

# Resource Library



# EMPAC

Employee Assistance Consultants

*Regain Your Balance!*

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# EAP Reference / Training

## Audio Cassettes

- 121** North American Conference of EAPs  
By: NAC EAP  
Audiocassettes from an EAP conference touching on subjects such as: cost-effective treatment alternatives; preferred provider organization; HR consultants; arbitration; internal profile building; and many more. 12 cassettes in all. (1984)

## Books

- 111** A Brief Guide to Brief Therapy  
By: Brian Cade & William H. O'Hanlon  
This engaging book offers an overview of the history and theory of brief therapy from its beginnings in the research of Gregory Bateson, through the seminal therapy of Milton Erickson and John Weakland, to contemporary theorists and practitioners such as Steve de Shazer. Beyond this comprehensive history, the authors also give us a carefully-drawn map of practice in this fast-changing field, useful for both novices and seasoned professionals. (1993)
- 112** Confidentiality: A Guide to the new Federal Regulations  
By: Legal Action Center  
This manual is designed to assist treatment program, lawyers, and others in understanding and working with the requirements of the Federal confidentiality regulations. (1988)
- 113** Evaluating Your Employee Assistance & Managed Behavioral Care  
By: Dale A. Masi  
This book describes the various components of each program -- EAP, MBC, and the Integrated Program -- and how to evaluate each component. Only through evaluation can an EAP, MBC, or Integrated Program prove its true value to both the organization and the employees served by the program. Learn if your program is: helping employees, reaching all employee groups, properly assessing the full range of problem categories, providing appropriate counseling and referral resources, providing a full range of services including health promotion, operating efficiently and in a cost-effective manner, and meeting legal requirements. (1994)
- 117** Health Insurance Answer Book  
By: John Reynolds, CLU & Robin Bischoff, CLU  
This book will provide answers to the many questions raised by even a short trip through the health care maze. It concentrates mainly on issues facing the health insurance plan sponsor -- generally a nongovernment employer or a union. (1991, 3rd Ed.)
- 118** Health Insurance Answer Book: 1992 Supplement  
By: John Reynolds, CLU & Robin Bischoff, CLU  
Supplement to the 1991 Health Insurance Answer Book (1992)
- 119** Designing Employee Assistance Programs  
By: Dale A. Masi  
This book will tell you everything you need to know about setting up an EAP in your own company. Dr. Masi covers all aspects of the process, from financial and administrative concerns to various types of therapy. Includes practical advice on recognizing and treating drug and alcohol abuse, executive stress, retirement anxiety, and general depression. (1984)

- 125** Chemical Dependency & the African-American  
By: Peter Bell  
Ethnic, cultural, and community issues play an important role in the relationship between the chemical dependency treatment counselor and the African-American client -- a role not always understood or fully appreciated by treatment providers of different ethnic backgrounds. This book provides counselors with a more thorough understanding of the African-American perspective toward chemical dependency, treatment programs, and recovery issues. (1990)
- 126** Occupational EAPs for Substance Abuse & Mental Health Problem  
By: John Erfurt & Andrea Foote  
Published report on EAP utilization.
- 127** The Employee Assistance Treatment Planner  
By:
- 131** Alcoholics Anonymous  
By: Alcoholics Anonymous World Services, Inc.  
The story of how many thousands of men and women have recovered from alcoholism. This is the third edition of the Big Book, the basic text from A.A. (1976)
- 139** Containing the Health Care Cost Spiral  
By: Mary F. Callan & David C. Yeager  
Health care costs can be controlled -- and even reduced. In the next few years, every American business will be forced to deal with the complex problem of maintaining health care benefit costs. This book gives you practical, equitable, and long-range processes and strategies for alleviating or preventing this crisis in your organization. Based on a program developed and successfully employed by one organization to bring runaway costs under control, this guide spells out: how to determine the magnitude of the problem in your company, how to get the information you need to obtain assistance; how to involve employees in decisions regarding health care costs; how to plan for the future; and much more. (1991)
- 140** PDR: Drug Guide for Mental Health Professionals  
By: Thompson PDR  
With so many patients taking potent psychotropic medications, today's mental health professional faces a whole new set of challenges. This authoritative & easy-to-use guide is based on the FDA-approved Physicians' Desk Reference and gives overviews of over 1,000 common prescription drugs and their uses, over 1,400 potential interactions with psychotropic medications, detailed profiles of over 70 widely-used psychotropic drugs, and a comprehensive guide to over 170 potential mental & emotional side effects. Also included are herbs and nutritional supplements with psychotropic side effects.
- 141** Publication Manual of the American Psychological Association  
By: American Psychological Association  
The Publication Manual of the American Psychological Association is the style manual most used by writers and students in psychology, the other behavioral and social sciences, nursing, criminology, and personal areas. This fourth edition has been expanded and revised to include new features on current technological tools and on contemporary language issues and publishing standards
- 142** Family-Centered Social Work Practice  
By: Ann Hartman & Joan Laird  
A textbook on dealing with families in the social-work setting.

- 143** Filial Therapy: Strengthening Parent-Child Relationships  
By: Rise VanFleet  
From Professional Resource Press; designed for professionals seeking to incorporate play in family therapy.
- 144** Social Work Treatment  
By: Francis J. Turner  
A textbook to social work practice
- 145** Gestalt Therapy Verbatim  
By: Frederick S. Perls, M.D., Ph.D.  
An action approach to deepening awareness and living fully in the Here and Now, as experienced in workshops at Esalen Institute.
- 146** Working with the Problem Drinker  
By: Insoo Kim Berg & Scott D. Miller  
At a time when the accepted standard treatment for alcoholism is long-term and expensive, solution-focused therapy, as developed at the Brief Family Therapy Center in Milwaukee, offers a brief and cost-effective alternative.
- 147** Cognitive Therapy with Children and Adolescents  
By: Mark A. Reinecke et al  
While cognitive-behavioral therapy has developed rapidly in recent years, its application with children and adolescents has received only minimal attention. Bringing the literature up to date and expanding the boundaries of contemporary cognitive-behavioral therapy, this much-needed volume covers the myriad strategies and techniques that are changing clinical work with this population.
- 148** Solution-Focused Therapy with Children  
By: Matthew D. Selekman  
Can children with emotional and behavioral difficulties be treated effectively in a short-term managed care context? How can clinicians tailor brief therapy modalities to best meet the needs of children and families?
- 149** The Violence of Men  
By: Cloe Madanes  
New Techniques for Working with Abusive Families: A Therapy of Social Action

## Manuals

- 100** Games Trainers Play  
By: John W. Newstrom & Edward E. Scannell  
A wealth of helpful aids, gimmicks, shortcuts, and hints have been collected, screened, revised, and produced in a comprehensive sampling of brief training aids designed to provide vivid illustrations of a key point within a lesson. The ideas contained within this book have been drawn from a variety of sources and can be used as shown or adapted to fit a variety of audiences and purposes. Experience has shown that games such as these are equally relevant for both new and experienced trainers. (1980)

**101** How to Conduct Training Seminars: A Complete Reference Guide

By: Lawrence S. Munson

Whether you're planning to design and implement your own training program or seek the help of outside professionals, you'll want to take advantage of all the high-tech advances that have revolutionized the training function in recent years. This comprehensive sourcebook tells you everything you'll need to know to make sure that the program you end up with is state-of-the-art, cost-effective, and specifically designed to meet the goals and objectives of top management. In it you'll learn how to: employ new computer-driven, disk-based audio/visual systems to reinforce seminar teaching and increase the learning curve; expand beyond the limits of the traditional seminar by using modern teleconferencing techniques to reach remote audiences; train for greater competitiveness in global markets; evaluate sites, educational materials, seminar leaders, and outside resources; and much more! (1992, 2nd Ed.)

**102** Quality Games for Trainers

By: Marlene Caroselli

101 playful lessons in quality and continuous improvement. If you conduct training in organizations, you will find these games a natural supplement to, and a reinforcer of, the knowledge you are presenting in your training programs and the skills you are attempting to develop. (1996)

**103** Smart Training: The Manager's Guide to Training for Improved

By: Clay Carr

In today's hyper-competitive business environment, maximum productivity isn't just an ideal, it's a must. And no matter what your company's size, to reach that necessary goal you need to provide your workforce with cost-effective, on-target, high-return-on-investment training. In other words, you need Smart Training. This clear, readable guide gives you the big picture of training options and strategies -- from a manager's point of view. And it answers the practical, make-or-break questions that will enable you to boost performance while controlling costs, such as: Who needs to be trained and why? How can I tell if the results will justify the expense? Should I contract with a professional or keep the training in-house? What is a "learning organization" and how can my company become one? What are the latest high-tech training methods? How can I implement low-cost methods like structured on-the-job training? How do I integrate my training strategy with overall corporate objectives? Whether you currently have a large training department, a small one, or none at all, Smart Training gives you the inside knowledge and the razor-sharp insight you need to be a "smart consumer" of training..the kind that produces results. (1992)

**104** Workshops that Work: 100 Ideas

By: Tim Bournier, Vivien Martin, Phil Race

This is a unique and exciting collection of 100 tried and tested ideas that will improve and add variety to your workshops. Designed for flexibility, each idea is a self-contained unit so that you do not have to read from cover to cover. Single out the suggestions most appropriate to your training requirements or use the ideas as inspiration for creating your own theories. The permutations of this book are as limitless as you want them to be. (1993)

**114** Healthy, Wealthy, & Wise

By: Wellness Councils of America

A how-to guide for worksite health promotion managers and health planners in any company of any size. Find out about health promotion from some of the country's most respected and well-known health promotion professionals. Areas such as: ideas at work, health audits, operating plans, policies, diversity, incentives, ADA and wellness, and much more. (1995)

- 115** Survival Skills for the Workplace  
By: Children of Alcoholics Foundation  
This is a series of one-hour training units developed to enhance the work skills of adults, including those who grew up in alcoholic or other troubled families. Specifically, the course is designed to: introduce participants to a core set of work skills; strengthen their ability to overcome barriers that might impede practice of these skills; enhance productivity in the workplace; and promote greater job satisfaction. (1995)
- 116** Kopy Kit: People & Problems  
By: Parlay International  
This kit contains reproducible one-page items that contain information on various subjects. Areas such as: addictive behavior, facts about drugs, body & mind, interpersonal relationships, coping with change, and EAP promotion. (1989)
- 120** A Field Guide to Possibility Land  
By: Bill O'Hanlon & Sandy Beadle  
51 methods for doing brief, respectful therapy
- 122** The At-Risk Assessment Workbook  
By: Gerald W. Lewis, Ph.D. & James J. Muller, Ph.D.  
How to identify and prevent workplace violence. (1998)
- 123** Hamilton Depression Inventory (HDI)  
By: W Reynolds, Ph.D. & K Kobak, MSSW  
A self-report version of the Hamilton Depression Rating Scale, professional manual. (1995)
- 124** Connections: Helping People Help Each Other  
By: Self-Help Network of Kansas  
A directory of self-help groups (1999-2001)
- 128** Life Skill-Builders  
By: Parlay International  
Kopy Kit. Includes anger management, goal setting, grief and loss, procrastination, relationships, work & family life. (1999)
- 130** Complete Guide to Prescription and Non-Prescription Drugs (2)  
By: H. Winter Griffin, MD  
Revised and updated by Stephen Moore, MD. Includes: revised information on new FDA changes; easy-to-use chart format for quick access to data; guidelines to avoid dangerous interactions; information on dangerous side-effects; and warnings and vital data for safe use. Covers over 5,000 brand name drugs and 700 generic drugs. (2002)
- 132** Drug-Free Workplace Training for Supervisors  
By: The Jorgensen Group  
This short guidebook will provide you with the information you need to improve the productivity of your employees. You will learn how to resolve problems that may arise from alcohol and other drug abuse in your workplace. Most importantly, this guide will provide you with a clear description of your role in a drug-free workplace program and the actions you can take to make the program effective in creating a safe working environment. (2001)

