

Federal Aviation Administration Center for Management Development Library Resource Center Video Tapes

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Air Traffic

MV-1925 2001

BRINGING AMERICA TOGETHER: THE AIR TRAFFIC CONTROL SYSTEM COMMAND CENTER. The air traffic control system command center. 8:30 MINS., Federal Aviation Administration and Center for Management Development Productions

MV-1516 1991

FIVE STAR COMMUNICATOR, THE. Illustrates how communication works by showing the critical communication interaction between air traffic controllers and pilots. 18 MINS., Louis E. Tagliaferri

MV-1946 1999

AERONAUTICAL DATA LINK: THE KEY TO THE FUTURE. This video presents the benefits of Controller Data Link Communications [CPDLC] for Air Traffic Controllers. Active controllers from Atlanta ARTCC and New York TRACON participated in CPDLC simulations conducted at the FAA Technical Center. The participating controllers relate their personal experience with Data Link and how it will impact controllers. 12 MINS., NATCA, Boeing, ARINC, and the Federal Aviation Administration

MV-1947 1999

CONTROLLER PILOT DATA LINK COMMUNICATIONS: A DIGITAL SOLUTION TO RADIO FREQUENCY
This video presents Controller Data Link Communications [CPDLC] from the perspective of a critical need for global seamless aviation communications that will safely support air traffic control communications into the future. 27 MINS., NATCA, Boeing, ARINC and the Federal Aviation Administration

MV-5000 1989

RUNWAY INCURSIONS. In this program ATC Strategies for reducing runway incursions caused by operational errors, pilot deviations, and vehicle incursions are 12:07 MINS., Federal Aviation Administration

MV-5001

TCAS FOR EN ROUTE ATC. This program describes how TCAS works, what factors cause Traffic Advisory / Resolution Advisories, and identifies special terminal scenarios that could result in TCAS advisories. 30 MINS., Federal Aviation Administration

MV-5002

TCAS FOR TERMINAL ATC. This program describes how TCAS works, what factors cause Traffic Advisory / Resolution Advisories, and identifies special terminal scenarios that could result in TCAS advisories. 27 MINS., Federal Aviation Administration

MV-5003 1997

WAKE TURBULENCE AVOIDANCE. This program is designed to enhance the Air Traffic Controllers and Pilots knowledge of the effects of wake turbulence. 20 MINS., Boeing Aircraft Company

MV-5004 1995

VOLCANIC ASH HAZARDS: A BRIEFING FOR AIR TRAFFIC CONTROLLERS. This program identifies how volcanic ash effect aircraft, air traffic control procedures to be used during volcanic events, and how controllers can assist pilots to avoid these hazards. 12 MINS., Applied Science Associates, Inc.

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MV-5005

PRECISION RUNWAY MONITOR SYSTEM (PRMS). This program describes the PRMS and the advantages of using it as a secondary surveillance radar system. 9:15 MINS., Federal Aviation Administration

MV-5006 1997

ACCURACY, PRECISION AND SAFETY: AIR TRAFFIC CONTROL AND GPS. This program describes an overview of how GPS works, and how GPS will affect the National Airspace System. 12:25 MINS., Federal Aviation Administration

MV-5007 1995

FAA/DOT SUBSTANCE ABUSE TRAINING. This program describes DOT/FAA substance abuse policy, addiction and recovery, Employee Assistance Program, the supervisor's role in random reasonable suspicion, and post accident substance abuse testing. 47 MINS., Department of Transportation

MV-5008 1997

DEICING RESPONSIBILITIES FOR AIR TRAFFIC CONTROLLERS. This program identifies the local deicing plan, roles and responsibilities for airport operators, air traffic control specialists, and airport users. 17:26 MINS., Federal Aviation Administration

MV-5009 1997

ASOS: AUTOMATED SURFACE OBSERVING SYSTEM. This program presents a general overview of the ASOS:

