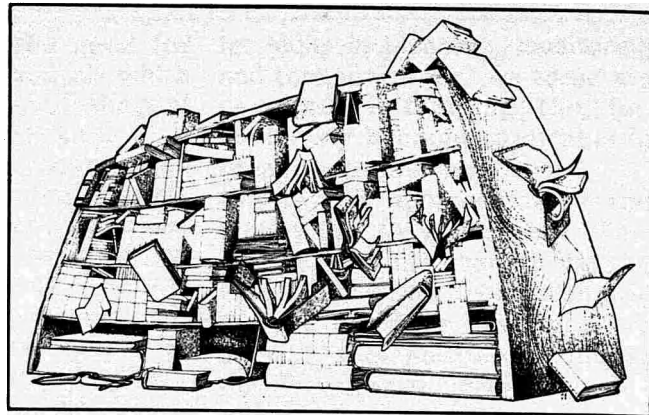


BOOK SHELF



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*.

Power Secrets of Managing People

This book by Craig S. Rice is designed for managers to provide various "power techniques," devices and methods for getting people to do what you want them to do — and to do it willingly, enthusiastically, without the need for added effort or resources. Complex theories are avoided and only time-tested ideas and theories are presented. This book and most of the ideas in it are based on the "Situation-Objective-System" which is designed to help you apply your motivation programs to people in your real life. 249 pp. \$18.95. **Prentice-Hall.**

Circle Reader Service No. 121



Training for Communication

Good communication is of crucial importance in business. In this book John Adair describes the main elements that should feature in the communications of any organization and suggests some priorities. He outlines the main methods involved and deals not only with topics like report writing and speech making, but also with reading and listening. This book should be a valuable resource to managers at all levels and to personnel and training specialists. 158 pp. \$17.50. **Renouf/USA, Inc.**

Circle Reader Service No. 122



Mastery and Management of Time

With a series of specific techniques Sydney F. Love shows how to make the most effective and efficient use of your time. The book is designed to show you ways to direct your time-capital to achieve whatever purpose you may have. At the beginning of this guide is a key to saving time. Name your time problem, look it up in the special index, and you'll find various solutions to your problem. Each chapter is built around a basic time-saving principle explained and illustrated with examples and case histories, then you get techniques for saving time on tasks such as routine paperwork, meetings, problem solving and other daily jobs. 283 pp. \$12.95. **Prentice-Hall, Inc.**

Circle Reader Service No. 123



Employee Counseling in Industry and Government

More than a bibliography, Theodore P. Peck provides names, addresses and descriptions of organizations, institutes, associations and government agencies of interest to professional managers and counselors as well as to business students, teachers and librarians. The guidebook cites books, journal articles and pamphlets on topics ranging from drug abuse to executive stress, from career development to women in the work force. The agencies listed and the literature cited represent varying degrees of interest and involvement in the topical areas. 121 pp. \$24.00. **Gale Research Co.**

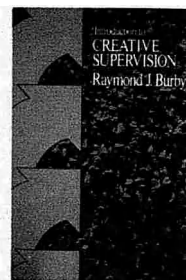
Circle Reader Service No. 124



Introduction to Creative Supervision

This programmed text is designed to help any supervisor progress up the management ladder. Raymond J. Burby provides some innovative techniques which can be used to overcome habitual ways of meeting challenges and find more creative solutions to problems. The book functions by having the reader select an answer given in the book. When an answer has been selected, turn to the page indicated after the answer selected. The reader is then guided through various techniques of supervision via the programmed method. 164 pp. \$7.95. **Addison-Wesley Publishing Co.**

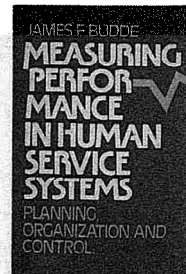
Circle Reader Service No. 125



Measuring Performance in Human Service Systems

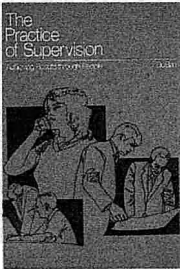
Most non-profit organizations are under increasing pressure to improve their professionalism and service, cut costs and deliver better performance more effectively. Human service systems — which are specialized schools, nursing homes, hospitals, welfare agencies, etc. — are no exception. This book concentrates on how to manage these facilities with improved service while controlling costs. James F. Budde shows how to determine what specific organizational, planning, and control needs exist within any given human-service system and then how to structure a workable framework for carrying out the specific duties. 207 pp. \$14.95. **AMACOM.**