- 136** Business Responds to AIDS: Manager's Kit  
By: Centers for Disease Control & Prevention  
This kit is a cooperative effort between the Centers for Disease Control & Prevention (CDC) and the business sector. It is a multifaceted program that offers solid information on HIV/AIDS for large and small businesses and an extensive resource service. Included are materials for: workplace policies, employee education, family education, community service, and resources.
- 137** A Picture's Worth 1,000 Words  
By: Jean Westcott & Jennifer H. Landau  
This is a resource for anyone who makes presentations to large or small groups of people. Whether you intent to educate, inform, or persuade; whether you are speaking to a few people or to many; and whether the group is composed of students, staff, managers, or community people, the use of simple visual images will support effective communication. (1997)
- 138** The ASTD Trainer's Sourcebook: Supervision  
By: Bobette Hays Williamson  
This workbook gives you easy-to-personalize, ready-to-run workshops on the hottest topics in training. Offering the ultimate in flexible design and optimum training results, the ASTD Trainer's Sourcebook series includes customizable training designs, fully reproducible workshop materials, games, questionnaires, group activities, overhead masters and participant handouts. (1996)

## Videos

- 105** EAP Today: Orientation  
By: Performance Resource Press  
This video gives viewers the basics of the EAP -- who it's for, how it works and why it's available. Actual client success stories inspire viewers to use the EAP. (13 minutes)
- 106** EAP Today: Supervisor Training  
By: Performance Resource Press  
This video helps supervisors overcome their five biggest fears in referring an employee to the EAP. (15 minutes)
- 107** EAP - A Supervisor's View  
By: FLI Learning Systems, Inc.  
The supervisor's knowledge about what an EAP is, how it is used and the potential results from its use are clearly illustrated. Several situations are briefly shown. An interview on the move with several supervisors brings focus to the value of the EAP. (10 minutes)
- 108** Getting Help  
By: FMS, Inc.  
This documentary-style film promotes referral to counseling and also recongnizes relapse problems and how to deal with them. Personal case histories provide powerful examles of recovery. As one employee says, "Thank God they cared enough about me to offer help." (22 minutes)
- 109** Helping You Help Yourself  
By: FLI Learning Systems, Inc.  
Through the experience of Clement Bemish, the EAP is explored by supervisors who make referrals and employees who benefit from the program. This video also shows how the employer uses the EAP to increase production and life morale. (9 minutes)

**110** Who Needs It

By: Hazeldon Productions

This is a video that employee assistance professionals and coordinators can use to inform employees about the EAP. It includes a dramatic portrayal of four employees who seek help through their company's employee assistance program. This video illustrates how the program works and the services and support it provides. It shows that confidential assessment and referral is available for a wide range of problems. (27 minutes)

**129** 60 Minutes Excerpt: Oxford House

By: CBS

A short excerpt from CBS's "60 Minutes" on Oxford House.

**133** EMPAC Supervisory Training

By: Floyd Hansen & Dennis Barr

Filmed in 1990 by EMPAC staff: a supervisory training class. (2 hours)

**134** We Can Help 2000

By: Gary Whitaker Corporation

Behavioral health management training

**135** Supervisor/Management Training

By: EMPAC

Filmed in 1990 by EMPAC staff.

# Supervisory / Management

## Audio Cassettes

- 208** The New Manager and the New Organization  
By: Tom Peters  
This live audio seminar captures Tom Peters at his best. In a concentrated dose of his latest thinking, Tom shares his insights on: managing in a world of moving targets; building flexible, responsive organizations; the new role of the middle manager; and how to keep yourself growing and in demand. (1993)
- 234** Success Essentials  
By: Sourcecom  
A 20-cassette series on a wide variety of work-related topics for supervisors and managers, including: boosting productivity, motivating employees, interviewing, managing problem employees, conducting performance reviews, sales skills, business writing, and many more! (1987)
- 239** Leadership When the Heat's On  
By: Danny Cox  
This 8-cassette series with workbook will help you build and coach a record-breaking team. It gives the experienced manager, the new manager, and the would-be manager a pretested, industry-leading format on how to capitalize on leadership potential, as well as how to develop a pace-setting staff in the business world of tomorrow.

## Books

- 200** Handling Diversity in the Workplace: Communication is the Key  
By: Kay Dupont, CSP  
Will help readers understand how their words and actions in today's diverse workplace affect their organization's bottom line, and why everyone needs to maintain and exhibit a positive outlook on diversity. (1997)
- 201** Leadership Jazz  
By: Max DePree  
This bold and innovative work draws a compelling and illuminating parallel between leadership and jazz -- both art forms in which freedom and technique, improvisation and rules, inspiration and restraint must be precisely and expertly blended. This dynamic, inspiring book compels you to reconsider every assumption you have about work...and find your own voice in this soaring coda on the art and craft of leadership. (1992)
- 203** Making Tough Decisions  
By: Donald H. Weiss  
Five steps to analyzing and solving problems. How to identify issues, meet multiple demands, and weigh options. Proven tools to make decision making easier in your business and personal life.

**204** Successful Time Management for Supervisors

By: Dennis J. Murphy

This book is arranged so that you can start where you like. The first section focuses on time management in a workplace setting. It is written with supervisors and their employees in mind. The second half takes a broader approach as we look at the personal side of time management and goal setting. (1981)

**205** The Supervisor's Handbook

By: National Press Publications

This book provides tips on handling day-to-day situations, setting and measuring realistic goals, managing conflict and motivating employees to achieving peak performance. This edition includes a new section on hiring and firing employees, including a detailed discussion of legal dos and don'ts. (1993, 2nd Ed.)

**206** Targeting Change: Organizational Development

By: Conrad N. Jackson

Issues covered: client-consultant relationship in organizational transition; role negotiation; mainlined into the culture of the organization; risk-taking and organization change; making organization surveys pay off; professional development characteristics of 10 leading contributors to organization development; the human toll of merger-mania; an OD response; merger methods; the behavioral approach; Real OD Practitioners Don't Follow Models; using OD in line management; an organizational start-up case study; reducing union-management conflicts; an OD approach; little victories; key to involving managers in employee participation efforts; downsizing without layoffs--how to make it happen; gaining management support for performance appraisals; a successful OD intervention; and High-Tech/Hi-Touch: The Costs of Ignoring Human Resources Issues in Office Automation. (1986)

**207** Valuing Diversity: New Tools for a New Reality

By: Lewis B. Griggs & Lente-Louise Louw

Use this collection of ideas and strategies to build diversity awareness and specific skills at all levels: personal, interpersonal, and organizational. Examine the approaches that have worked (and failed) at leading companies. Whether you're making the initial commitment, managing specific situations such as team building, or spreading the word that "diversity is good business", these tools will help you reap the potential of workforce diversity now and in the future. (1995)

**217** Business Ethics

By: The Dushkin Publishing Group

Within the pages of this volume are interesting and well-illustrated articles by business administrators, educators, researchers, and writers, providing effective and useful perspectives on today's important topics in the study of business ethics. (1993)

**218** Deming Management at Work

By: Mary Walton

Let's face it -- Americans are living in a business environment that is self-conscious and insecure. Companies are no longer meeting their full potential. Manufacturing and service have gone to the dogs, and the climate is one of dismay and despair. But hidden among these messages of declining levels of quality and productivity, defying the voices are doom and gloom, one man and his revolutionary approach to management stand out. Dr. W. Edwards Deming is revitalizing American industry and demonstrating through his successful clients, disciples, and advocates that corporate America will once more be the hallmark of quality throughout the world. In this valuable resource for managers, Mary Walton offers practical applications of the highly acclaimed Deming Management Method, developed by the genius who revitalized Japanese industry. Using examples, quotations, and stories, Walton describes the method as it is used by companies and organizations from throughout the business spectrum -- large and small, from service industries to manufacturing to

**220** Work in the 21st Century

By: Isaac Asimov, et al

More than 80 million people who held jobs in the mid-1980s are still at work in this century. So "Personal Administrator" magazine asked some top thinkers, leaders, writers, and executives from the mid-80s to tell them what it will be like to work in the 21st Century. Noted seers such as Isaac Asimov predict how the very meaning of work will change, as well as our own attitudes. (1984)

**222** Coaching for Development

By: Marianne Minor, MSW

This book introduces a process any manager can adapt to build working environments and relationships that enhance the development of skills and the performance of others. The benefit for business and the people in an organization is simple -- improvement in performance, personal growth, and increased job satisfaction for all concerned. The systems approach presented here is a dynamic process that can create a new business culture in any organization. (1995)

**225** Delivering Knock-Your-Socks-Off Service

By: Kristin Anderson

This is a guidebook for service professionals working on the front line. It equips you with the savvy and skills you need to deliver unbelievably great service under any circumstance. (1991)

**226** Attacking Absenteeism

By: Lynn Tylczak

This self-study book will help you attack and push back absenteeism. The objectives of this book are to: demonstrate the problems and parameters of absenteeism; show you how to create an environment conducive to excellent attendance; give you step-by-step procedures to slash absenteeism; and document what the effective use of proper policies can do. (1990)

**227** Risky Business: Managing Employee Violence

By: Lynn Falkin McClure, Ph.D.

Risky Business tells in plain language the specific behaviors that indicate an employee has the potential to become violent, and it tells managers what to do -- and what not to do -- to prevent workplace violence. Author Lynn McClure describes in clear detail the eight major categories of behavioral clues to violence and includes anecdotes from work settings to help managers and others identify potentially violent employees. Most importantly, she emphasizes what managers must and must not do when they see these "clues" in an employee's behavior and how to create and maintain a work environment that is more likely to protect everyone. (1996)

**231** Managing from the Heart

By: Bracey, Rosenblum, Sanford, Trueblood

From the profit-minded managers who make up the brain trust at The Atlanta Consulting Group comes a simple new method hailed as a revolution in management practice: learning to care. Because caring isn't a frill. It delivers results. And for some unenlightened managers, learning to care can be a matter of corporate life or death! Be a smart manager -- and dare to care! (1990)

**232** The Leader of the Future

By: Hesselbein, Goldsmith, & Beckhard

This book offers cutting-edge essays that directly address the future quality of businesses, organizations, and communities -- and the leadership required not just to survive, but to thrive. Learn: how leaders motivate by turning the organizational pyramid upside-down; how partnering has become a primary skill of world-class leaders; how leaders of the next millenium can create an organizational culture based on principles; how leaders emerge from organizations that nurture dispersed authority; and how to inspire hope and purpose in those who want direction and wise to

**233** The Gregg Reference Manual

By: William A. Sabin

This widely-used and highly respected handbook is the definitive source for solutions to all the problems encountered in business and academic writing. A comprehensive reference authority, it presents the basic rules as well as the fine points that apply in virtually every piece of written communication. (1985, sixth edition)

**236** The Manager's Pocket Guide to Preventing Sexual Harassment

By: Terry Fitzwater

Sexual harassment is no longer just the victim's problem: today, the entire organization has a responsibility for both the prevention and elimination of sexual harassment. This book covers an entire spectrum of methods for dealing with sexual harassment ranging from clear policy statements to definitive, documented action when incidents actually occur. Whether you are indeed a manager, team leader, or executive concerned about sexual harassment prevention in the workplace, or a person looking to learn more about the topic in general, this book will serve as an indispensable resource on one of the most prevalent issues facing today's working environment. (1998)

**237** The Manager's Coaching Handbook

By: Cornerstone Leadership Institute

A short, practical guide to improve performance in the workplace. Every manager, supervisor, and team leader in your company should read this book!