MV-5010 1997

AIRCRAFT RECOGNITION SERIES, PROGRAMS 1 THRU 5. This program describes and displays over one hundred category, I, II, III aircraft and their characteristics. 1:30 HRS., Federal Aviation Administration

MV-5011 1996

FLIGHT 232 ACCIDENT. This is an interview of Flight 232 DC-10 flight crew that experienced total hydraulic failure. Emphasis is placed on crew coordination, delegation of responsibility, ATC communication, and emergency procedures. 47 MINS., United Airlines

MV-5012 1997

CULTURAL DIVERSITY: CELEBRATE THE DIFFERENCE. A briefing on diversity, affirmative action, and EEO. Describes what diversity is and how it affects the workplace. 17:20 MINS., Federal Aviation Administration

MV-5013 1998

NATIONAL AIR TRAFFIC SATELLITE BRIEFING WITH JIM WASHINGTON. May 7, 1998 Briefing. 25 MINS., Jim Washington

MV-5014 1990

AIR TRAFFIC CONTROL SCANNING. This video covers the fundamentals of Air Traffic Control scanning. Special emphasis is placed on tower and radar scanning. 19 MINS., Federal Aviation Administration

MV-5015 2000

UNDERSTANDING AIR TRAFFIC CONTROL. 52 MINS., Discovery Channel

Video/Books

Air Traffic> Continued

MV-1948 1999

CONTROLLER PILOT DATA LINK COMMUNICATIONS: NEW TECHNOLOGY FOR BUSINESS AVIATION
This video presents Controller Pilot Data Link Communications (CPDLC) from the perspective of business aviation. Aviation experts from around the world discuss how the associated problems of radio frequency congestion and the growth in air traffic

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contributes to aviation gridlock and the resulting flight delays. 27 MINS., NATCA, Boeing, ARINC and the Federal Aviation Administration

Aviation

MV-1217 1991

INTERNATIONAL AVIATION: A CONVERSATION WITH JOAN BAUERLEIN-FAA. Dealing with International Aviation Personnel. 20 MINS., Federal Aviation Administration

MV-1299 1992

NEW AIR TRAFFIC CONTROLLER SCREENING PROCESS. 33 MINS., Federal Aviation Administration Center for Management Development Production

MV-1307 1992

FAA CRISIS MANAGEMENT- DESERT SHIELD/DESERT STORM. FAA operations used in this Interagency/Interdepartmental cooperative effort. 40 MINS., Federal Aviation Administration Center for Management Development Production.

MV-1634

FEDERAL MANAGERS ASSOCIATION: LEADING FEDERAL MANAGERS INTO THE NEXT CENTURY. 11 MINS., Federal Aviation Administration

MV-1640 1991

FAA THUNDERBIRD VIDEO. 6 MINS., Federal Aviation Administration

MV-1651 1996

AIR TRAFFIC REORGANIZATION. 2 HRS., Bill Jeffers

MV-1858 1999

FAA TECHNICAL CENTER OVERVIEW. Oct. 22, 1999. A summary of the various research and development programs underway at the Technical Center. 13 MINS., Federal Aviation Admin. And W. J. Hughes Technical Center

MV-1865

[A] ASOS [B] ICING. [A] 15 Minutes. [B] 10 Minutes. 25 MINS., Federal Aviation Administration

MV-1897 1997

AIR TRAFFIC PAY REFORM [5/6/97]. 1 HR., Federal Aviation Administration

MV-1924 1999

BUILDING ON THE LEGACY: A NEW PERSPECTIVE ON AVIATION. This video highlights some of the contributions made by people of Hispanic/Latino ancestry to aviation in general and to the U.S. aviation in particular. 18:48 MINS., Federal Aviation Administration

MV-7096 2000

BACK TO BASICS, THE FLIGHT STANDARDS SERVICE: QUEST FOR SAFER. This video highlights the mission of the FAA's Flight Standards Service. It includes their philosophy of working relationships with the aviation industry and responsibilities to the U.S. taxpayers to keep aviation as safe as it can possibly be. 15 MINS., FAA Aviation Safety Program Produced by FAA HQTV