Circle Reader Service No. 126



The Practice of Supervision

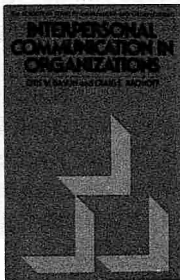
Five objectives or purposes underlie the writing of this book by Andrew J. DuBrin: 1) To provide valid information about the human aspects of supervision, 2) To present current information about achieving results through people, 3) To provide a comprehensive overview of traditional supervisory topics, 4) Provide a format not only useful but interesting to supervisors and prospective supervisors, and 5) To place an emphasis on achieving insight into the human aspects of supervising people and dealing with the organization. 493 pp. \$15.95. **Business Publications, Inc.**



Circle Reader Service No. 127

Interpersonal Communication in Organizations

This book focuses on person-to-person, manager-to-subordinate, and subordinate-to-manager relationships present in all organizations. With special implications and applications for the practicing manager, basic communication relationships and their impact on organizational efficiency are explored in light of structure, decision making, individual, interpersonal and group behavior. The authors' aim is to integrate a discussion of interpersonal communication into the context of human behavior in organizations. 173 pp. \$8.95. **Goodyear Publishing Co.**



Circle Reader Service No. 128

The Burnt-Out Administrator

This text is designed to be used as a survival manual by administrators. The first four chapters detail the genesis, process and result of the problem of administrator burn-out. In the fifth and final chapter Carolyn L. Vash explains that the next step in preventing administrator burn-out is to generate ways to either improve conditions or render the administrator less vulnerable to such soul-eroding effects. 118 pp. \$10.95. **Springer Publishing.**



Circle Reader Service No. 129

Successful Time Management

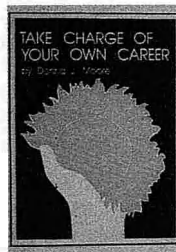
With exercises and actual case studies of time problems, Jack D. Ferner covers various aspects of time management. Some topics covered are: How to analyze existing time problems; preparing a self-assessment and goal analysis to establish your personal goals and priorities; developing the habit of daily planning; and improving your methods for dealing with time robbers like interruptions, procrastination and paperwork. 287 pp. \$8.95. **John Wiley and Sons.**



Circle Reader Service No. 130

Take Charge of Your Own Career

Donna J. Moore has written this book as an attempt to provide an easy to follow way in which to think through what your skills and strengths are. This, in turn, should help you find the right kind of job (or increase the scope of your present job) in order to maximize your skills and strengths. This workbook has been designed to lead you step-by-step to make decisions that should alter your work life. 189 pp. \$10.95. **Donna J. Moore.**



Circle Reader Service No. 131

Field Sales Performance Appraisal

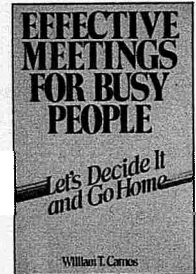
This book on performance appraisal is written specifically for marketing, sales and personnel managers. Clark Lambert provides a step-by-step procedure for instituting a field-performance appraisal system considering the specialized situations faced by salespeople in the appraisal process. For added reinforcement, Mr. Lambert explains common pitfalls in setting up a system including questions frequently asked about field appraisal, and presents a comprehensive case study illustrating all of the principles involved with field sales appraisals. 313 pp. \$22.50. **John Wiley & Sons, Inc.**



Circle Reader Service No. 132

Effective Meetings For Busy People

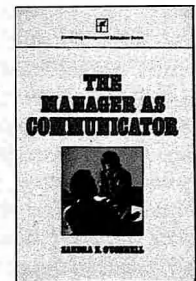
Adopting the premise that all meetings are too long and following the principle of "the longer we gather, the greater the palaver," William T. Carnes proposes a strategy that is designed to eliminate the penalties of wasted time, money and resources. Designed for the improvement of committees, panels, boards, or any other assembly of decision-makers, this book provides precepts that assure top-priority to such matters as costs and budgeting, starting and stopping on time, adopting a new charter, negotiating with a hotel and principles of expert debating. 348 pp. \$13.95. **McGraw-Hill.**



Circle Reader Service No. 133

The Manager As Communicator

This book by Sandra E. O'Connell was written to provide multidimensional managers with practical techniques for improving daily face-to-face communication with their business associates. She focuses on those situations in which effective interpersonal communication is vital, such as meetings, explanations of policies and procedures, and discussions of employee performance. 192 pp. \$10.95. **Harper and Row.**



Circle Reader Service No. 134

Training for Decisions

In this book, written primarily for managers in industry, commerce and public services, John Adair's aim is three-fold. First he explores the intellectual dimensions of leadership. Secondly, he seeks to introduce order into the profusion of literature, training approaches, claims and counterclaims characterizing this area of management study. Thirdly, he sets out suggestions for training methods, based on a clearer understanding of the nature of applied thinking. 167 pp. \$17.50. **Renouf/USA, Inc.**



Circle Reader Service No. 135