$13.95. **AMACOM.**



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