Aviation Education

MV-1317 1992

AVIATION CAREER EDUCATION. This program views highlights of various ACE Academies held throughout the summer 1992 and advertises the merits of the national ACE academy program. ACE Academies are FAA sponsored, one-week programs for students interested in careers in aviation. 8 MINS.,

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MV-1944 1998

FORMER ADMINISTRATOR GARVEY ON AVIATION EDUCATION. Satellite Feed - December 17, 1998. 45 MINS., Former FAA Admin. Jane Garvey

MV-7000 1992

GPS: GLOBAL POSITIONING SYSTEM. This is a short, basic, and informative tape which explains how an instrument approach using GPS is possible. 8 MINS., Experimental Aircraft Association

MV-7001 1990

DGPS [Differential Global Positioning Satellite] BRIEFING. A technical but informative video. 36 MINS., Federal Aviation Admin. Airways Facilities

MV-7002 1990

LORAN /GPS : INTEROPERABILITY: AVIATION CONSIDERATIONS. A comparison of LORAN (Long Range Navigation) and GPS (Global Positioning System), presented by Samuel Skinner. 11 MINS., Department of Transportation Federal Aviation Administration

MV-7004 1993

GPS A NEW NAVIGATIONAL STAR. This video explains how GPS can be used to reduce separation on overseas flights. It goes into uses of GPS, other than Aviation, and explains Differential GPS. 11 MINS., Department of Transportation Federal Aviation Administration

MV-7005 1991

SATELLITE NAVIGATION FINAL. A short, but basic program. Although this program is dated, it remains to be informative and interesting. Twenty-four satellites are currently in place. 9 MINS., Department of Transportation and Federal Aviation Administration

MV-7006 1980

CONTROLLED IMPACT DEMONSTRATION. This spectacular joint program by the FAA and NASA crashed a remote-controlled four-engine transport jet in to the desert near Edwards Air Force Base, CA. Its purpose was research and development into improved crash protection. 16 MINS., Department of Transportation and Federal Aviation Administration

MV-7007 1966

DENSITY ALTITUDE. This film explains how air density and altitude affect the power of planes during takeoffs and landings. 20 MINS., Department of Transportation and Federal Aviation Administration

MV-7008 1990

HOW AIRPLANES FLY. This film deals with the basic aerodynamics of how planes fly. 18 MINS., Department of Transportation and Federal Aviation Administration

MV-7017 1990

WIND SHEAR AVOIDED. This training film reviews how a flight crew can avoid the hazards of severe wind shear. 21 MINS., Department of Transportation and Federal Aviation Administration

MV-7018 1990

PATH TO SAFETY. This film discusses some factors that are important for pre-flight inspection. 20 MINS., Department of Transportation and Federal Aviation Administration

MV-7019 1987

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OVERWATER FLYING. This film discusses how over-water flying can cause unnecessary anxiety for some pilots. 25 MINS., Department of Transportation and Federal Aviation Administration

MV-7025

WEATHER WITH STEVE HENDERSON, THE. Thunderstorms, their development and hazards--lightning, cumulus, wind shift, downdrafts, precipitation, and tornadoes. 40 MINS., Department of Transportation and Federal Aviation Administration

MV-7034 1990

HYPOXIA. This film discusses the problem of hypoxia, what causes it and how the symptoms can be recognized. 16 MINS., Department of Transportation and Federal Aviation Administration

MV-7037 1991

(A) SATELLITE NAVIGATION (SATNAV) (B) GPS-THE 21ST CENTURY. [A] 10:00 Min. [B] 20:00 Min
TRT 30 MINS., Department of Transportation and Federal Aviation Administration

MV-7041 1994

CREATIVITY: THE ONLY WAY TO FLY. 7 MINS., Department of Transportation and Federal Aviation Administration

