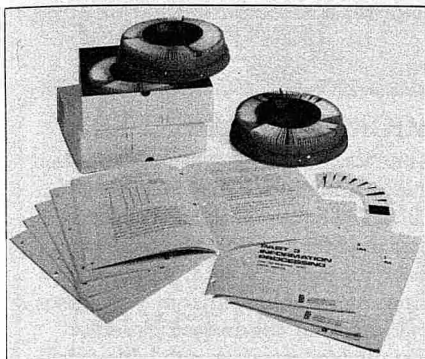


NEW TRAINING TOOLS



COMPUTER TRAINING

The Computer User's Training Program utilizes 300 color slides, eight audio cassettes (synced and pulsed) and eight study manuals. This program is designed to reduce computer mystique by focusing on the user's role and responsibilities. Developed by **Learning Consultants, Inc.**

For more information, circle No. 101 on reader service card

EFFECTIVE MANAGEMENT

The Effective Management Program is a self-contained training program utilizing five videotapes, a game, a role-play and a number of individual and group exercises. The primary focus is on how to plan and guide the activities of others so that they achieve results and grow in the process. Available from **Harbridge House, Inc.**

For further information, circle No. 113 on reader service card

MANAGERIAL TRAINING FILM

"The Effective Use of Power and Authority" deals with two major managerial styles: soft-track, focusing on collaborative and cooperative behavior; and hard-track, which is assertive and more task-oriented. Soft and hard-track behavior conflict situations are acted out and evaluated. Available at purchase and rental prices from **CRM/McGraw-Hill Films.**

For more information, circle No. 105 on reader service card

APPLIED ANDRAGOGY

This 41-page book by Prof. Gordon C. Godbey is designed to serve as a practical manual for the continuing education of adults. Written in standard language, avoiding educational jargon and technical phraseology, this book offers a common-sense guide to teaching adults, and is available from **Pennsylvania State University.**

For more information, circle No. 108 on reader service card

OCCUPATIONAL SAFETY

The OSHA Compliance Manual by Dan Petersen examines the latest developments in the safety field. Legislation covering toxic substance laws are included in this revised edition. Included are detailed lists of administrative requirements, forms, tests and checklists. 241 pp/wirebound/\$27.50 from **McGraw-Hill Book Co.**

For more information, circle No. 110 on reader service card



VISUAL AID

The "Optivox E-Z Rite Wall Board" comes in two popular sizes of 36"x 48" and 48"x48". Equipped with four E-Z Rite markers, felt erasers, accessory tray and mounting bracket. Prices are \$69.95 for the 36" and \$79.95 for the 48". **Advance Products Company.**

For more information, circle No. 112 on reader service card

READINGS IN PROGRAM DEVELOPMENT • NO. 1

TEACHING ADULTS IN CONTINUING EDUCATION

LINDA K. BOCK
University of Illinois

OFFICE OF CONTINUING EDUCATION AND PUBLIC SERVICE
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

CONTINUING EDUCATION

Teaching Adults In Continuing Education by Linda K. Bock is aimed at people involved with teaching adults and designed to be used as a supplement in training programs for new teachers of adults. 14 pp/softcover/\$2.50 from **University of Illinois at Urbana.**

For more information, circle No. 102 on reader service card

DEVELOPING AND MANAGING

Developing and Managing Open Organizations is designed to help managers and OD specialists maintain the balance between change and stability in their organizations. Included within the text are diagnostic instruments, forms and procedural checklists which are presented as resources for managers to assist in developing a growth program appropriate to their unique needs. 310 pp/hardbound/\$16.95. **Learning Concepts.**

For more information, circle No. 115 on reader service card