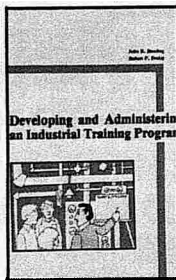


A TRAINER'S BOOKSHELF

Developing, Administering an Industrial Training Program

If you are responsible for training employees from top management to the person on the line, this book is designed to equip you with the essential steps to preparing and implementing an effective employee training program. John R. Dowling and Robert P. Drolet believe that proper training of employees leads to improved plant efficiency, improved production, and reduced downtime and accidents. Part one covers background on why training in business and industry is necessary and familiarizes you with basic principles of instruction. Part two deals with researching, organizing and presenting a training program. Part three shows how to write a training program and test it for validity. Part four summarizes the first three sections. 167 pp. \$8.95. **CBI Publishing.**

Circle Reader Service No. 170



Dictionary of Gaming, Modelling and Simulation

This book by G.I. Gibbs is a dictionary of technical terms peculiar to the growing fields of gaming, modelling and simulation. The range of topics covered is wide and includes many terms which have their origins in gambling or in other forms of recreational gaming. The book is designed to be of value to games enthusiasts generally as well as to training officers, teachers, educationalists, social scientists and others who make use of modelling and simulation techniques. 161 pp. \$12.50. **Sage Publications.**

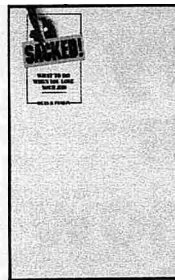
Circle Reader Service No. 171



Sacked

Subtitled "What to do when you lose your job," this book by Dean B. Peskin is designed to show you how to confront and overcome the personal crisis of job loss from both the behavioral and career points of view. The author provides information on the psychological and emotional preparation required for successful re-entry into the job market. He also covers a way of making certain that you don't fall into the trap of subconsciously fooling yourself into thinking that all is going well. The book utilizes various alternatives and approaches for seeing the same old problem — and yourself. 177 pp. \$12.95. **Amacom.**

Circle Reader Service No. 172



Critical Incidents in Management (Fourth Edition)

This text by John M. Champion and John H. James presents a series of incidents taken from a variety of profit/non-profit organizational settings that reflect diverse managerial problems, concepts and issues. Over half of these incidents include two or more critiques by professors primarily of management, personnel, organizational behavior and economics. Many of the views conflict, which emphasizes that "experts" are often in disagreement over the best way to direct a managerial situation. These conflicting expressions should encourage you to develop your own philosophy of management, exercise your own judgment and move into a decision-making position. 325 pp. \$9.95. **Richard D. Irwin, Inc.**

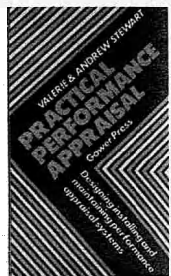
Circle Reader Service No. 173



Practical Performance Appraisal

This is essentially a practical book by Valerie and Andrew Stewart. Its aim is to help anyone, whether general manager or personnel specialist, who has to set up or run a performance appraisal system. The authors explain how the desired effects can be achieved through careful attention to the design of the system and particularly the choice of performance criteria. They also deal with monitoring and control, giving guidance on how to improve and refine the original program. The book reviews current trends and the ways in which they are likely to affect performance appraisal. 182 pp. \$21.50. **Gower Press.**

Circle Reader Service No. 174



Current Issues in Personnel Management

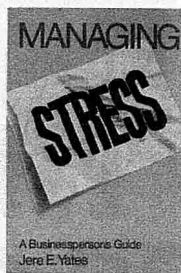
The authors of this book have designed it for undergraduate and graduate students and practitioners who want a readable and practical survey of current literature in the personnel field. The book begins by discussing current approaches to personnel management including ethics and manpower planning. Subsequent readings describe how the employee enters the organization, touching on such topics as employee expectations, the interview, personnel testing and the impact of EEO legislation. A separate chapter is devoted to management selection, training and development. The final chapter discusses how and why people leave organizations. 452 pp. \$11.95. **Allyn and Bacon.**

Circle Reader Service No. 175



Managing Stress

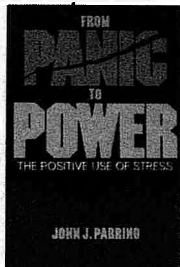
This book is designed as a businessperson's guide to the kinds of stress that affect the daily lives of managers. Written specifically for managers, this can show how, by managing stress in themselves and in those under their supervision, managers can contribute to the prevention of illness while at the same time improving productivity and reducing costs. The signs and effects of stress are discussed and insights and methods of coping are reviewed. The author concentrates on positive methods of dealing with the tension of everyday life in the business environment, including diet, sleep, exercise and attitude. 165 pp. \$12.95. **Amacom.**



Circle Reader Service No. 176

From Panic to Power

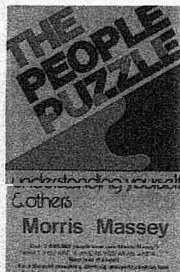
John J. Parrino makes understandable scientific research in neurophysiology, cognition, behavioral medicine and biofeedback. He takes the reader through the development of his/her own personal feedback system, and tries to teach the readers to meet stressful events and use them to enhance rather than destroy happiness. The readings are all designed to help you cope with the daily assaults and abuses of functioning in a high pressured environment by using scientifically derived principles. 259 pp. \$12.95. **John Wiley and Sons.**



Circle Reader Service No. 177

The People Puzzle

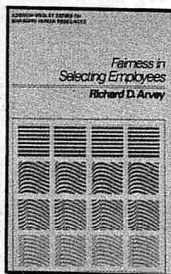
Morris Massey has developed a book that is designed to uncover the keys to each generation's prejudices, values and ways of reacting to change. The text points out ways to develop a clearer understanding of your era, family, friends and coworkers. Massey's approach to values, and generational programming is aimed at unlocking your understanding of various factors that influence your behavior and that of everyone around you. 298 pp. \$10.95. **Reston Publishing Co., Inc.**



Circle Reader Service No. 178

Fairness In Selecting Employees

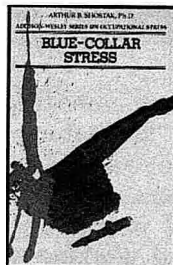
First of a series by Richard D. Arvey, designed to address minority and non-minority job candidates that have been and are being affected by legal decisions. Primary objective is to articulate new solutions to chronic human-resource problems. The author also deals with the fairness of the full range of decision-making devices in selecting employees — e.g., tests, interviews, height and weight requirements. He provides a review of these selection "devices" as they affect blacks, females, elderly and the handicapped. 273 pp. \$5.95. **Addison-Wesley.**



Circle Reader Service No. 179

Blue-Collar Stress

Arthur B. Shostak explores the current impact of major stressors on the working lives of America's white male blue-collarities. Beginning with objective and subjective stressors in work (compensation in adequacy, health and safety hazards, etc.) the book moves on to discuss labor's role both as a sometime source of and as a critical antidote to stress. Late chapters analyze physical and mental health issues. 162 pp. \$6.95. **Addison-Wesley.**



Circle Reader Service No. 180

Women At Work: Overcoming the Obstacles

Addresses problems unique to women in business and industry and offers techniques for overcoming them. The authors provide treatments of self-image family relationships, mentors, ambition, anger, stress, goal setting, support systems and sexism. They try to help women find their inner resources, particularly in the attitude area of development. Supportive exercises and questions throughout the book enable each woman to examine her personal attitudes and individual work situation. 191 pp. \$7.95. **Addison-Wesley.**



Circle Reader Service No. 181

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