MV-7054

IN CELEBRATION OF FLIGHT. 29 MINS., Department of Transportation and Federal Aviation Administration

MV-7055 1991

TCAS II. 4 MINS., Department of Transportation and Federal Aviation Administration

MV-7056 1992

AVIATION EDUCATION -- AIR TRAFFIC CONTROL. 3 MINS., Center for Management Development Production

MV-7057 1999

AMERICA 2000 COMMUNITIES - GETTING STARTED. National education goals under the nine-year plan. 21 MINS., Department of Education

MV-7058 1996

INSIDE FAA: FAA AIR TRAFFIC SYSTEM MANAGEMENT. 13 MINS., Department of Transportation and Federal Aviation Administration

MV-7059

MANAGED ARRIVAL RESERVOIR (MAR). 8 MINS., Department of Transportation and Federal Aviation Administration

MV-7060

NATIONAL ROUTE PROGRAM (NRP). 24 MINS., Federal Aviation Administration Air Traffic System Mgmt.

MV-7061

NATIONAL GROUND DELAY PROGRAM. 12 MINS., Department of Transportation and Federal Aviation Administration

MV-7062 1993

VERTICAL DIMENSION, THE. 9:05 MINS., Department of Transportation and Federal Aviation Administration

MV-7063

VOLCANIC ASH AVOIDANCE FLIGHT CREW BRIEFING. 33:34 MINN., Department of Transportation and Federal Aviation Administration

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MV-7064

ALL TERRAIN ACTION. 30 MINS. Department of Transportation and Federal Aviation Administration

MV-7065 1989

DAY ALL HELL BROKE LOOSE, THE. 20 MINS., Department of Transportation and Federal Aviation Administration

MV-7066

MAYDAY! MAYDAY! 30 MINS., Department of Transportation and Federal Aviation Administration

MV-7067 1996

GENERAL AVIATION AIRPORTS...GATEWAY TO THE FUTURE. 8.5 MINS. Department of Transportation and Federal Aviation Administration

MV-7069 1995

FLORIDA AVIATION. 1 HR.

MV-7070 1994

EXPLORING THE WORLD OF AVIATION WITH AIR BEAR. 7 MINS.

MV-7071 1992

FAA AVIATION CAREER EDUCATION ACADEMY. This program views highlights of various ACE Academies held throughout the summer 1992 and advertises the merits of the national ACE academy program. ACE Academies are FAA sponsored, one-week programs for students interested in careers in aviation. 8 MINS.

MV-7072 1994

EAGLE BOY. 7:10 MINS.

MV-7073 1994

PROJECT AIR BEAR: AN INTRODUCTION FOR TEACHERS. 7 MINS.

MV-7077 1993

AIRCRAFT SURFACE MOVEMENT: A BACK TO BASICS PRESENTATION. What every pilot should know about airport markings, lighting, and signs. Office of Airport Safety and Standards Office of Aviation Safety

MV-7078 1996

WEATHER RECONNAISSANCE AND AIR TRAFFIC CONTROL. This video provides an information overview of weather reconnaissance and its impact on the NAS. Inclusion of this video in hurricane and severe weather refresher training is highly recommended. 30 MINS., Federal Aviation Administration Air Traffic System Management

MV-7079 1992

AIRSPACE RECLASSIFICATION. This video explains the basics of the United States airspace. It reviews important features of the airspace system and explains the six alphabetical classes. 14:30 MINS., Department of Transportation and Federal Aviation Administration in cooperation with AOPS Air Safety Foundation

MV-7080 1992

SAFE FLYING...IN SPECIAL USE AND OTHER AIRSPACE. This video explains the categories of special use airplanes, other airspace for special use and, most important, how pilots can safely operate in and around these areas. 13:27 MINS., Office of the Assistant for Aviation Safety

MV-7081

EYES ON THE SKY: AIR TRAFFIC MANAGEMENT SYSTEM. 1 HR., Department of Transportation and Federal