**238** What Every Manager Needs to Know About Sexual Harassment

By: Darlene Orlov & Michael T. Roumell

Protect yourself and your company. Here's the complete "answer book" for all your questions about what behavior is OK and what's not -- law and court decisions - preventative policies -- staff training -- investigating complaints -- and more!

## Manuals

**202** The Leadership Success Set

By: National Press Publications

This six-set series includes: The Supervisor's Handbook, techniques for getting results through others; Peak Performance, how to motivate your employees to achieve their best; Techniques of Successful Delegation, delegate the right things to the right people with amazing results; Team-Building, how to build a "winning" team; How to Manage Conflict, a practical guide to effective conflict management; and Getting Things Done, an achiever's guide to time management. (1991,

**219** Workshop for Managing Diversity in the Workplace

By: S. Kanu Kagod

This book presents a workshop designed for managing diversity in the workplace. The intended participants are managers and supervisors. The workshop strives to improve the participants' abilities in areas of diversity. (1991)

**221** Workforce Diversity

By: C DeVaney, J Smith, R Leatherman

A video-based training workshop. Includes video program, leaders' guide, participant booklets, and self-study instructions. (1993)

## Videos

**209** Constructive Confrontation (set of 2)

By: FLI, Inc.

These two presentations are designed to be used in sequence. The format is a training session where supervisors are being taught hands-on techniques of handling the troubled employee. The videos move ahead nicely; have several dramatic scenarios; setting is very up-to-date. Inspires discussion and analysis. (30 minutes each)

**210** Managing the Troubled Employee

By: Southerby Productions

This video helps move through the process of identifying a troubled employee, documenting, and confronting the work performance issues. It demonstrates the use of the EAP and how the effects of helping an employee with personal problems can increase the productivity of the workplace. (20 minutes)

**211** The Supervisor and the Troubled Employee

By: Training Network, Inc.

Identifies symptoms and attitude problems. Explains what supervisors can do to improve attitude, work performance and behavior, as well as reduce accidents and injuries. (18 minutes)

**212** Absenteeism/Tardiness

By: Training Network, Inc.

Supervisors are absolutely the key in reducing absenteeism and tardiness. Explains the concepts, methods, and follow-up necessary to keep absenteeism and tardiness to a minimum: setting an example, counseling on company policy, discipline, documentation of action taken. (16 minutes)

**213** Coaching for Top Performance

By: American Management Association

Build the skills you need to blend diverse individuals into a winning work team. This exciting new program uses examples from the arts, sports, and business to demonstrate good coaching skills; educate your team; develop employee skills; counsel effectively. (26 minutes)

**214** High Impact Leadership, vol. I

By: Career Track

Mark Sanborn shares what motivates leaders, how they project personal power, and how they achieve their goals. He outlines self-mastery techniques that effective leaders use, like discipline, a sense of purpose, and clearly defined values. Mark also reveals how leaders can act as responsible "stewards" of their resources. (76 minutes)

**215** High Impact Leadership, vol. II

By: Career Track

Mark Sanborn shares two techniques leaders use to bring their ideas to life: imagery and storytelling. You'll learn how leaders empower others by clarifying and instilling a motivating vision. And you'll discover the secret that keeps great leaders inspired: their desire to serve others. (60 minutes)

**216** Understanding People

By: Training Network, Inc.

Understanding yourself and how to interact with employees is the key to developing effective leadership skills. Encourages supervisors to develop their own style of leadership, blending their personality, education, and experience. (23 minutes)

- 223** Self-Directed Work Teams  
By: AME  
Produced by the Association for Manufacturing Excellence. (51 minutes)
- 224** Keeping Teams Together  
By: American Management Association  
What keeps a successful team together? With this outstanding video training program, learn how to use a process called synergy -- focusing the energies of a group on a common goal in order to achieve a positive result. (30 minutes)
- 228** Downtime: A Worksite Guide to Understanding Clinical Depression  
By: Wellness Council of America  
This video with handouts discusses the aspects of clinical depression in the workplace. Areas covered include: recognizing clinical depression, treating clinical depression, addressing clinical depression in the workplace, and a worksite training session. (20 minutes).
- 229** Stress Management for Supervisors and Employees  
By: Training Network, Inc.  
Explains how to: control and manage stress on the job, recognize stress symptoms, and identify the high-risk worker. Describes how stress interferes with productivity and how it can become a serious liability if not properly managed. (21 minutes)
- 230** Communication  
By: Training Network, Inc.  
How to develop better and more effective communication between supervisors and employees, including two-way communication and giving/getting feedback. Motivates supervisors to set an example, get involved, listen, investigate, provide solutions, avoid criticism in front of others, and choose discussion over argument. (22 minutes)
- 235** How to Build an Effective Team  
By: Training Network, Inc.  
A short film on team-building. (13 minutes)

# Drug-Free Workplace

## Books

- 316** Addiction: From Biology to Drug Policy  
By: Avram Goldstein, MD  
"[This book] offers a rare combination: scientific expertise from a world-renowned researcher in addiction, a humane and sensible approach to the management of the drug problems of individuals and society, and a writing style that makes it both fascinating and enjoyable to read. Professor Goldstein traces the path from scientific 'first principles' to enlightened social policy on drugs with a lucidity that every concerned citizen will appreciate and profit from." --Harold Kalant, MD, Professor of Pharmacology at the University of Toronto and Director Emeritus of the Addiction Research Foundation of Ontario (1994)
- 324** Just for Today  
By: World Service Office  
A collection of daily meditations for recovering addicts. (1991)
- 325** Narcotics Anonymous: It Works  
By: World Service Office  
A thorough review of the twelve steps and twelve traditions of Narcotics Anonymous. (1993)
- 326** Understanding Drugs of Abuse  
By: Mim J. Landry  
An in-depth look at addiction and commonly abused drugs, as well as treatment, recovery, and dealing with adolescents and drug abuse. (1994)

## Manuals

- 317** The Need to Know: Substance Abuse  
By: Buckley Productions  
Training manual on the supervisor's role in administering DOT regulations and a drug-free workplace. (1990)

## Videos

- 300** Alcohol Abuse: Signs and Symptoms  
By: GWC, Inc.  
This video describes the three stages of alcoholism and how the disease impacts the alcoholic in each stage. The film portrays not only the debilitating emotional, psychological, and physical effects of alcoholism on the individual, but it describes how the disease impacts work performance. Additionally, suggestions are offered to managers and supervisors about how to intervene with alcoholic employees. The video is especially effective in describing how alcoholism deteriorates the brain and the digestive system. (58 minutes)

**301** DFWP: Executive Briefing (Tape 1)

By: Buckley Video Publications, Inc.

This video features Donna Smith, Ph.D., former Assistant Director of the US Department of Transportation (DOT), under whose guidance the rules were developed. She clearly and precisely explains the requirements. The video comes with an employer's checklist of requirements, plus a 56-page handbook. The handbook is an example of materials used in training and educating supervisors and employees to ensure that DOT requirements are met. (42 minutes)

**302** DFWP: The Supervisor's Kit: Alcohol Supplement (Tape 2)

By: Buckley Video Publications, Inc.

This video covers new rules concerning alcohol testing. This program meets the 60 minutes of alcohol training required as of January 1, 1995. The first part is an overview of the rules. Dr. Smith explains the five prohibited behaviors, the consequences of a positive test, the intention of the new rules and the implementation schedule. Next, five live-action scenes are used to stimulate discussion and awareness about the requirements of the new rules. Finally, Tamara Cagney, BSN, former Secretary of the Employee Assistance Professionals Association explains how just one ounce of alcohol affects performance on the job. (60 minutes)

**303** DFWP: The Supervisor's Kit: Information (Tape 3)

By: Buckley Video Publications, Inc.

This video focuses on information about supervisor responsibilities under the new regulations. It highlights the most important training elements required by the DOT. The video also addresses general substance abuse program information all supervisors need to know to effectively support a company's substance abuse policies. Those consequences are not limited to placing a company in jeopardy of non-compliance with the law. Public and employee safety is also at risk, not to mention potential financial loss to the company. (60 minutes)

**304** DFWP: The Supervisor's Kit: Application (Tape 4)

By: Buckley Video Publications, Inc.

This video features in-depth training on handling employees who appear to be under the influence of alcohol or any of the five prohibited drug types. This video recreates real-life scenarios of employee confrontation. It was designed to provide a graphic illustration of how to confront employees using the four steps of constructive confrontation. It reviews the steps of constructive confrontation and the supervisor's role for each scene. The review details what the actor-supervisor did right and what should be improved. The video components of this program were specifically developed to maximize learning for those supervisors who are more visually oriented. The program's presentation of the information in a variety of forms reinforces learning for all students. (60 minutes)

**305** DFWP: The Driver Alert Kit (Tape 5)

By: Buckley Video Publications, Inc.

This video is organized into 3 parts so you can select the most appropriate material for your training program: Part A "DOT Alcohol & Drug Rules"; Part B "Effects of Alcohol in the Workplace"; Part C "Effects of Drugs in the Workplace". This video is accompanied by a handbook that covers the most commonly-asked questions about the alcohol and drug rules, signs and symptoms of alcohol and drug abuse, and where to get help. There is a Certificate of Completion in the handbook which can be torn out and put into a personal file in case of an audit or incident. The Certificate documents your choice of training material and demonstrates commitment to an alcohol- and drug-free workplace. (42 minutes)

**306** DFWP: Substance Abuse, Safety, & Employee Assistance

By: Buckley Video Publications, Inc.

This video has been designed to interact with the handbook. The emphasis is on drug awareness and the effects of drug use in the workplace. There are several question-and-answer sessions to involve the audience. (30 minutes)

- 307** Drug Wars: Crank Country  
By: Education Systems & Resources  
Learn about the dangers of "meth" and how the coming "meth" epidemic will affect your community. This must-see program will arm you with advance knowledge of this horrendous drug.
- 308** The Haight-Ashbury Series: The Impaired Employee  
By: CNS Productions  
First in a 3-tape program. For professionals: This tape is designed to show methods of supervisor intervention with employees who show changes in behavior and work performance. It examines identification, documentation, action, referral, and follow-up. (57 minutes)
- 309** The Haight-Ashbury Series: Drug Testing  
By: CNS Productions  
Second in a 3-tape program. For professionals: This tape covers the technical, procedural, legal, and ethical issues associated with testing in the workplace. It also examines various testing programs such as pre-employment, for-cause, random, and follow-up testing. (60 minutes)
- 310** The Haight Ashbury Series: Drugs and Work Performance  
By: CNS Productions  
Third in a 3-tape program. For employees, clients, and the lay public: This tape was designed to help meet EAP, Drug-Free Workplace Act, DOT, and DOD requirements for drug education. The video shows how psychoactive drugs affect one's work performance, especially coordination, strength, concentration, memory, and balance. (27 minutes)
- 311** Introduction to Street Pharmacology  
By: Parkside Publishing  
The first no-nonsense, easy-to-understand discussion of street drugs of abuse -- what they are, how they are used, and what they do to the body. This covers: types of drugs, methods of administration, addiction, loss of control, tolerance, denial, the neurophysiology of drug addiction, the "rush", and actions in brain centers. (50 minutes)
- 312** Just Say kNOw  
By: Ed Emig  
This is a true story of one individual who, in a few short years, went from Eagle Scout to success as an international importer and distributor of cocaine. Along the way, he became both an addict and a convicted felon. Just Say kNOw also presents specific intervention strategies to help those who know someone out of control and guide them toward treatment. There is hope even for the most profoundly addicted. (36 minutes)
- 313** Maintaining a Drug-Free Workplace  
By: Video Features, Inc.  
This program is designed as a participative workshop in which your supervisors can learn about your organization's drug-free workplace program, become comfortable with their role in the drug program, and practice new communication skills which will be needed when interacting with employees. (37 minutes)
- 314** Marijuana: The Mirror that Magnifies  
By: CNS Productions  
Through animation, graphics, interviews with current users and those in recovery, this video presents an objective, non-judgemental examination of marijuana. (28 minutes)

