



## NEW TRAINING TOOLS

### Media Handbooks

Designing Instructional Visuals  
 Instructional Display Boards  
 The Overhead System  
 Local Production Techniques  
 Production of 2 x 2 Slides  
 Lettering Techniques  
 Educational Displays and Exhibits  
 The Tape Recorder  
 Better Bulletin Boards  
 Models for Teaching  
 Using Tear Sheets

\$2.00 each. Instructional Media Center,  
 The University of Texas at Austin,  
 Drawer W, University Station, Austin,  
 Tex. 78712

### Labor Dept. Manpower Program Booklets

Cooperative Area Manpower Planning System (CAMPS)  
 Concentrated Employment Program  
 Manpower Development and Training  
 Experimental and Demonstration Program  
 New Careers  
 Older Workers  
 Work Incentive Program  
 Work Training in Industry  
 Youth Opportunity Centers  
 Apprentice Training

Booklets available from local State Employment Service offices or Office of Information, Manpower Administration, U.S. Dept. of Labor, Washington, D.C. 20210

### Overhead Projector Desk

2-level with drawer. 38" x 18" x 30".  
 52 lbs. Smith System Mfg. Co., 56 S.E.  
 Emerald, Minneapolis, Minn.

### How to Diagnose and Control Personnel Turnover

Joel Lefkowitz. 32 pp. \$3.50 plus 25 cents postage and handling. BFS Executive Communications, 59 E. 54th St., New York, 10022

### Tested Techniques of Personnel Selection

\$29.50. Dartnell Corp., 4660 Ravenswood Ave., Chicago, Ill. 60640

### Diazo Microfilm Duplicator

Blu-Ray 909 printer-developer for microfiche, strip-to-strip and aperture card films. Strip-to-roll and roll-to-roll optional. \$1500, Eastern list. Blu-Ray Inc., Essex, Conn. 06426

### A Supervisor's Day

Recordings and manual. Two 33-1/3 rpm records (\$21.00) or three 3/4 ips tape. (\$24.00). American Management Assn., New York, 10020

### Sequencing of Instruction in Relation to Hierarchies of Competence

Leslie J. Briggs. \$4.50. American Institutes for Research, 135 N. Bellefield Ave., Pittsburgh, Pa. 15213

### Where is Prejudice? (film)

National Educational Television. 16mm, 60 min., b&w. Purchase, \$240. Rental, \$10.15. NET Film Service, Indiana University, Bloomington, Ind. 47401

### Technique for Establishing Personnel Performance Standards (TEPPS)

135 pp. \$3.00 (microfiche, 65 cents). Dept. of Commerce Clearinghouse, Springfield, Va. 22151

### Report Writing for Management

Wm. J. Gallagher. 216 pp. \$6.50. Addison-Wesley, Reading, Mass. 01867

### Basic Ideas About People

Jack W. Taylor. 169 pp. Management Center of Cambridge, 87 Terrace Hall Ave., Burlington, Mass. 01803

### A Case of Insubordination (film)

Grievance procedures. 16mm, 20 min., sound motion picture. b&w, \$160. Color, \$285. Also rental. Roundtable Films, 321 S. Beverly Drive, Beverly Hills, Cal. 90212

### Servicing Small Gasoline Engines

Boyd Daugherty. 149 pp. \$4.50. Hayden Books, 116 W. 14th St., New York, N.Y. 10011

### Crime: A Businessman's Challenge

Richard L. Gelb. 10 pp. Free. Public Affairs Dept., Bristol-Myers, 345 Park Ave., New York, N.Y. 10022

### Programmed Safety Courses

Back Safety  
Ladder Safety  
Slips and Falls-Tripping  
Slips and Falls-Slipping  
Management's Role in Back Safety  
Save Your Back

Quantity prices. Advanced Learning Systems, Inc., 25 E. Salem St., Hackensack, N.J. 07601

