



NEW TRAINING TOOLS

Management Through Systems and Procedures

William F. Kelly. 556 pp. John Wiley & Sons, New York, N.Y. 10016

The Making of a Decision (film)

16mm, sound, 32 min., b & w, \$190. Color, \$325. Roundtable Films, Inc., 321 S. Beverly Dr., Beverly Hills, Cal. 90212

The Management Game: How to Win With People

Richard M. Greene, Jr. 281 pp. \$6.95. Dow Jones-Irwin, Homewood, Ill. 60430

Electrical Trades Blueprint Reading-Residential

Ray C. Mullin. Text workbook, 300 pp. plus blueprints, \$5.20. Correlated overhead transparencies also available. Delmar Publishers, Inc., Albany, N.Y. 12205

How To Book The Boss

Travel guide booklet. Available free on letterhead request from General Sales Manager, Hertz Corp., 660 Madison Ave., New York, N.Y. 10022

The Professional (film)

Sales meeting motion picture, 16mm, and Super 8, 30 min. \$375 or rental. The Dartnell Corp., 4660 Ravenswood Ave., Chicago, Ill. 60640

Carousel Projector Stand

Mobile with storage space. No. 25MKC, \$95.35. Jack C. Coffey Co., 104 Lake View Ave., Waukegan, Ill. 60085

Overhead Glare Shield

For operators of overhead projectors. \$15.00. Projection Optics Co., 271 11th Ave., East Orange, N.J. 07018

Meetings Facilities Brochure

Layouts, furnishings, lighting, etc. for meeting, training, conference rooms. Free. American Seating Co., Public Relations Dept., 901 Broadway N.W., Grand Rapids, Mich. 49502

How To Get Along With People and Get Ahead In Your Job

Booklet. Quantity prices. Kirkley Press, Timonium, Md. 21093

Value Analysis for Better Management
Warren J. Ridge. \$10.50. American Management Assn., New York, N.Y. 10020

Managerial Operations Research

William D. Brinckloe. 227 pp. \$12.50. McGraw-Hill, New York, N.Y. 10036

A-V Media Slides

National Slide Library on A-V Media in Education. 366 2x2 slides. For sale from National Audio-Visual Assn., 3150 Spring St., Fairfax, Va. 22030

An Occupation in Conflict: A Study of the Personnel Manager

Ritzer and Trice. 140 pp. \$5.00. NYSSILR, Cornell University, Ithaca, N.Y. 14850

Do You Think A Job Is The Answer? (film)

Hard-core unemployed. 16mm. 68 min. b & w. Sale or rental. NET, Audio-Visual Center, Indiana University, Bloomington, Ind. 47401

Personnel Director's Handbook

Wilbert E. Scheer. 960 pp. \$21.50. The Dartnell Corp., 4660 Ravenswood Ave., Chicago, Ill. 60640

Films for Personnel Management.

Louis S. Goodman and Assoc. Annotated directory of 16mm films, filmstrips and videotapes. 116 pp. \$5.00. Educational Film Library Assn., 250 W. 57th St., New York 10019

Grain, Feed, Seed, and Farm Supply Technology

Suggested 2-yr. post high school curriculum. 185 pp. \$1.50. Gov't Printing Office, Washington, D.C. 20402

Introduction to Electronics

Kit of components and lab manual. Text available. SES Model 505. Lab-Volt Div., Buck Engineering Co., Farmingdale, N.J. 07727

16mm TV Uniplex Film Chain System
Bulletin 2675. The Kalart Co., Hultenius St., Plainville, Conn. 06062

Condensed Computer Encyclopedia

Philip B. Jordain. 580 pp. \$14.50. McGraw-Hill, New York 10036