- 315** Supervisor Training on Drug and Alcohol Testing  
By:  
Reviews the need for Drug & Alcohol Policy, drug testing, alcohol testing, for-cause, and confrontation. Stops for review on each session. (20 minutes)
- 318** Dateline NBC: Nitrous Oxide  
By: NBC Dateline  
Video segment from NBC Dateline, with Jane Pauley and Stone Phillips. (2000)
- 319** Drugs at Work  
By: FMS Productions  
An informative video on the effects of drug use in the workplace. (24 minutes)
- 320** Substance Abuse Seminar  
By: Pete LeBoy  
A short hand-recorded video seminar on substance abuse, recorded in 1990. (30 minutes)
- 321** Aviation Alert: What You Need to Know About FAA Drug & Alcohol  
By: Buckley Productions, Inc.  
Highlights the FAA drug & alcohol policies.
- 322** Addicted: A Film About Addiction  
By:  
Features interviews with addicts. Very honest and straightforward. (45 minutes)
- 323** Roots of Addiction: Drug & Behavioral Compulsions  
By: CNS Productions  
32 minutes

# Workplace Issues

## Audio Cassettes

### **421** Mentoring

By: Susan Fowler Woodring

A mentor can be your career's biggest ally. But how do you find one? How do you build (and sustain) the relationship? How do you make the most of your role as protégé? And when do you break out of the relationship? You'll get the answers to these and many more crucial questions in this two-tape audio program. (1992)

## Books

### **400** Healing the Wounds: Overcoming the Trauma of Layoffs

By: David M. Noer

Layoffs make the business pages, even the front pages, of our newspapers nearly every day. What about those who are left behind? How can workers restore their energy, productivity, and risk-taking when their trust and loyalty have been stripped away? How can managers initiate healing and motivate employees burdened with twice their usual workload? David Noer provides executives, human resource professionals, managers, and consultants with an original model and clear guidelines for revitalizing downsized organizations. (1993)

### **401** Managing Your Career in a Changing Workplace

By: Jane Ballback & Jan Slater

This book shows you how to take control of your career and thrive in a changing workplace. Through real-life case studies, self-assessments, and exercises, you will learn strategies to parlay your talents and interests into a career you choose -- not one that is chosen for you. (1996)

### **411** Celebrating Diversity: Working with Groups in the Workplace

By: Cheryl Hetherington

Celebrating Diversity helps people confront and question the beliefs, prejudices, and fears that can separate them from others. Carefully written exercises help trainers present these sensitive issues in the workplace, as well as in an educational setting. (1995)

### **412** Dynamics of Diversity

By: Odette Pollar & Rafael Gonzalez

This book uses a variety of approaches to assist companies in addressing the issue of designing and implementing a successful, ongoing diversity program. Self-assessment tools, quizzes, and checklists provide an easy, step-by-step strategy to overcome resistance, avoid problem areas, and improve the relationships, performance, and productivity of every employee. (1994)

### **413** Fear of Firing

By: Richard S. Deems

Employee termination can be one of the most stressful experience that anyone in the workforce can face. But few stop to consider that it's as agonizing -- if not more so -- for the employer as it is for the employee. And it's especially difficult for the entrepreneur or small business owner who may not have much experience with hiring, firing, and other employee issues. Richard Deems presents a simple, practical process that ensures that you can fire someone effectively and humanely -- and protect your company from a potential lawsuit. (1995)

**414** Healing the Downsized Organization

By: Delores Ambrose, Ed.D.

Healing the Downsized Organization is for managers and employees who must make sense of the dramatically changed workplaces after reengineering. Here are "best practices" from those who are successfully reinventing their organizations and re-creating healthy workplaces. You'll learn: how survivors regained momentum, focus, and job satisfaction after downsizing; what kinds of company-employee interactions allowed trust to be rebuilt; how managers succeeded in balancing the concerns of those who left and those who stayed; ways to be an effective leader in the transitional period; and approaches to forge a new employer-employee social contract for the

**415** Resolving Conflicts on the Job

By: Jerry Wisinski

Conflict, strife, and contrary points of view -- they're part of the workplace, and if you can't effectively deal with these differences, you may be stunting your career growth. This book gives you succinct and clear guidelines for dealing with conflict on both interpersonal and organizational levels. It explains proven methods for resolving differences and suggests specific techniques to help you give and receive criticism, handle conflict at different levels of an organization, resolve disagreements within a team, and understand how to approach different personality types on the

**416** Constructive Conflict Management

By: John Crawley

When conflicts at work occur, our traditional skills and positive instincts are deserted in favor of the easy fix, the tough move, or the clever device. But unresolved conflicts simmer on, until they explode again, and before long managers feel as though they are doing little else other than dealing with disputes, with people in different camps, cooperation replaced by combat and motivation going down by the minute. This book will show you how to remain positive and constructive with people problems and difficult situations, and will enable you to turn the nightmare of conflict into an

**417** Getting to Yes

By: Roger Fisher and William Ury

A straightforward, universally applicable method for negotiating personal and professional disputes without getting taken -- and without getting angry. With a concise, step-by-step, proven strategy for coming to mutually acceptable agreements, Getting To Yes tells you how to: separate the people from the problem; focus on interests, not positions; work together to create options that will satisfy both parties; and negotiate successfully with people who are more powerful, refuse to play by the rules, or resort to "dirty tricks". (1991)

**418** Try! A Survival Guide to Unemployment

By: Karen Okulicz

In today's unpredictable, restructuring economy, everyone runs the risk of unemployment. The only sure-fire answer is to build our confidence and transform ourselves to keep pace with change. This helpful book offers a thoughtful, step-by-step process for getting organized, and getting the work we all need for satisfying, productive and happy lives. (1995)

**419** The Workplace Survival Guide

By: George Fuller

The Workplace Survival Guide gives you an arsenal of business-tested techniques and strategies to help you become a job survivor and control your own destiny in today's fast-changing working world. You'll learn: how to read the signs that your job is at risk; tips for creating job opportunities on your own; how to get yourself promoted -- even in a dead-end job; ten telltale signs that it's time to move on; twelve quick techniques to help you reduce expenses between jobs; and much more!

**420** The Upset Book: How to Deal with Upset People

By: Pennie Myers & Don Nance

In this book, learn: what six principles apply in upsetting situations; using the seven channels of communication; how to apply transactional analysis effectively; how to reduce your own upset; what to do to make positive contact; what gap exists in complaints; what five steps calm upset; how to diffuse anger; how to respond to grief and loss; and tips on putting it all together. (1991)

**422** Giving and Receiving Criticism

By: Patti Hathaway

This book provides practical and useful insights that will enhance your personal and professional interpersonal skills. It is equally appropriate when dealing with superiors, peers, and subordinates. (1990)

**423** Working Together: Succeeding in a Multicultural Organization

By: George Simmons, Ph.D. with Amy Zuckerman

This book helps you to understand and respect people of other cultures and become understood and respected by them. The three main sections show you how to interact with different kinds of people. Follow each step and you will learn to: manage your mind--master how you think about yourself and others; manage your words--speak and listen effectively to people with different backgrounds; manage your unspoken language--know how to pay attention to the non-verbal language of "where, when, and how" you do things. (1994, 2nd Edition)

**424** Workplace Diversity: Issues & Perspectives

By: Alfreda Daly

This insightful book examines the complex issues involved in workplace diversity, and teaches a practical method for applying an organizational change process that is truly inclusive of diverse groups.

With nearly half of the 28 chapters written by people of color, people with disabilities, and gay men or lesbians, this unique volume gives you a comprehensive understanding of the depth and breadth of issues involved. You will discover how the history and cultural attributes of diverse groups must be understood for effective change to take place. You will see examples of skills areas, policies, and processes that can foster a culture that affirms diversity. Special Features: perspectives rarely included in diversity literature, such as communication, including a discussion of ebonics, and ADA concerns for students with disabilities in internships. Cutting-edge research and subjects, including: employment assistance issues, developmental mentoring relationships, African-Americans and entrepreneurship, and Latino communication diversity; white racial identity attitudes that affect workplace culture & outcome; range representations of diversity, such as race, ethnicity, gender,

**425** Workplace Diversity

By: Katharine Esty, Richard Griffin, & Marcie Hirsch

Workplace Diversity provides business managers with the creative and effective solutions they need to succeed in today's multifaceted and ever-changing workplace. With insights into the most difficult and sensitive issues managers encounter, Workplace Diversity offers timely, practical, and invaluable guidance. (1995)

**426** Calming Upset Customers

By: Rebecca L. Morgan

This book provides practical, easily adaptable ideas that will help you to deal effectively with upset customers in all types of situations. Knowing how to resolve conflicts quickly and professionally can make a big difference in how employees perform their jobs and how customers feel about the organization. (1989)

**429** Step Forward: Sexual Harassment in the Workplace

By: Susan L. Webb

This book can help millions of men and women. How? Because for the first time, a specialist in the field of sexual-harassment treatment and prevention has created an easy-to-follow manual for providing what everyone needs to know. This upbeat book is filled with interactive quizzes, and the approach is direct and straightforward. There's something for everyone: the company, managers & supervisors, and employees. (1997)

**430** The First Line of Defense

By: Wanda Dobrich, Ph.D. & Steven Dranoff, Ph.D.

How to stop sexual harassment before it starts: a guide to protecting yourself against sexual harassment. In this book, two leading psychologists help companies give their employees the tools, skills, and training they need to recognize the early warning signs of potential sexual harassment relationships and defuse these situations before any harassment occurs. (2000)

**431** People Styles at Work

By: Robert & Dorothy Bolton

Why is it so hard to work well with some people? More importantly, what can you do about it? How can you significantly improve difficult work relationships? People Styles at Work presents a practical, proven behavioral science method that you can use, day in and day out, to: understand how your preferred style of working comes across to other people; "read" other people's behavior so you'll know the best way to work with them; find common ground with people while maintaining your individuality and integrity; adjust your behavior in small ways that dramatically improve results with different working styles; and relate effectively, no matter how others react to you. (1996)

## Videos

**402** Managing Job Stress: Handling Workplace Pressure

By: Whole Person Associates

First in a 6-tape series. Every job, paid or unpaid, is stressful -- at least part of the time! Identify key sources of on-the-job stress. Assess stress signals. Focus on current job stress "hot spots". Target coping strategies and practice quick "Take Five!" skills for managing job stress. (15 minutes)

**403** Managing Job Stress: Clarifying Roles and Expectations

By:

Second in a 6-tape series. For many people, the expectations of their supervisor and their colleagues, as well as the internal expectations of themselves, are unclear and conflicting. Examine the contradictory expectations that may be causing stress. Learn six skills for clarifying roles and expectations on the job. Make a concrete plan for action. (15 minutes)

**404** Managing Job Stress: Controlling the Workload

By:

Third in a 6-tape series. Too much work, too little control, too many deadlines, and too many conflicting demands can make the workplace stressful. Evaluate how the sheer volume of work may cause stress. Learn how to take charge by prioritizing tasks and managing time. (15 minutes)