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Aviation Administration

MV-7082 1991

TECHNICAL CAREERS IN AVIATION. 10:00 MINS., Northwest Airlines

MV-7083 1989

HURRICANE. 1 HR., Federal Aviation Administration Technical Center

MV-7084 1995

ANV: AVIATION'S PARTNER IN PROGRESS. This program discusses Aviation Service Standards Flight Inspections, etc. 9:55 MINS., Mike Monroney Aeronautical Center

MV-7085 1991

FMS OVERVIEW - ATA/FAA JOINT FMS PROJECT. 31 MINS., Boeing Customer Training A/V Production Center

MV-7087 1970

FLIGHT 52. As an airline jet makes its trans-continental flight from Los Angeles to Washington, D.C., it passes through the hands of many air traffic controllers. Each controller's role is shown and described in this film. 15 MINS., Department of Transportation and Federal Aviation Administration

MV-7094 1998

JAA/FAA CERTIFICATION PRINCIPLES. October 8, 1998 recording. 30 MINS., Tom McSweeney, Director Aircraft Certification Service

Change

MV-1128 1990

DISCOVERING THE FUTURE: THE BUSINESS OF PARADIGMS. In this program the author explores how hidden barriers to new ideas limit our ability to successfully anticipate the future. 40 MINS., Joel Barker

MV-1133 1989

MANAGING PEOPLE THROUGH CHANGE. Implementing change while maintaining productivity and morale. 20 MINS.

MV-1135 1989

THRIVING ON CHAOS: HANDBOOK FOR A MANAGEMENT REVOLUTION. Tom Peters presents eight guidelines for organizations that plan to prosper in today's environment. 3:30 HRS., Tom Peters

MV-1172

ROADMAP FOR CHANGE (PART ONE) (DEMING'S 14 OBLIGATIONS OF MANAGEMENT). Case study of the implementation of Deming's 14 obligations of management. 30 MINS., Britannica Educational Corporation

MV-1246 1987

14 POINTS - DEMING. 40 MINS.

MV-1419 1993

REPOWERED EMPLOYEES: A CASE STUDY. This program provides an excellent introduction to the subject of empowerment, illustrating difficulties encountered in organizational 26 MINS.

MV-1426 1993

WORKING SOLUTIONS: EMPOWERING WORKERS. This video shows how companies that empower workers save money and time, plus reduce absenteeism and boost quality. 28 MINS.

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MV-1428 1993

CHALLENGE OF CHANGE, THE: HOW TO DEAL WITH THE CHAOS IN TODAY'S WORKPLACE. How to be able to accept change to succeed. 40 MINS., Ron Meiss

MV-1434 1994

FACING THE FUTURE: A DIALOGUE WITH DAVID HINSON, FORMER FAA ADMINISTRATOR. Live satellite broadcast of former FAA Administrator, David Hinson, and a panel of senior managers answering questions on the future of the agency. 1:30 HR., David R. Hinson, former FAA Administrator

MV-1446 1994

MASTERING CHANGE: MANAGING YOUR FUTURE IN AN AGE OF UNCERTAINTY. Learn how to manage your future, and learn management and leadership skills in an age of uncertainty. 2:27 HRS., Mark Sanborn

MV-1453 1993

IN TRANSITION: THE CHANGING, CHALLENGING ENVIRONMENT OF MANAGEMENT. This video describes the pressure on managers to become leaders and instigate change. 30 MINS.

MV-1461 1993

SHIFTING GEARS: MANAGING ORGANIZATIONAL CHANGE. This video shows that in the volatile and competitive marketplace of today, most successful companies stand out because of their ability to deal with rapid change. 30 MINS.

