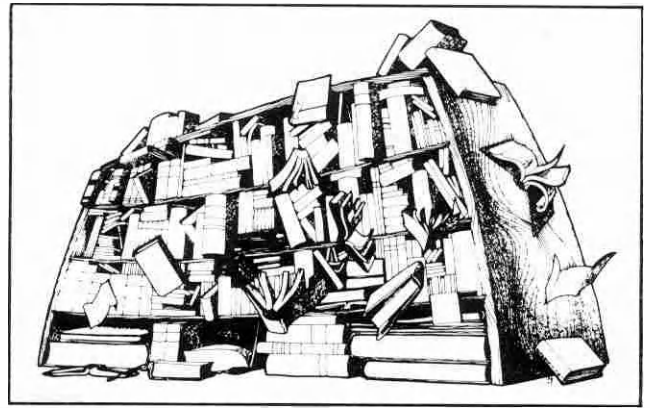


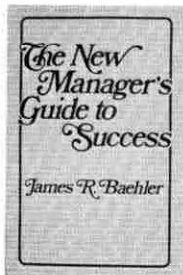
BOOK SHELF



If you would like ordering information on any of the following titles, circle the appropriate number or numbers on the reader service card in the back of this issue, and drop it in the mail. **These books cannot be ordered through ASTD or the Training and Development Journal.**

The New Manager's Guide to Success

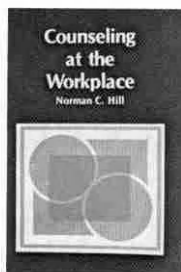
This book can provide the new manager with the tools to function effectively from the first day on the job. James R. Baehler, with many years of training experience, aims at practical guidance for the manager in dealing with the everyday problems of the job. Some topics covered include the first task, motivation and leadership, performance appraisal and a discussion of the day-to-day realities of communication, job analysis, business dress, and training and development. 174 pp. \$19.95. **Prager Publishers.**



Circle Reader Service No. 240

Counseling at the Workplace

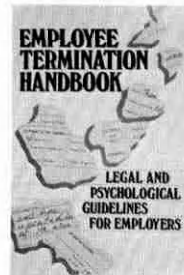
Counseling at the workplace is something most of us do on an everyday basis. What sets it apart from ordinary discussion is the element of problem-solving. The book is a result of Norman C. Hill's experience as a personnel and human resource development specialist. It is the author's firm belief that the development of new skills is dependent upon the combined utilization of each of the skills, observation and counseling. 282 pp. \$13.95. **McGraw-Hill.**



Circle Reader Service No. 241

Employee Termination Handbook

The termination of employees has become a very complex process. It is filled with pitfalls for the employer. This handbook draws on the experience and knowledge of 10 specialists in the field of law, psychology, and personnel to provide information on terminations. Some of the topics covered are employment at will and case law, sexual harassment on the job, progressive discipline, uniform guidelines on employee selection procedures, record-keeping requirements, "malicious," "abusive," and "retaliatory" discharges, protective labor legislation, and terminations for "just cause." 189 pp. \$14.95. **Executive Enterprises Publications.**



Circle Reader Service No. 242

Techniques of Structured Problem Solving

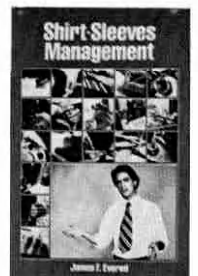
This book, by Arthur B. Van Gundy, is designed to provide the reader with the wide range of methods that are currently available for invigorating the creative problem-solving process. While Mr. Gundy realizes the importance of research and theory, his book will serve the reader best as a practical source for selecting and employing techniques that can be applied to everyday problems. This book is an inventory of a large proportion of the available problem-solving techniques, most of which emphasize achievement of creative solutions. The author hopes that the step-by-step format of the book will help you be a creative problem-solver. 307 pp. \$18.95. **Van Nostrand-Reinhold.**



Circle Reader Service No. 243

Shirt-Sleeves Management

Drawing from 25 years of experience in training managers from all areas of business, James Evered provides step-by-step techniques for developing personal commitment, ability and drive to achieve in all your employees. He exposes commonly-used methods which are really counter-productive because they rely on a single style of management. Instead, Mr. Evered shows how each employee must be dealt with as an individual, and how the right managerial approach can generate far greater productivity. The book's overall objectives are to improve group productivity and simplify the manager's job. At the end of each chapter you'll find a self-rating system. 180 pp. \$11.65. **AMACOM.**



Circle Reader Service No. 244

Precision: A New Approach to Communication

Management development theories have not yet kept pace with breakthroughs in the areas of neuro-psychology, linguistics, cybernetics and other fields of research. Michael McMaster and John Grinder recognize the needs of managers to elicit information which is of high quality. The authors provide a set of behavioral tools for gathering required information and for insuring that instructions are understood. Easy to follow procedures are offered to help you obtain the results desired. Overall, this book presents a practical model for improvement in most areas of management which involve communication. 270 pp. \$18.95. **McMaster-Grinder.**