**405** Managing Job Stress: Managing People Pressures

By:

Fourth in a 6-tape series. Working with people can be rewarding. However, conflicts with colleagues, supervisors, subordinates, customers, or suppliers can also be stressful. Assess the cause of "people pressures" at work. Develop skills for reducing stress while getting positive "people" support, so necessary for long-term job satisfaction. (15 minutes)

**406** Managing Job Stress: Surviving the Changing Workplace

By:

Fifth in a 6-tape series. Change on the job can be stressful. Recognize how every type of change, even the positive, can cause stress. Examine three areas of change on the job -- the workplace, the work, and the worker -- and develop flexibility skills for coping. (15 minutes)

**407** Managing Job Stress: Balancing Work and Home

By:

Sixth in a 6-tape series. Finding a healthy balance between the commitment to work, to home, to others, and to self is a critical challenge. When balance is lost for too long a period, stress is bound to increase. Evaluate ways in which life requires balance. Recognize stress-producing imbalance problems. Learn skills for rebalancing the worlds of work and home as needed. (15 minutes)

**408** Sexual Harrassment

By:

Using the EEOC definition of sexual harassment, this program shows you how this damaging and expensive problem in the workplace is played out, how situations get out of hand, and how the problem can be addressed and stopped. It reviews all the well-worn excuses for ignoring harassment, provides suggestions for action if harassment is suspected, and highlights the cost of failing to take action at various stages of harassment. (19 minutes)

**409** Sexual Harrassment: Serious Business

By:

Watch how sexual harassment incidents damage job performance, careers, and lives of affected employees. Respect and professionalism in the workplace allow all employees to work in a comfortable, healthy environment. Build a harassment-free workplace both by informing all employees of their legal and ethical responsibilities, and by building awareness of the emotional and occupational costs of harassment incidents. (25 minutes)

**410** What You Should Know About Job Stress

By: Channing L. Bete, Inc.

This video explores the dimension of stress and its relationship to job situations. Outlines the helpful effects of stress. A series of stress-producing events are examined. It concludes with the how-to steps in managing stress rather than stress managing you. (18 minutes)

**427** How to Cope with the Smoke-Free Workplace

By: Addiction Management Systems, Inc.

A presentation to smoking employees. Two parts. 1. How to quit smoking or learn to control the habit with The AMS Smoking Control Program (taped live at Boeing Canada). 2. Start now by cutting down painlessly (a message from the author). (30 minutes)

**432** Working Together Works!

By: Dartnell

28-minute tape on successful team building.

### **433** Negaholics

By: Dr. Cherie Carter Scott

"No way - it can't be done. It's impossible." These are all-too familiar words of the "Negaholic." Negaholics spread their negativity like a virus. With poor attitudes and loose lips, they inhibit productivity, ruin morale, and sabotage everyone's best efforts - directly affecting company performance and the bottom line. Yet, no one has devised a way to deal with them and turn things around - until now!

With these three interactive videos, you will learn how to identify the symptoms and characteristics of Negaholism in individuals, in teams, and in yourself. And, most importantly, you'll acquire a proven

# Relationships / Marriage

## Audio Cassettes

- 513** Mars & Venus in Love: Tape I  
By: John Gray, Ph.D.  
First in a 2-tape series. Inspiring and heartfelt stories of relationships that work. (1996)
- 515** Mars & Venus in Love: Tape 2  
By: John Gray, Ph.D.  
Inspiring and heartfelt stories of relationships that work. (1996)

## Books

- 512** Couple Skills: Making Your Relationship Work  
By: Matthew McKay, Ph.D. et al  
This book is divided into four sections: basic skills, advanced skills, anger and conflict, and understanding and changing what goes wrong. It will help you develop and polish the skills you need to keep love alive. (1994)
- 514** Is It Love or Is It Addiction?  
By: Brenda Schaeffer  
With more than 175,000 copies in print, "Is It Love or Is It Addiction?" has helped countless people find their way from the trials and confusion of addicted love to the fulfillment of whole and healthy relationships. In this second edition, psychotherapist Brenda Schaeffer draws on new developments in her practice, as well as a decade of feedback, to expand her original insights and advice. The result is a fresh perspective on intimacy and an invaluable practical guide to making relationships work.
- 517** The Seven Principles of Making Marriage Work  
By: John M. Gottman, Ph.D., and Nan Silver  
John Gottman has revolutionized the study of marriage by using rigorous scientific procedures to observe the habits of married couples in unprecedented detail over many years. Here is the culmination of his life's work: the seven principles that guide couples on the path toward a harmonious and long-lasting relationship. Packed with practical questionnaires and exercises, this book is the definitive guide for anyone who wants their relationship to attain its highest potential.
- 518** Women Who Love Too Much  
By: Robin Norwood  
Why do so many women become obsessed with the wrong men -- men who are emotionally unavailable, addicted to work, alcohol, or other women, men who cannot love them back? In this stunning bestseller, therapist Robin Norwood helps these women recognize, understand, and change the way they love.

**520** Don't Ask for the Dead Man's Golf Clubs

By: Lynn Kelly

It's hard to know how to help a friend who is grieving. Drawing on experience and wisdom from people who have lost husbands, wives, parents, children, and siblings, this book offers hundreds of helpful, succinct, and heartfelt suggestions on how to provide comfort, now and over time. It explains what to say and do and what not to say and do. Plus what to write, how to deal with the holidays, the importance of hugs -- and why never, ever to ask for the dead man's golf clubs.

**521** Final Gifts

By: Maggie Callanan & Patricia Kelley

When someone we love is dying, it's hard to know how to help, what to do, what to say. Yet if we know how to listen and what to look for, the dying themselves can often supply the answers, letting us know what they need to hear and express to allay their fears and face death with serenity.

For more than a decade, hospice nurses Maggie Callanan and Patricia Kelley have tended the terminally ill. Now, in this moving and compassionate book, they share their intimate experiences with patients at the edge of life. Through these stories you'll come to appreciate the near-miraculous ways in which the dying communicate their needs, reveal their feelings, and even choreograph their final moments. You'll gain new insight into the leave-taking process, and in the end, you'll discover gifts of wisdom, faith, and love that the dying leave for us to share. (1992)

**522** How to Survive the Loss of a Love

By: Colgrove, Bloomfield, McWilliams

Poems, verses, and short sayings to help the grieving process. (1991)

**523** On Death and Dying

By: Elisabeth Kubler-Ross

One of the most famous psychological studies of the late twentieth century. On Death and Dying grew out of an interdisciplinary seminar on death, originated and conducted by Dr. Elisabeth Kubler-Ross. On Death and Dying is where Dr. Kubler-Ross first explored the now-famous five stages of death: denial and isolation, anger, bargaining, depression, and acceptance. With sample interviews and conversations, she gives the reader a better understanding of how imminent death affects the patient, the professionals who serve that patient, and the patient's family, bringing hope to all who

**524** Sexual Abuse Sacred Wound

By: Stephanie Mines, Ph.D.

This book provides understanding and practical guidance for those traumatized by sexual abuse, their families, friends, and therapists. Stephanie Mines' approach can be applied with or without a therapist and involves healing through the therapeutic use of art-making in all its forms. A key to healing is treating trauma as a "sacred wound" on the model of the shaman's initiatic wounding.

**525** Should You Leave?

By: Peter D. Kramer

A psychiatrist explores intimacy and autonomy - and the nature of advice.

In "Should You Leave", Peter D. Kramer, author of the phenomenal best-seller "Listening to Prozac", continues his revelatory exploration of the modern self - this time through the prism of our most crucial relationships.

"Fascinating, intelligent, and informative" said the New York Times in its review of Kramer's provocative book about America's most popular psychotherapeutic drug. Now Kramer focuses his intelligence and literary craft on the question most people have asked themselves, their friends or their therapists about a troubled or simply confusing relationship - "Should I leave?"

**526** Helping Battered Women

By: Albert R. Roberts, Editor

Women battering is one of the most pervasive and dangerous problems in American society today. An estimated 8.7 million women fall victim to violence in their own homes each year. Helping abused women escape and remain free from violent relationships is the focus of this book.

**527** Women in Context

By: Marsha Pravder Mirkin, Editor

This book reflects a complete transformation of traditional psychological ideology. It goes much further: it transforms even the developing literature on women and psychotherapy by considering culture, race, class, and gender as basic to any consideration of women, their problems, the life cycle, and psychotherapy.

**528** Love is a Verb

By: Bill O'Hanlon & Pat Hudson

How to Stop Analyzing Your Relationship and Start Making It Great!

Are you and your partner stuck with old labels that blame but do not change the situation?  
Are you in a relationship rut?  
Has there been an affair or violence that has left you feeling hurt and unable to move on?  
Is your sex life languishing?  
Do you ask yourself, where has our love gone?

If you answer yes to any of these questions, you are ready for this book; it will help you find your own solutions to relationship problems.

## Videos

**500** Mars/Venus: Scoring Points with the Opposite Sex

By: John Gray, Ph.D.

You'll hear Dr. Gray's playful description of how men and women keep score differently in a relationship. This basic difference is why we catch "resentment flu" and experience upsets that can easily be avoided. Men learn how to successfully support their partners by doing little things that make a big difference. Women learn the importance of appreciation. (40 minutes)

**501** Mars/Venus: Giving & Receiving Love, Emotional Needs

By: John Gray, Ph.D.

Explains that men and women generally are unaware that they have different emotional needs. Learn how you may be unknowingly turning off your partner without this important awareness. (40 minutes)

**502** Mars/Venus: Communicating at Difficult Times

By: John Gray, Ph.D.

The "Feeling Letter" exercise you will work with Dr. Gray as he teaches demonstrates and then leads through a proven technique for healing past hurts and avoiding arguments. This easy-to-learn method of writing out your feelings has saved thousands of relationships. This exercise is considered by many as John Gray's most important tool to personal growth and lasting, loving relationships. (40 minutes)

**503** Mars/Venus: Cycles of Intimacy (Women are like Waves)

By: John Gray, Ph.D.

Provides an understanding why women rise and fall in their ability to love themselves and others -- just like waves. You'll hear about the typical male response to the wave and the important warning signals she sends out before descending into the well. Men learn how to accept their limitations, understand her pain, and successfully reassure her during difficult times. (40 minutes)

**504** Mars/Venus: Lasting Intimacy & Fulfillment

By: John Gray, Ph.D.

Highlights what Dr. Gray calls "advanced relationship skills". When couples start out in love, they are always willing to do whatever it takes to make the relationship work. Without an awareness of these new advanced skills, it is inevitable that the special light of love we feel in the beginning will grow dimmer. Discover new ways to enhance the glow of your relationship. (40 minutes)

**505** Mars/Venus: How the Past Affects Relationships

By: John Gray, Ph.D.

Part 1 explains how our past affects relationships. Dr. Gray teaches this complex subject in the simple terms of his "Trash Can Theory", "The 90/10 Principle", and "4-Rs". All easy-to-understand reasons that our past sometimes unnecessarily complicates our intention to love and support ourselves and our partner. (40 minutes)

**506** Mars/Venus: Cycles of Intimacy (Men are like Rubber Bands)

By: John Gray, Ph.D.

Provides an understanding of how the normal male cycle of intimacy requires him to occasionally "pull back" from the relationship. Women will find out how they unknowingly disrupt this cycle and what to do when this occurs. Learn how to initiate a conversation with a man and how to respond when he won't talk. (40 minutes)

**507** Mars/Venus: How to Motivate the Opposite Sex

By: John Gray, Ph.D.

