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Supervising

All supervisors—regardless of their level or the type of organization—face similar problems. Paul Radde defines this common ground and covers every major aspect of supervising. He describes types of problems and directs the reader in how to arrive at solutions. The author explains how to increase team spirit and productivity—and even how to add fun to the work place. 235 pp. \$18.95. **University Associates.**



Circle Reader Service No. 209

Compensation in Human Resource Development

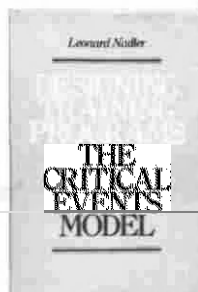
Developed by Abbott, Langer & Associates, one of the nation's leading compensation research specialists, this is the most complete survey ever of compensation in HRD. The publication analyzes the data reported by 378 organizations regarding the current salaries, bonuses and demographic characteristics of more than 1,000 HRD practitioners. Which human resources development practitioners are the highest paid? Which the lowest? This survey has the answers. 72 pp. \$60.00 ASTD members; \$75.00 nonmembers. \$1.50 shipping. **Abbott, Langer & Associates.**



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The Critical Events Model: For Designing Training Programs

Unlike other published models, this book by Leonard Nadler focuses on the continuous involvement of managers and supervisors in the design process. In addition, it makes provision for constant evaluation and feedback to test the model's relevance. The author takes a close look at what persons within the organization should do to support training programs. 224 pp. \$16.00 ASTD members; \$20.00 nonmembers. \$1.50 shipping. **Addison-Wesley.**



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The Technical Connection

T. Kenneth White has developed a delegate-organize-eliminate model for handling time management for technical managers. From this perspective, a range of simple and specific options are open to the manager which can save from 30 minutes to three hours of work time each day. Step-by-step solutions to the problems of paperwork, interruptions and lack of thinking time are explained. \$24.95. **John Wiley and Sons.**



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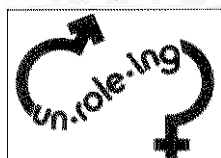
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This book reviews the research on job satisfaction and work adjustment and provides a context for discussion of how vocational education can contribute to worker satisfaction. Rene V. Davis and Lloyd H. Lofquist identify 20 components for job satisfaction that contribute to worker productivity. A major focus is on the authors' Theory of Work Adjustment and its application to vocational education. \$2.80. **National Center for Research in Vocational Education.**

Circle Reader Service No. 238



The Video Register

The fourth edition of the *Video Register* is completely revised and expanded for 1981-1982 and reflects growth in nonbroadcast video as an effective communications tool. It lists more than 2,000 organizations constituting the prime video market for video equipment and services. Listings include organization address and phone number, the name of the individual responsible for video production and whether a studio, electronic editing or cameras are part of the installation. Sections include publishers/distributors, dealers (listed by state), production/post production services and video consultants. \$47.50. **Knowledge Industry Publications, Inc.**

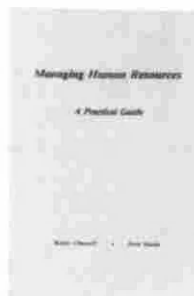
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Managing Human Resources: A Practical Guide

This monograph includes chapters by Chasnoff, Muniz and Goodwin Watson on how our perceptions influence us, the management conference, performance appraisal, line-staff conflict and how to manage change. The aim of the authors is to enhance the management of human resources through concepts that are understandable to all concerned so both the organization and individuals can succeed. The authors serve as guides with practical suggestions on how to apply each chapter to the managerial role. \$9.25. **Laboratory for Applied Behavioral Science.**

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Managing Cultural Synergy

The focus of this new book by Robert T. Moran and Philip R. Harris is on interactions between managers from different cultural and business systems. The authors maintain that the "traumas and complexities of the meta-industrial age demand that people capitalize on their differences in perceptions and disciplines by sharing talents and experiences in collaborative action for mutual benefit." Hypotheses are documented with case histories and proactive ideas are described offering direction and means for accomplishing objectives. \$21.95. **Gulf Publishing Co.**

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