

Abstracts

Bishop, T.

Give and Take In the Working Day

In *Personnel Management*: v4 n6 pp. 33-36 June 1972.

Some 20,000 European companies use a "flexible working-hour" system. This involves a "core time" of half or several hours when all employees are working, and a "flexible time" when an employee chooses to work. Lunch breaks may be staggered or in "flexible time." The work day can therefore be long or very short; a certain number of hours per period time must be worked however; a credit or debit of hours from one period may be carried to the next. The employee benefits by his work fitting his biological cycle, avoidance of peak periods of travel, and increased personal responsibility. The company benefits by an ability to adjust to work load, improved communications, a job gets finished, employees like to build up credit hours and increased productivity. Disadvantages lie in greater time-recording problems, increased light and heat bills, union problems through lack of overtime, and that "service groups" of employees have to work set hours. Seven companies in Britain use this system. No complete exhaustive evaluation of results is available; employees are enthusiastic. Time checking varies from self-recording by employee, to specially developed equipment. Trade union involvement in companies involved is low. Evidence both for and against is incomplete, but the system has a future.

Cummings, Paul W.

Understanding the Now Employee Through An Attitude Survey.

In *Journal of Continuing Education and Training*; v2 n1 p71-82 Aug. 1972

This survey seeks to assess certain predetermined work attitudes of a group of younger employees so that several training programs applicable to the employees and their supervisors could be initiated in the future.

Grabowski, Stanley M., Ed.

Research and Investigation In Adult Education: 1972 Annual Register

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ERIC Clearinghouse on Adult Education, Syracuse University, NY; Syracuse University, N.Y. Publications Program in Continuing Education EDRS ED 074 333 MF \$.65 HC \$9.87 Also available from the Adult Education Association, 810 Eighteenth Street, N.W., Washington, DC 20006 240pp. Jan. 1973.

This annotated bibliography includes 528 items of research or

investigation in adult education, mostly dated from 1971-1972. They cover adult learning characteristics, program planning and administration, learning environments, instructional methods, curriculum materials and instructional devices, personnel and staffing, education of particular groups, program areas, professional and technical continuing education, management and supervisory development, labor education, occupational training, institutional sponsors, and international perspectives in adult education. An abstract is provided for each item. Included is an author index.

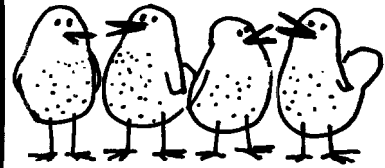
*Skills Conversion Project
Final Report.*

National Society of Professional Engineers, Washington, D.C. Sponsored by U.S. Dept. of Labor, Washington, D.C. Manpower Administration Available from National Technical Information Service, Springfield, Va. 22151 (PB-209-281-01 thru PB-209-281-21, each at MF \$.65; prices) Assorted pagings ranging from 11 to 197 Mar. 1972

The purpose of federally funded program is to study the transition mechanisms required to transfer available technical manpower from aerospace and defense industries into other areas of employment in private industry and public service. Selected industries and public service areas were assigned to 14 study teams for researching the likelihood of future manpower needs and utilization of technical professional personnel. Research findings, conclusions and recommendations are presented, including suggestions for vocational retraining. Occupations studies include: food products, food services, transportation, traffic engineering, forest operations, wood products, power resources, security systems, criminal justice, ocean engineering, oceanography, banking, finance, insurance, petroleum/chemical, educational technology, public services, occupational safety, health, mineral extraction.

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