### Adult Education: The Open Door

Roger W. Axford. \$6.50. International Textbook Co., Scranton, Pa. 18515

### Time-Sharing Computer/Calculator System

Up to 32 terminals. Can be used for education-training applications. Mini-Comp, Inc., 2 Mercer Rd., Natick, Mass. 01760

### Basic Interpersonal Relations: A Course for Small Groups

5 booklets, \$25.00. Human Development Institute, Inc., 20 Executive Park West, N.E., Atlanta, Ga. 30329

### Professional Salesmanship Program

Charles B. Roth. 12-lesson self study based on 4 books. \$29.95. McGraw-Hill, New York, N.Y. 10036

### Effective Sales Meetings

16 recorded sales talks (cassettes or records) and instruction manual. \$190. International Marketing Corp., 110 Mercedes Ave., Norman, Okla.

### The Potential Transfer of Industrial Skills from Defense to Nondefense Industries

Study report. Economics Bureau, U.S. Arms Control and Disarmament Agency, Washington, D.C. 20451

### Ektalite Daylight Screen

Reflects more direct light and rejects ambient light. Eastman Kodak Co., Rochester, N.Y.

### Improving Skills in Working With People: The T-Group

Peter Smith. Training Information Paper No. 4 3/6d. H.M. Stationery Office, London, England or British Information Service, 845 Third Ave., New York, N.Y. 10022

### Programmed Course

How To Train Bank Employees  
Effective Decision Making

\$9.75 each. Argyle AnaLearn Assoc., 235 Park Ave. So., New York, N.Y. 10003

### Effective College Recruiting

Odiorne and Hann. 288 pp. \$5.00. Bureau of Industrial Relations, University of Michigan, Ann Arbor, Mich. 48104

### Combination Punch and Binding Machine

NSC Duo Model 200 for plastic book-binding. 4000 sheets or 250 books per hour. Nineteen Sixties Corp., P.O. Drawer Y, Hot Springs, Ark. 71901

### Public Address System

For small to medium-sized businesses. Under \$650. University Sound, Dept., 12-63D, Box 26105 Oklahoma City, Okla. 73126

### Reforming American Education

Alvin C. Eurich. \$6.50. Harper & Row, New York, N.Y. 10016

### An Extra 5 Knots (film)

Wm. Oncken on organizational effectiveness. 3 reels approx. 40 min. each. 16mm. b&w. \$225 each or \$600 for series. Also rental. Roundtable Films, Inc., 321 S. Beverly Dr., Beverly Hills, Cal. 90212

### Systems Incentives and Productivity Motivation

Publications list. Center for the Study of Productivity Motivation, University of Wisconsin, Madison, Wis. 53706

### Practical Specifications for Visual Aids

Free. Admaster, 425 Park Ave. So., New York, N.Y. 10016

### Scheduling Handbook

James J. O'Brien, Editor. 598 pp. \$18.50. McGraw-Hill, New York, N.Y. 10036

### Color Television Receiver

For training and education applications. 23" VRF receiver with UHF/VHF tuners. Setchell Carlson, Inc., St. Paul, Minn. 55112

### Training in European Enterprises

Frederic Meyers. \$2.75. Institute of Industrial Relations, University of California, Los Angeles, Cal. 90024

### The Uses of Accounting in Collective Bargaining

Harry C. Fisher. 75¢. Institute of Industrial Relations, University of California, Los Angeles, Cal. 90024

### Technical and Vocational Instructor's Guides

Lesson plans for 120 hours of instruction on 27 subjects. Brochure. Learning Systems, Inc., 320 College Manor Drive, Millersville, Pa. 17551

### Cartridge Filmstrip Sound Projector

Courier 16. Single cartridge, 16 mm filmstrip projector with permanently synchronized sound tape. 250 frames. 20 min. sound. Portable. \$265. LaBelle Industries, Inc., 510 S. Worthington St., Oconomowoc, Wis. 53066

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