BEST KNOWN HRD WORKS OF THE 1970s

The following list represents the best known works in the Human Resources Development (HRD) field, published from 1970 to 1979 as judged by a panel of ASTD leaders. Here is how it was developed:

An original list was compiled by ASTD's Train-the-Trainer Task Force in 1978 and refined by the Learning Resources Task Force and ASTD Staff in 1979. A master list of 124 works was then submitted for review by a panel of 100 elected and appointed ASTD leaders, including former National Presidents and Gordon Bliss Award winners.

The resulting compilation of 45 works represents, in the panel's collective judgment, the best known HRD works published in the 1970s. It is presented to help you judge your own familiarity with these works and to encourage you to investigate those unknown to you. (Specialized bibliographies have also been prepared by ASTD Divisions — Sales, Media, Organization Development, Technical and Skills Training, International, and Career Development — covering their particular scope of interest.)

Your favorite text may not be listed, and we need your input and suggestions. We would also like to receive your personal evaluation of the works now on the list. On page 86 you'll find a questionnaire which we invite you to complete and return to us. Your assistance will help us further refine and qualify the resulting bibliography as a useful professional development tool, to be published later in the *Training and Development Journal.*

Please rate each HRD reference using the 5-point scale defined below:

5: *Highly appropriate;* covers important material extremely effectively and efficiently; should definitely remain on the list.

4: *Very appropriate;* covers important material effectively and efficiently; should remain on the list.

3: *Appropriate;* covers important material reasonably effectively and efficiently; should probably remain on the list.

2: *Probably inappropriate;* covers material that is not very important or is somewhat ineffective and/or inefficient; should probably be dropped from the list.

1: *Clearly inappropriate;* covers unimportant material or is ineffective and/or inefficient in covering material; should be dropped from the list.

?: Not sufficiently familiar with this reference.

In making your ratings of the usefulness of each reference, take into account both the appropriateness of the material for reviewing areas in the content outline *and* the efficiency of the reference (i.e., does the reference contain a lot of irrelevant material or is it all targeted toward important areas?). In sum, rate each reference according to its usefulness for helping persons to review material important for effective functioning as a personnel professional in this area.