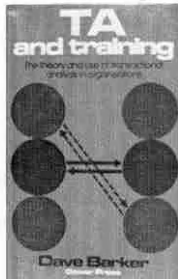


Circle Reader Service No. 245

TA and Training

Transactional Analysis is being used in more organizations for training in management and organization development. This book illustrates TA to those training professionals and line managers who wish to exploit the potential of TA. The book has a two-part structure, broadly divided into theory and practical use, with supporting diagrams and tables. It covers the basic theory and goals of TA and its application to organizations. This is followed by specific cases and examples of its application and review of its limitations and benefits. 225 pp. \$35.50. **Renouf/USA.**

Circle Reader Service No. 246



Work Stress and Social Support

James S. House begins by exploring the nature of social support, both in the workplace and outside it. Then he explores how and why social support may reduce occupational stress, improve health, and buffer the impact of stress on health. Finally, he suggests ways to increase the availability of social support at work. 156 pp. \$6.50. **Addison-Wesley.**

Circle Reader Service No. 247



Management, Administration and Productivity

The second, revised and enlarged edition of this trilingual (English, French and Spanish) directory lists over 2,300 institutions from 140 countries and 1,000 key information sources in the fields of management, public administration, productivity improvement and education and training. The book is intended for institutions, information and documentation services in public and private organizations, as well as for individuals in management education, training, and consulting. 305 pp. \$18.55. **International Labor Office.**

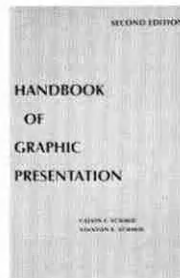
Circle Reader Service No. 248



Handbook of Graphic Presentation

Ideal for a vast range of specialties and interest, this resource can help you communicate information more easily and effectively through well-designed graphic forms. In this revised edition, Calvin F. Schmid and Stanton E. Schmid show you the exact procedures for laying out a chart, step-by-step, as you become familiar with the latest methods, equipment, and materials. The authors point out when to use three-dimensional charts, with tips on solving projection problems. 308 pp. \$18.50. **John Wiley & Sons.**

Circle Reader Service No. 249



Whistle-Blowing

Whistle blowers are employees who believe their organization is engaged in illegal, dangerous or unethical conduct. Here are 10 first-person accounts of employees who dared to speak out on corporate policy, product safety, or a right guaranteed them by law. Some of their problems will be familiar to any corporate employee who has wrestled with knowledge or suspicion of corporate wrongdoing, who may have been ordered to do something illegal, or who has been harassed on the job. 181 pp. \$12.50. **McGraw-Hill.**

Circle Reader Service No. 250



Collaborations in Organizations

This challenging book by William A. Kraus introduces the concept and application of collaboration as an alternative value system and organizational structure. The collaborative model reinforces individual development and contribution, and provides a framework for organizing a social system. Mr. Kraus begins with an analysis of the relationship between hierarchy, competition and conflict for individual and group settings. 274 pp. \$16.95. **Human Services Press.**

Circle Reader Service No. 251



Writing for Decision Makers

Marya W. Holcombe and Judith K. Stein have based the book on their combined experience of over 35 years in developing and conducting writing programs for executives in a wide variety of settings. Each chapter shows how to attack a step in the writing process: Identifying and focusing on the reader; using problem solving techniques to plan writing; presenting the memo or report professionally; etc. 260 pp. \$14.95. **Lifetime Learning Publications.**

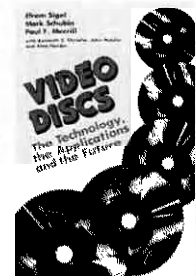
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Video Discs

Efrem Sigel, Mark Schubin and Paul F. Merrill cut through the promotional "hype" to present a balanced assessment of the video disc within the context of our evolving communications technology. They tell why the disc has stimulated so much enthusiasm, even among professionals, who are normally skeptical of advertisers' claims. Explained are how discs work; their application in business, education and home entertainment; cost factors for manufacturers, etc. 182 pp. \$29.95. **Knowledge Industry Publications.**

Circle Reader Service No. 253



Stress Management for Health Care Professionals

Steven H. Appelbaum has divided this book into three parts, with theory and practice interwoven within each chapter. Each chapter begins with highlights of its contents under the umbrella of "Considerations for the Health Care Manager." The third section of the book presents six case studies and incidents that illuminate the impact and net effect of stress in health care organizations. The rest of the book covers the impact of stress on managers, and assistance for professionals seeking stress relief. 487 pp. \$24.95. **Aspen Publication.**

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