Stresses how to get what you want in all your relationships. Women find out how to set boundaries and ask for support without pushing him away. You'll hear the key elements for assertive asking. Learn how men and women are motivated and empowered differently. Men want to feel needed, while women want to be cherished. You'll discover the basics for learning to give and receive the love you deserve. (40 minutes)

**508** Mars/Venus: Understanding Martians & Venusians

By: John Gray, Ph.D.

Describes how male and female differences can prevent mutually fulfilling and loving relationships. You'll discover the two biggest mistakes men and women make in relating to each other. (40 minutes)

**509** Mars/Venus: The Secret of Passion

By: John Gray, Ph.D.

Dr. Gray provides the answers for couples who want to experience a lifetime of love and passion. The high rate of divorce today is not a sign that people today are less interested in marriage. On the contrary, it indicates that we want more from our relationships than ever before. This video teaches new skills we all need to keep the fires of passion burning bright. (40 minutes)

**510** Mars/Venus: Mars & Venus in the Bedroom

By: John Gray, Ph.D.

Explains why he wants sex, she wants romance. In the bedroom, it is obvious that men and women are different, but we may not realize just how different we are. It is only through understanding and accepting our obvious and less-obvious differences that we can achieve true intimacy and great sex. (40 minutes)

**511** Mars/Venus: Improving Communication

By: John Gray, Ph.D.

Explains the single biggest difference in the way men and women cope with stress. Dr. Gray explains the details of how we actually speak different languages and why good intentions are not always enough. Women will learn the largest challenge they face when communicating with men. Men learn how to successfully support their partners without invalidating their feelings. (40 minutes)

**516** Relationships in Recovery

By: CL Productions

This video provides families with a strong foundation to change dysfunctional relationships. "...is adaptable for anyone who needs understanding of the dynamics involved with intimacy, passion, and commitment," Library Journal 9/95. It reviews the dynamics of functional vs. dysfunctional relationships by explaining: relationship priorities, types of relationships, love triangles, types of intimacies, codependency issues, stepping stones to recovery. This video comes complete with self-study homework assignments for families and couples. (53 minutes)

**519** When Dating Turns Dangerous

By: Sunburst Communications

This video includes a teacher's guide for presentations. The program will help you: identify controlling and abusive behavior as unacceptable; learn that violence is not a sign of love; learn to recognize the typical cyclic nature of dating violence; begin to question some of the myths about male/female relationships that serve to promote unhealthy, unequal relationships; begin to understand some of the complex dynamics involved in dating violence; and learn how and where to get help if you or someone you know needs it. (39 minutes)

# Family / Parenting

## Audio Cassettes

- 602** The Joy of Parenting  
By: Foster W. Cline  
This two-tape set discusses parenting principles and techniques that work with most kids most of the time. (1988)
- 609** The First Aid Kit  
By: Jim Fay, Foster Cline, MD, & Don Shaw  
Set of seven cassette tapes. Four tapes are "Discipline with Love and Logic". Other three are single tapes: "Helicopters, Drill Sergeants, and Consultants"; "Four Steps to Responsibility"; and "Motivating Kids for Achievement". (1984)
- 610** The Life-Saver Kit  
By: Jim Fay & Foster Cline, MD  
Set of 6 cassettes on various child-rearing topics such as: chores, the science of control, homework and schoolwork issues, trouble-free teens, setting limits for kids, and raising the odds for responsible behavior. Includes a short "Love and Logic Journal" with tips and insights to dealing with everyday problems. (1986)

## Books

- 600** Kids on the Brink: Understanding the Teen Suicide Epidemic  
By: David B. Bergman, MD  
In this fascinating and informative book, Dr. Bergman examines the psychological and sociological changes, from single-parent families to video games and television that have contributed to an increasing sense of isolation among our children. He explores the common emotional themes that underlie most suicides, highlights warning signs of suicidal behavior, and offers practical advice on what you can do to help your teenager survive the minefield of adolescence. (1990)
- 601** SOS! Help for Parents  
By: Lynn Clark, Ph.D.  
A practical guide for handling common, everyday behavior problems. SOS teaches parents easy-to-learn methods for helping children to improve their behavior and adjustment. (1996)
- 607** Common and Uncommon School Problems  
By: David A. Gross, MD & Irl L. Extein, MD  
This straightforward book helps concerned parents of school-age children cope with every problem from "the dog ate my homework" to "we got a call from the principal today". It answers questions about hyperactivity, learning disabilities, substance abuse, and other important issues. (1989)
- 608** The Family Contract  
By: Howard I. Leftin, MD  
This is a blueprint for "good parenting". It's a system by which specific rules are established with your teenager and, when rules are observed, he/she earns certain privileges (talking on the phone, use of the car, allowance, etc). Over time, you'll see a vast improvement in everyone's life. The Family Contract is a flexible approach, and adaptable to any teen, any family, and lifestyle. (1990)

- 613** Helicopters, Drill Sergeants & Consultants  
By: Jim Fay  
A book by one of America's most exciting public speakers on how to raise capable and responsible children. (1988)
- 615** Parenting with Love and Logic  
By: Foster Cline, MD and Jim Fay  
As parents, you have only a few years to prepare your children for a world that requires responsibility and maturity for survival. That thought alone can send shivers down your parental spine! So what do you do? Hover over your kids so they never make mistakes? Drill them so they'll remember the important principles when they're on their own? Tear your hair out, wondering if teaching them responsibility is anything but a battle of wills? If you want to raise kids who are self-confident, motivated, and ready for the real world, take advantage of this win-win approach to parenting.
- 616** The Tenth Good Thing About Barney  
By: Judith Viorst  
This book is about a little boy who loses his cat, Barney, and is helped through the grieving process. The story can help children better understand and deal with death. (1971)
- 617** Badger's Parting Gifts  
By: Susan Varley  
All the woodland creatures -- Mole, Frog, Fox, and Rabbit -- love old Badger, who is their confidant, advisor, and friend. When he dies, they are overwhelmed by their loss. Then, they begin to remember. Told simply, directly, and honestly, this uplifting story will be of tremendous value to both children and their parents. (1984)
- 621** Women's Sexuality After Childhood Incest  
By: Elaine Westerlund  
This book presents a groundbreaking research study on the sexual attitudes and practices of women with incest histories, including both statistical and anecdotal findings. It covers sexuality in the broadest sense of the word, including body perception, reproduction, sexual preference, sexual "lifestyle", and sexual functioning.
- 622** In-Laws: A Guide to Extended Family Therapy  
By: Gloria Call Horsley  
In-law problems are among the leading causes of marital discord and divorce. And since nearly everyone has in-laws (whether or not they themselves are married), in-law problems are a matter of serious concern to virtually every extended family member. As resources become scarcer, people are again turning to the family as a source of material and emotional fulfillment and support. This book is not another abstruse discourse or scholarly monograph. Instead, it is a highly accessible reference/field manual that arms therapists and clients with a retinue of "battle-tested" tools and techniques for quickly identifying and resolving most of the problems that arise in in-law relationships.

## Videos

- 603** Adolescence  
By: United Learning  
This video will help a parent assess strengths and weaknesses in dealing with teenagers and will provide practice in considering solutions to the most common conflicts and sensitive issues. (20

**604** Child Management  
By: United Learning

This guide allows for practice in coping with typical issues and is designed to help parents develop child management skills. Also, the information provides background support for the parent by providing guidelines for establishing moral values and behavior management for the child. (30

**605** Drugs and Youth: The Challenge  
By: California Attorney General

This exciting new production is designed for you as a parent, educator, or employer. It provides the most current information, paraphenalia, and symptoms of drug abuse. Hosted by Michael Gross. (23 minutes)

**606** SOS! Help for Parents  
By: Lynn Clark, Ph.D.

This video presents child management methods such as: basic child-rearing rules and errors; how to give effective instructions and commands to your child; timeout skills workshop; using grandma's rule; and methods of mild punishment. The format uses example scenarios with simulated events and reactions. (65 minutes)

**611** Masquerade: Unveiling our deadly dance with drugs and alcohol  
By: Focus on the Family Films

In this video, popular youth speaker Milton Creagh blows the cover off many popular myths, including the "casual user" lie, and exposes the hidden war with drug and alcohol addiction. He doesn't talk at teens, but speaks to their hearts in a way they can understand -- and remember. (30 minutes)

**612** Satanic Cults  
By: Jerry Mungadze

African native Jerry Mungadze speaks regularly to groups of students, parents, counselors, and law enforcement on the dangers and signs of satanic cults. His experience in his native Zimbabwe helped him see and understand the signs of cults here in America. Learn: facts concerning satanic cults, signs that your child might be involved, personality traits that attract satanists, and what you can do to help victims of satanism. (2 hours)

**614** Families in Trouble: Learning to Cope  
By: Sunburst

The stories of three young people who experience the coping process by dealing with the crises they face at home -- sibling alcoholism, divorce, and child abuse. The program also helps students understand family dynamics and the importance of family roles. (32 minutes)

**618** Teen Species: Boys  
By: Discovery Channel

Narrated by Dr. Drew, this program follows several young boys on the threshold of puberty for the most difficult two years of their lives. See the physical, psychological, and emotional changes that occur as they make the transition from child to adult. 52 minutes.

**619** Teen Species: Girls  
By: Discovery Channel

Narrated by Dr. Drew, this program follows several young girls on the threshold of puberty for the most difficult two years of their lives. See the physical, psychological, and emotional changes that occur as they make the transition from child to adult. 52 minutes.

**620** Teen Species: Adults  
By: Discovery Channel

Narrated by Dr. Drew, this program follows three young adults - all age 16 - as they go through the final two years of their transition from teenager to adult. 52 minutes.

# Anxiety / Stress / Emotional

## Audio Cassettes

- 701** Emotional Intelligence  
By: Daniel Goleman  
Is IQ destiny? Not nearly as much as we think. This fascinating and persuasive program argues that our view of human intelligence is far too narrow, ignoring a crucial range of abilities that matter immensely in terms of how we do in life. Drawing on ground-breaking brain and behavioral research, Daniel Goleman shows the factors at work when people of high IQ flounder and those of modest IQ do well. These factors add up to a different way of being smart--one he terms "emotional intelligence". This includes self-awareness and impulse control, persistence, zeal and self-motivation, empathy and social deftness. (1995)
- 702** How Good Do We Have to Be?  
By: Harold S. Kushner  
From the Author of "When Bad Things Happen to Good People" comes an inspiring new bestseller that puts human feelings of guilt and inadequacy in perspective and teaches us how we can learn to accept ourselves and others even when we are less than perfect. (1996)
- 719** Stress Management for Women  
By: Fred Pryor  
Six-cassette seminar on stress management for women. Includes workbook. (1994)
- 723** Attacking Anxiety & Depression (16-tape set)  
By: Midwest Center for Stress & Anxiety  
A 16-cassette series for self-help, self-awareness, and combating stress, anxiety, and depression.
- 725** Responsibility to Self  
By: Roy W. Menninger, MD  
In this production, Dr. Menninger, president of Menninger, reaffirms one premise of our seminar programs: increase self-understanding and self-acceptance expand our capability to be productive and responsible. (1987)
- 727** Unconditional Life  
By: Deepak Chopra, MD  
Discover the power to fulfill your dreams with this powerful work from one of the most powerful authors in the field of mind-body medicine. Filled with dramatic case histories, "Unconditional Life" brings together disciplines ranging from modern physics and neuroscience to the ancient traditions of Indian wisdom. Every listener will take from this exciting new work a deepened awareness of the power of consciousness and an inspiring new version of our unlimited potential for mastering the forces that shape personal reality. (1991)

## Books

- 700** SOS! Help for Emotions: Managing Anxiety, Anger, & Depression  
By: Lynn Clark, Ph.D.  
This book can help you to: know your emotions; manage your emotions; attain greater contentment; achieve your personal goals; and understand cognitive behavior therapy. (1998)

**713** Developing Positive Assertiveness

By: Sam R. Lloyd

This book will provide an awareness and understanding of what assertive behavior is and why it is desirable and important for you to develop and use assertive behavior in your natural style. Using these simple yet sound techniques can help any reader learn to become more assertive. (1988)

**714** Developing Self-Esteem

By: Connie Pallandino, Ph.D.