	Rating (Circle One)
1. American Management Associations. **Directory of Management Education Programs.** New York: The Associations, 1977.	5 4 3 2 1 ?
2. Anderson, Ronald H. **Selecting and Developing Media for Instruction.** Madison: ASTD, 1976.	5 4 3 2 1 ?
3. Bell, Chip R., and Nadler, Leonard, eds. **The Client-Consultant Handbook.** Houston: Gulf Publishing Co., 1979.	5 4 3 2 1 ?
4. Benne, Kenneth D.; Bradford, Leland P.; Gibb, Jack R.; and Lippitt, Ronald O., eds. **The Laboratory Method of Changing and Learning: Theory and Application.** Palo Alto: Science and Behavior Books, 1975.	5 4 3 2 1 ?
5. Blake, Robert R., and Mouton, Jane Srygley. **Consultation.** Reading: Addison-Wesley Publishing Co., 1976.	5 4 3 2 1 ?
6. Bolles, Richard N. **The Three Boxes of Life: And How to Get Out of Them: An Introduction to Life/Work Planning.** Berkeley: Ten Speed Press, 1972.	5 4 3 2 1 ?
7. Bolles, Richard N. **What Color is Your Parachute? A Practical Manual for Job Hunters and Career Changers.** Berkeley: Ten Speed Press, 1972.	5 4 3 2 1 ?
8. Bricker, George W. **Bricker's Directory of University-Sponsored Executive Development Programs.** Wilton: Brickers Publishing Co., 1970.	5 4 3 2 1 ?
9. Broadwell, Martin M. **The Supervisor and On-the-Job Training.** 2nd ed. Reading: Addison-Wesley Publishing Co., 1975.	5 4 3 2 1 ?
10. Broadwell, Martin M. **The Supervisor As An Instructor: A Guide For Classroom Training.** 3rd ed. Reading: Addison-Wesley Publishing Co., 1978.	5 4 3 2 1 ?
11. Craig, Robert L., ed. **Training and Development Handbook: A Guide to Human Resource Development.** 2nd ed. New York: McGraw-Hill Book Co., 1976.	5 4 3 2 1 ?
12. Davis, Larry N., and McCallon, Earl. **Planning, Conducting, Evaluating Workshops: A Practitioner's Guide to Adult Education.** Austin: Learning Concepts Publishing Co., 1974.	5 4 3 2 1 ?
13. Donaldson, Les, and Scannell, Edward E. **Human Resource Development: The New Trainer's Guide.** Reading: Addison-Wesley Publishing Co., 1978.	5 4 3 2 1 ?
14. Dyer, William G. **Team Building: Issues and Alternatives.** Reading: Addison-Wesley Publishing Co., 1977.	5 4 3 2 1 ?
15. Finkel, Coleman. **Professional Guide to Successful Meetings.** Philadelphia: SM Book Co., 1976.	5 4 3 2 1 ?
16. Fordyce, Jack K., and Weil, Raymond. **Managing With People: A Manager's Handbook of Organization Development Methods.** 2nd ed. Reading: Addison-Wesley Publishing Co., 1979.	5 4 3 2 1 ?
17. Gagne, Robert M., and Briggs, Leslie J. **Principles of Instructional Design.** New York: Holt, Rinehart and Winston, 1974.	5 4 3 2 1 ?
18. Ingalls, John D. **Human Energy, the Critical Factor for Individuals and Organizations.** Reading: Addison-Wesley Publishing Co., 1976.	5 4 3 2 1 ?
19. Kanter, Rosabeth M. **Men and Women of the Corporation.** New York: Basic Books, 1977.	5 4 3 2 1 ?
20. Kidd, James R. **How Adults Learn.** Rev. New York: Association Press, 1973.	5 4 3 2 1 ?
21. Kirkpatrick, Donald L. **A Practical Guide For Supervisory Training and Development.** Reading: Addison-Wesley Publishing Co., 1971.	5 4 3 2 1 ?
22. Kirkpatrick, Donald L. **Evaluating Training Programs: A Collection of Articles from the Journal of the American Society for Training and Development.** Madison: ASTD, 1975.	5 4 3 2 1 ?
23. Kirkpatrick, Donald L. **How to Plan and Conduct Productive Business Meetings.** Chicago: Dartnell Corp., 1976.	5 4 3 2 1 ?
24. Knowles, Malcolm S. **Self-Directed Learning: A Guide for Learners and Teachers.** New York: Association Press, 1975.	5 4 3 2 1 ?
25. Knowles, Malcolm S. **The Adult Learner: A Neglected Species.** 2nd ed. Houston: Gulf Publishing Co., 1978.	5 4 3 2 1 ?
26. Knowles, Malcolm S. **The Modern Practice of Adult Education: Andragogy Versus Pedagogy.** New York: Association Press, 1970.	5 4 3 2 1 ?
27. Laird, Dugan. **A User's Look at the Audio-Visual World.** 2nd ed. Fairfax: The National Audio-Visual Association, 1974.	5 4 3 2 1 ?
28. Laird, Dugan. **Approaches to Training and Development.** Reading: Addison-Wesley Publishing Co., 1978.	5 4 3 2 1 ?
29. Lippitt, Gordon L., and Lippitt, Ronald. **The Consulting Process in Action.** La Jolla: University Associates Press, 1978.	5 4 3 2 1 ?
30. Lippitt, Gordon L. **Visualizing Change: Model Building and the Change Process.** Fairfax: NTL Learning Resources Corp., 1973.	5 4 3 2 1 ?
31. Lippitt, Gordon, and Taylor, Bernard, eds. **Management Development and Training Handbook.** London, New York: McGraw-Hill Book Co., 1975.	5 4 3 2 1 ?
32. Mager, Robert F., and Pipe, Peter. **Analyzing Performance Problems: Or, You Really Oughta Wanna.** Belmont: Fearon Publishers, 1970.	5 4 3 2 1 ?
33. Mager, Robert F. **Goal Analysis.** Belmont: Fearon Publishers, 1972.	5 4 3 2 1 ?
34. Mager, Robert F. **Measuring Instructional Intent: Or, Got A Match?** Belmont: Fearon Publishers, 1973.	5 4 3 2 1 ?
35. Mager, Robert F. **Preparing Instructional Objectives.** 2nd ed. Belmont: Fearon Publishers, 1975.	5 4 3 2 1 ?
36. Nadler, David A. **Feedback and Organization Development: Using Data-Based Methods.** Reading: Addison-Wesley Publishing Co., 1977.	5 4 3 2 1 ?
37. Nadler, Leonard. **Developing Human Resources.** Houston: Gulf Publishing Co., 1970.	5 4 3 2 1 ?
38. Nadler, Leonard, and Nadler, Zeace. **The Conference Book.** Houston: Gulf Publishing Co., 1977.	5 4 3 2 1 ?