A practical, realistic, motivating book designed to increase feelings of self-esteem. It introduces new techniques, ideas, and exercises which help readers assess how they feel about themselves and provides a step-by-step program to develop self-confidence and improve self esteem. (1994)

**715** Self Esteem: The Ultimate Program for Self-Help

By: Matthew McKay, Ph.D. & Patrick Fanning

Positive self-esteem is the force that drives the successful personality. It is the foundation for a happy life. To make friends, you must first like yourself. To really love others, you must first love yourself. To succeed, you must have confidence. This book will show you how to: talk back to the self-critical voice inside you; foster compassion for yourself and others; use hypnosis and visualization for self-acceptance; handle mistakes and respond to criticism; ask for what you want; raise children with high self-esteem. (1992)

**716** Letting Go of Anger

By: Ron & Pat Potter-Efron

Anger is a natural part of the human condition, but it isn't easy to handle. And when people don't handle it well, the harm they do isn't always visible. Some people mask their anger -- they say things like "I never get angry" or "I didn't mean to spoil your plans, I just forgot." Others explode with rage, sometimes to "defend" themselves or to pressure others into doing what they want. Through revealing self-tests and real-life examples, readers learn how to recognize their own style (or combination of styles) and what they can do if they feel stuck in that style. Their techniques are for anyone who wants to learn to express anger in healthy and productive ways. (1995)

**717** The Loss That Is Forever

By: Maxine Harris, Ph.D.

The loss of a parent before a child reaches adulthood is a cataclysmic event that forever scars that child. No assumption, no expectation, no belief can remain the same. Yet millions of children grow to adulthood on a foundation that is both marred and shaped by such an early loss. This book provides a thoughtful and moving framework for understanding the impact that early loss has on every aspect of adult growth and development. (1995)

**718** Anger: Taming the Beast

By: Reneau Z. Peurifoy, MFT

Anger is a part of our everyday lives, from the minor annoyance of a traffic jam to big blow-ups with a loved one. Sometimes, however, we let the way we deal with our anger get in the way of our lives and our relationships. Finally, here's help. In this important book, Peurifoy takes us step-by-step on the road to understanding anger and learning how to express it effectively. (1999)

**722** Blessings of Being Mortal

By: Margo Drummond

The meaning of our personal death is something each of us wants and needs to penetrate. Blessings of Being Mortal presents solid facts and wide-ranging perspectives regarding the choices we encounter as we consider the consequences of personal death. It examines the defense mechanisms, the illusions, the conventional propositions and the fears surrounding death, which hamper our ability to pursue the best uses of our talents and of our time. (2001)

**724** Messages: The Communication Skills Book

By: Matthew McKay et al

Messages is a comprehensive handbook on a most important skill: interpersonal communication. Improve your relationships and personal effectiveness by mastering body language, sexual communication, making contact, assertiveness, negotiation, public speaking, self-disclosure, active listening, and influencing others.

**726** Life-Changes

By: Joan Lennox & Judith Shapiro

In this book, the authors have created a practical and usable guide to help women become the women they want to be. Their three-pronged approach includes discussions to aid, understanding of attitudes toward change, anecdotes to explore the many ways transformation can be accomplished, and minitasks at the end of each chapter all offer concrete steps to translate desires into action. Change isn't something to be endured, it is something to achieve, with determination, hope, and a clear, goal-oriented attitude. This rare combination of inspiration and practical wisdom is an indispensable resource for women. (1990)

**739** Prozac and the New Antidepressants

By: William S. Appleton, MD

Much has been written and debated about Prozac and the other new antidepressants, but most of this information focuses on the ethical and societal implications of the drugs and NOT on the practical information most people want to know. In this sensible and user-friendly guide, Harvard Medical School professor William Appleton answers all the questions we have about Prozac and the other new antidepressants, including:

1. How do I know if I need to take an antidepressant?
2. What are the side effects of the different antidepressants?
3. Will I lose the essence of my personality?
4. If they work, will I have to take drug my whole life?
5. Which antidepressant is right for me?
6. What do I do if none of the drugs can help me?

(Please remember that this book is for informational purposes only, and should not be used in place of your regular doctor. Before starting or stopping any medication, please visit your general

**740** Finding Yourself in Transition

By: Robert Brumet

Our culture offers little help in coping with and overcoming the enormous personal, social, and economic changes that are occurring around us and within our lives. This book explores the spiritual opportunities inherent in life's changes and helps us discover how to use them as a gateway to greater personal and spiritual growth.

Strands of psychology, eastern and western mysticism, Bible interpretation, and personal history are masterfully woven in this important work about the dynamics of change. It offers you an opportunity for a breakthrough into a whole new dimension of living.

**741** Listening to Prozac

By: Peter D. Kramer

Since it was introduced in 1987, Prozac has been prescribed to nearly five million Americans. But what is Prozac - a medication, or a mental steroid? A cure for depression, or a drug that changes personality? Reported to turn shy people into social butterflies and to improve work performance, memory, even dexterity, does Prozac work on character rather than illness? Are we using it "cosmetically", to make people more attractive, more energetic, more socially acceptable? And what does it tell us about the nature of character and the mutability of self?

**742** The Body Betrayed

By: Kathryn J. Zerbe, MD

Clearly and sensitively written, this exciting book covers all aspects of diagnoses and treatment of eating disorders. Particularly appropriate for parents and loved ones who want a thorough understanding of eating disorders. Zerbe, an internationally-esteemed feminist psychiatrist, interlaces intelligent discussion with stories about individuals who have valiantly, though often at first reluctantly, engaged in recovery.

**743** The Solution-Oriented Woman

By: Pat Hudson

This future-focused book will help all kinds of women struggling with difficult situations. Pat's voice has the warmth and authority of a big sister. Her sophisticated knowledge is presented via stories and anecdotes in a form that all can understand. The advice is practical, commonsensical, and crystal clear. I recommend this book to all women who want to make positive changes in their lives.

**744** Hope, Help, and Healing for Eating Disorders

By: Gregory L. Jantz, Ph.D.

Eating disorders affect the whole person. Yet treatments often focus on emotional issues alone. Sensing the incompleteness of most treatment methods, Dr. Jantz set out to develop a program that treats the emotional, relational, physical, and spiritual aspects of eating problems. His practical and promising approach can be used by those with food disorders and their families and friends. Each chapter contains questions and activities to lead readers through progressive steps to healing.

**745** Women in Therapy

By: Harriet Goldhor Lerner, Ph.D.

In this book, Dr. Lerner skillfully interweaves theoretical and clinical material on female psychology. Her incorporation of family systems theory into psychoanalytically orientated theory is innovative and expands the horizons of the reader, particularly with regard to women's development within the context of family. This is a major contribution to our understanding of the parameters and direction

**746** Building on Women's Strengths

By: Liane V. Davis, Ph.D., editor

The diverse authors challenge traditional approaches to both policies and practice, expanding the parameters of what we might previously have defined as 'women's issues'. It is rare to find a text that is equally useful whether teaching policy or practice and is a goldmine for class discussion and debate at the same time.

## Videos

**703** Motivation and Goal-Setting

By:

During this program, you'll discover start-up strategies to become a goal-setting superstar. You'll tap into the exceptional qualities you never knew you had. And you'll find out how easy it is to travel from where you are..to where you want to be. (60 minutes)

**704** What You Should Know About Stress

By: Channing L. Bete, Inc.

A mixture of graphics and cartooning. Expert presentations with upbeat music. Defines stress, how we react to it, how to handle and manage it. (17 minutes)

- 705** What You Should Know About Stress Management  
By: Channing L. Bete, Inc.  
Combines on-the-street interviews, animation, and the commentary of national experts on stress management for an effective, entertaining presentation (15 minutes)
- 706** How to Manage Conflict/Anger/Emotion: Emotional Control (Tap)  
By: Nightengale-Conant  
First in a 3-tape series. You'll learn about anger, what causes it, and how to deal with it. (30 minutes)
- 707** How to Manage Conflict/Anger/Emotion: Handling Conflict (Tap)  
By: Nightengale-Conant  
Second in a 3-tape series. You'll learn the roots of conflict, its positive uses, and ways to reduce it. (30 minutes)
- 708** How to Manage Conflict/Anger/Emotion: Developing Successful Relationships (Tap)  
By: Nightengale-Conant  
Third in a 3-tape series. You'll learn about the qualities that build strong relationships -- and the negative actions that destroy them. (30 minutes)
- 709** A New Attitude  
By: Sheryl Benzon  
You'll learn: how to extinguish burnout and grasp the extra energy to succeed; which natural trait can zap your attitude..if you don't keep an eye on it; one unexpected strategy to put a smile on your face..and a zip in your attitude; what you'll gain if you walk toward change and not away from it. Hear Ye Hear Ye: boost your self image by listening for negative "self-talk". (60 minutes)
- 710** Self-Esteem  
By: Patricia Wilson  
In this session you'll learn sound strategies to make your self-esteem soar. You'll find out just how confident you really are -- and how you can tackle tough situations without hesitation. After completing this one-hour workshop, you'll discover a brand-new you -- and brand-new levels of productivity. (60 minutes)
- 711** Self-Profile: A Guide for Positive Interpersonal Communication  
By: Randall Wright  
It's hard to really know yourself and your true potential. That's why this special tool is for you -- it will help identify your strengths and target the areas to improve. In just one hour, you'll find out about a wide range of strategies and techniques that you can use instantly. You'll jump-start your journey toward true self-knowledge. (60 minutes)
- 712** Stress Management  
By: Peggy Doolittle  
Learn to look at yourself in new ways; to rearrange your activities to fit your priorities -- yourself, your job, your family -- without adding stress. Get excited about life and you'll have more energy to do the things you really enjoy. (60 minutes)

**720** Overcome Your Anxiety and Fear

By: Lucinda Bassett

Recorded live in seminar, Lucinda will help you: understand why you're anxious, not be afraid of scary thoughts, define whether or not you have an anxious personality type, laugh at your fears, overcome panic attacks, and gain self confidence. Lucinda has appeared on Oprah, Live with Regis & Kathy Lee, and the Maury Povich Show. As president of the Midwest Center for Stress and Anxiety, she has helped tens of thousands of people around the world.

**721** Anxiety and Stress

By: Phil Fisher, MD

Dr. Fisher answers commonly-asked questions regarding anxiety and stress. As co-founder of the Midwest Center for Stress and Anxiety, he has worked with over 130,000 individuals worldwide.

**728** Dreams: A Classic Keynote

By: Dave Arch

Overcoming our fear of failure is the major focus of this program. Using magic and audience involvement to illustrate this point, presenter Dave Arch leads audience members through the process of examining why they fear failure as well as exploring practical suggestions for overcoming that fear. (27 minutes)

**729** Fires of the Mind: Depression & Mania

By: Discovery Health Channel

Narrated by Ed Asner, this video interviews patients and families of people living with depression and mania. Engaging, informative program. 52 minutes.

**730** Fires of the Mind: Schizophrenia

By: Discovery Health Channel

Narrated by Ed Asner, this video interviews patients and families of people living with schizophrenia. Engaging, informative program. 52 minutes.