39. Odiorne, George S. **Training By Objectives: An Economic Approach to Training.** New York: MacMillan Publishing Co., 1970. 5 4 3 2 1 ?

40. Pfeiffer, J. William, and Heslin, Richard. **Instrumentation in Human Relations Training: A Guide to 75 Instruments With Wide Application to the Behavioral Sciences.** Iowa City: University Associates Press, 1973. 5 4 3 2 1 ?

41. Pfeiffer, J. William, and Jones, John E., eds. **The Annual Handbook for Group Facilitators.** La Jolla: University Associates Press, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979. 5 4 3 2 1 ?

42. Pinto, Patrick, and Walker, James W. **A Study of Professional Training and Development Roles and Competencies.** Madison: ASTD, 1978. 5 4 3 2 1 ?

43. Schein, Edgar H. **Career Dynamics: Matching Individual and Organizational Needs.** Reading: Addison-Wesley Publishing Co., 1978. 5 4 3 2 1 ?

44. This, Leslie E. **The Small Meeting Planner.** Houston: Gulf Publishing Co., 1972. 5 4 3 2 1 ?

45. Varney, Glenn H. **Organization Development for Managers.** Reading: Addison-Wesley Publishing Co., 1977. 5 4 3 2 1 ?

ASTD NEEDS YOUR HELP!

The preceding list comprises the "Best Known HRD Works of the 1970's in the opinion of a panel of ASTD leaders. We need your help to improve this list! Please complete the following questionnaire and return to: *Training and Development Journal*, P.O. Box 5307, Madison, WI before July 1, 1980. Thanks!

Consider the HRD reference list as a whole and evaluate this list, using the following 5-point scale for questions 1-6.

5 - Very good shape
4 - Only a few problems
3 - Some problems
2 - Quite a few problems
1 - Major problems
? - No opinion

Rating (Circle One)

1. Comprehensiveness   5 4 3 2 1 ?

2. Overemphasis of some areas (if a problem, name the area(s))   5 4 3 2 1 ?

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3. Underemphasis of some areas (if a problem, name the area(s))   5 4 3 2 1 ?

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4. Currency (i.e., current vs. out of date; if a problem, note the area(s))   5 4 3 2 1 ?

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5. Perspective (i.e., broad perspective vs. slant toward a particular school of thought)   5 4 3 2 1 ?

6. Overall satisfaction with the total list of references.   5 4 3 2 1 ?

7. Emphasis on theoretical matters versus practical and applied concerns (check one):
   ☐ 1. Much too theoretical
   ☐ 2. Too theoretical
   ☐ 3. About right
   ☐ 4. Too applied
   ☐ 5. Much too applied

8. Some of the works on the list may have been of particular use or help to you in your work; please list their numbers: _____

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9. Some works may have proven of little or no value to you; please list their numbers: _____

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10. Some works that you would particularly recommend to others in the HRD field may have been overlooked. Please list them below, including title, author, publisher, and date: _____

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11. When we redo this list, how can we make it more useful to you? _____

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