**731** Fires of the Mind: Anxiety Disorders

By: Discovery Health Channel

Narrated by Ed Asner, this video interviews patients and families of people living with anxiety. Engaging, informative program. 52 minutes.

**732** Fires of the Mind: Autism

By: Discovery Health Channel

Narrated by Ed Asner, this video interviews patients and families of people living with autism. Engaging, informative program. 52 minutes.

**733** Body Invaders: Weight Control

By: Discovery Health Channel

Hosted by Pat Carney, this program focuses on something that affects over 100 million Americans: obesity. Discover the health risks that even slightly overweight people face, how to take off the pounds, and listen to the host's own weight loss success story. 52 minutes.

**734** Body Invaders: Everyday Addictions

By: Discovery Health Channel

Hosted by Pat Carney, this program takes an in-depth look at the many forms of this disease that plague us: drugs, alcohol, cigarettes, even gambling and the internet. 52 minutes.

**735** Body Invaders: Sleep Disorders

By: Discovery Health Channel

In this engaging and informative video, the host, Pat Carney, attempts to stay awake for 24 hours straight to see what affect sleep deprivation has on the human body and mind. Other topics discussed include insomnia, sleepwalking, sleep apnea, dreams, night terrors, and even dealing with shift work. 52 minutes.

**736** Body Invaders: Depression

By: Discovery Health Channel

Hosted by Pat Carney, this program uncovers the mysteries surrounding this often misunderstood disease, as well as current research, treatments, and therapy.

**737** Extreme Conditions: Obsessive-Compulsive Disorder

By: Discovery Channel

This program takes an in-depth look at OCD, or obsessive-compulsive disorder. Meet people and their families who are struggling to live with the disease, and see what science and therapy are working on to combat it. 52 minutes.

# Other

## Audio Cassettes

- 907** Power Talk!  
By: Anthony Robbins  
What are the secrets to creating lasting change and improving your personal and professional life? Anthony Robbins offers a wealth of powerful ideas and strategies that you can use immediately to increase your income, influence others more effectively, improve your health, eliminate your fears, and experience more joy and fulfillment every day of your life! (1990)
- 908** Time Management for Dummies  
By: Jeffrey J. Mayer  
A reference for the rest of us! Gain an hour every day and learn to: organize your desk and files in just a few hours; master your day by creating a Master List for tasks; put your calendar, Rolodex, and to-do list inside your computer with ACT!; optimize your time on the phone and with voice mail and e-mail systems; improve your ability to communicate effectively; and set goals for yourself and keep them! (1996)
- 909** Speak Without Fear  
By: Jan D'Arcy  
A six-cassette set that teaches how to give a speech like a pro. Includes a progress guide. (1987)
- 924** For People Managing Pain  
By: Belleruth Naparstek  
This easy-to-follow tape contains a powerful, yet subtle roadmap out of pain. By using guided imagery to engage the imagination in the healing process, you can help heal your body by using your head. (1995)
- 931** Money Matters and Mental Health  
By: Richard K. Nongard, M.A., LMFT/LCDC  
A self-study course about financial management. Originally designed for professionals and counselors to use to teach their clients, it's actually very versatile and suitable for the average person. Includes a 1-hour cassette tape and a written workbook.

## Books

- 900** Growing Older: What Young People Should Know About Aging  
By: John Langone  
The simple truth of the matter is that everyone, whether seven, seventeen, or seventy, is getting older. In his provocative new book, one of the premier writers of nonfiction for young people takes a look at the truths and the myths of the aging process. Such topics as why teenagers should know about being old, how other cultures view old age, and whether sciences will ever conquer the aging process are discussed with the objective viewpoint and wealth of information readers expect from this noted author. (1991)
- 901** Webster's Secretarial Handbook  
By: Merriam-Webster Publishing  
A reference manual for secretaries or administrative professionals.

- 902** What Color is Your Parachute? (1995 Edition)  
By: Richard Nelson Bolles  
A practical manual for job hunters and career changes. (1995)
- 904** Career Discovery Program  
By: Elwood N. Chapman  
This publication will introduce the critical building blocks of how to conduct an effective career search. Using the simple but sound system presented can make dramatic changes in one's life and future happiness. (1988)
- 905** The Seven Habits of Highly Effective People  
By: Stephen R. Covey  
This book is a holistic, integrated approach to solving personal and professional problems by becoming principle-centered. This is a revolutionary guidebook to achieving peace of mind within and building trust without by seeking the roots of human behavior in character and by learning principles rather than merely practices. (1989)
- 906** Time Management: Conquering the Clock  
By: Dr. Barrie Hopson  
This book helps you act on your wishful thought of 'I'd really like to do that but I don't have the time'. You will be in control when you let this flexible, easy-to-use personal development program help you: develop your awareness of how you currently use time; establish priorities in the way you use your time; rank priorities in order of importance; introduce the concepts of sold time, maintenance time, and discretionary time; and develop your time management skills. (1993)
- 910** Managing Your Mouth  
By: Robert L. Genua  
An owner's manual for your most important business asset. This easy-reading guide provides a prescription for mastering the many aspects of one-on-one communication in order to become more effective on and off the job. (1992)
- 911** Taming the Office Tiger: Complete Guide to Getting Organized  
By: Barbara Hemphill  
Can't see the top of your desk? Files crammed with papers you don't use? Have trouble finding computer documents when you need them? Blame it on the Office Tiger -- that endless flow of work, both paper and electronic. You can tame that tiger. Learn how to create sensible, workable systems to get the real work done. This book will help you: set up and maintain an easy-access filing system for paper and computer files; decide when you toss paper and delete computer files; create a system to ensure that you take the right action at the right time; design a system to relate individual offices with the company as a whole. (1996)
- 912** AHA! 10 Ways to Free Your Creative Spirit  
By: Jordan Ayan  
Behind every successful venture, there's a great idea. If you haven't found your great idea yet, or if you've always thought you "just weren't the creative type", this accessible and entertaining book will give you the confidence to listen to your own creative spirit. Based on the notion that creativity is a life skill that must be continually cultivated, Jordan Ayan offers ten strategies for finding and harnessing inspiration -- wherever and whenever it occurs. (1997)

**913** Business Communication: Process & Practice

By: Arthur H. Bell

This book offers guidance on how to win with words in business. Areas covered are: fundamental successful business communication; communicating inside and outside the company; successful business speaking and listening; and communicating about employment. A very comprehensive source. (1987)

**914** Decision Traps

By: J. Edward Russo & Paul Schoemaker

The ten barriers to brilliant decision-making and how to overcome them. (1989)

**915** First Things First

By: Stephen R. Covey et al

I'm getting more done in less time, but where are the rich relationships, the inner peace, the balance, the confidence that I'm doing what matters most and doing it well? Does this nagging question haunt you, even when you feel you are being your most efficient? If so, "First Things First" can help you understand why so often our first things aren't first. Rather than offering you another clock, this book provides you with a compass, because where you're headed is more important than how fast you're going. (1994)

**917** Don't Sweat the Small Stuff at Work

By: Richard Carlson, Ph.D.

Simple ways to minimize stress and conflict while bringing out the best in yourself and others. (1998)

**918** Don't Sweat the Small Stuff with Your Family

By: Richard Carlson, Ph.D.

Simple ways to keep daily responsibilities and household chores from taking over your life. (1998)

**920** How to Win Friends and Influence People

By: Dale Carnegie

You can go after the job you want -- and get it! You can take the job you have -- and improve it! You can take any situation you're in -- and make it work for you! For over 50 years, the rock-solid, time-tested advice in this book has carried thousands of now famous people up the ladder of success in their business and personal lives. Learn: the six ways to make people like you; the twelve ways to win people to your way of thinking; the nine ways to change people without arousing resentment; and much more! (1981)

**921** Time Management

By: Marshall Cook

It's time you changed the way you live and work! Traditional time management stresses fitting more activity into a limited amount of time, primarily by "multi-tasking" and doing more with less. This book focuses on doing the right things better. By streamlining your efforts, you'll find that you will actually be making more time. Whether you want to write more memos, file the ones you already have, or just find time to relax and take a breather, "Streetwise Time Management" is the key.

**922** Time Management

By: Marshall J. Cook

Everyone who works wishes there were more hours in the day, so that they could do their job right.

But the secret isn't in working more hours -- instead, you need to learn to use the time you already have more effectively. This book includes dozens of easy-to-use techniques, such as: create a to-do list that's realistic and not intimidating; prevent interruptions from lowering your productivity; cope with information overload; and defeat procrastination! (1998)

**923** Communication: Skills to Inspire Confidence

By: Barrie Hopson & Mike Scally

Take charge of your own learning with this easy-to-use, flexible workbook. Your ability to communicate ideas is essential in a society firmly entrenched in the "age of information". This self-help workbook will help you: identify how face-to-face communication affects your daily life; explore what interferes with effective communication; develop the skills to be understood; enhance your use and awareness of nonverbal communication; and give and receive feedback constructively.

**926** The 15 Minute Money Manager

By: Bob & Emille Barnes

At last, a money management book for busy people! Watch your finances come into focus as you apply the authors' proven 15-minute principle: invest a small amount of time and make a big difference. Learn how to: streamline and simplify your budget; develop a strong financial plan; cut costs without crimping your lifestyle; find solid investments that work for you; and plan for your future. (1993)

**930** Taste the Good Life

By: Wesley Medical Center Health Strategies

More than just a cookbook, this is a collection of information put together by health professionals to help you become healthier and stay healthier. Included are nutrition and exercise information, the calorie point system, recipes, and tips for cooking, shopping, and eating healthier. (1994)

**932** Nobody Nowhere

By: Donna Williams

The extraordinary autobiography of an autistic.

This is a story of two battles, a battle to keep out "the world" and a battle to join it. It tells of the battles within my own world and the battle lines, tactics used, and casualties of my private war against others.

This is my attempt at a truce, the conditions of which are on my terms. I have, throughout my private war, been a she, a you, a Donna, a me, and finally, an I. All of us will tell it like it was and like it is.

If you sense distance, you're not mistaken; it's real. Welcome to my world.

## Videos

**903** Successful Negotiating

By: FYI Video

Virtually every aspect of life is open to negotiation. This program introduces "principled negotiation", a new approach that can help you reap the benefits of the negotiation process, produce amicable outcomes and stronger relationships, and avoid posturing and confrontation. (27 minutes)

**916** Get More Done in Less Time

By: Communication Briefings

This video shows four basic steps you can take to make time work for you so you can get more of the right things done. You'll learn the latest time management techniques that will make you more effective on and off the job. (12 minutes)

**919** Listen Up: Hear What's Really Being Said

By: National Press Publications

This program will teach you powerful techniques to make you a more effective listener. When you use these strategies, you'll hear -- and accomplish -- more than ever before. At home and at work, the tools you'll learn during this seminar will become your keys to unlimited potential and greater enthusiasm and confidence. (60 minutes)

**925** How to Save Money and Get Out of Debt

By: Financial Literacy Center

Learn how to: pay off your credit cards; stoke up your savings; stay on track with expenses; and keep your caboose out of debt for good! (5 minutes)

**927** Be Prepared to Speak

By: Smart Choice Media

This video and study guide combination will help you prepare yourself for public speaking by reviewing the 10 steps to effective speaking. (27 minutes)

**929** The Mind-Body Connection

By: Nicholas R. S. Hall, Ph.D.

In this video, Dr. Hall describes how our health can be affected by guided imagery, exercise, massage, and even the color of pills! Discover how friends, pets, and plants can promote health and how accepting responsibility helps you live longer. Hope and spirituality are intangible forces that also enable us to better cope with life's challenges. (52 minutes)