MV-1534 1994

REENGINEERING THE MIDDLE MANAGER'S ROLE IN TODAY'S NETWORKED ORGANIZATION. 2 HRS., Lynda McDermott

MV-1552 1993

FROM MECHANISTIC TO SOCIAL SYSTEMIC THINKING. This program suggests we are shifting from a mechanistic worldview to an emerging appreciation for the systemic nature of work. 1:13 HR., Russell L. Ackoff

MV-1707 1995

SUCCEEDING AS A FIRST-TIME MANAGER: VOLUME 3-MANAGING CHANGE. In this volume you will learn about the components of change, causes of resistance to change, steps to minimize resistance to change, correcting leadership errors like 'how to recover when you make a mistake', and much more. 22 MINS., Dick Lohr

MV-1720 1994

TALK ABOUT CHANGE! 15 MINS., Robert Galford

MV-1775 1996

HOW TO SEE OPPORTUNITY IN A CHANGING WORKPLACE. Help your people see the positive side of change and encourage them to take advantage of the opportunities it creates. 16 MINS., Anthony Fulginiti

MV-1926 1995

INFRASTRUCTURES FOR SUSTAINING TRANSFORMATIONAL CHANGE. In this powerful video, Peter Senge addresses the need for organizational infrastructure in order to build and disseminate new knowledge. Infrastructure, spirit, and heart and mind are woven together in this thought-provoking, deeply moving session. 1:02 HRS., Peter M. Senge

MV-1960 1996

SELF-ORGANIZING SYSTEMS: CREATING THE CAPACITY FOR CONTINUOUS. In this presentation the author contends that managers have much to learn from complex living systems that naturally reorganize as needed in response to environmental changes. 1:10 HRS., Margaret J. Wheatley

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MV-1968 1997

SACRED COWS MAKE THE BEST BURGERS: PARADIGM-BUSTING STRATEGIES FOR DEVELOPING CHANGE-READY PEOPLE AND ORGANIZATIONS. In this program the presenter examines how strategies and programs that corporations use to keep pace with this rapid change have overlooked the most fundamental part of the change process: people. 58:40 MINS., Robert J. Kreigel

MV-1970 1997

MANAGING CHANGE. Change is one of the few variables that remains constant. Carol Bartz, a self-described "change agent," discusses ways to drive rather than simply react to change. 56:55 MINS., Carol Bartz

MV-1223 Part A 1994

HUMOR, RISK AND CHANGE (A-C). This program teaches effective techniques for dealing with problems, difficulties, and stress. A sense of humor is a developed perspective, an attitude that allows for a sense of control in this change-crazed world. 20 MINS., C.W. Metcalf

MV-1223 Part B 1994

HUMOR, RISK AND CHANGE [A-C]. This program teaches effective techniques for dealing with problems, difficulties, and stress. A sense of humor is a developed perspective, an attitude that allows for a sense of control in this change-crazed world. 20 MINS., C.W. Metcalf

MV-1223 Part C 1994

HUMOR, RISK AND CHANGE [A-C]. This program teaches effective techniques for dealing with problems, difficulties, and stress. A sense of humor is a developed perspective, an attitude that allows for a sense of control in this change-crazed world. 20 MINS., C.W. Metcalf

Video/Audio/Books

Change >Continued

MV-1794 1991

MANAGING CHANGE AND TRANSITION. This video introduces the predictable emotional responses to change, and maps out a five step process for understanding and managing them. 1 HR., Ben Bissell and William Shirah

Communication

MV-1860 1998

HOW TO DEVELOP EFFECTIVE COMMUNICATION SKILLS. This training program includes a video, audio and book. This is a systematic, detailed program that gives you a blueprint for effective communication; and a formula for understanding. You will learn the skills needed in order to compete in the worldwide marketplace to make you and your company successful. 34 MINS., JWA Video, Inc.

MV-1498 1994

WINNING TELEPHONE TIPS: 30 FAST AND PROFITABLE TIPS FOR MAKING THE BEST USE OF YOUR PHONE
This program will teach you how to deal with the irate caller, make your voice mail more efficient, ways to keep callers from wandering off the topic, and make the best use of the telephone at all times.. 30 MINS., Paul R. Timm

MV-1516 1991

FIVE STAR COMMUNICATOR, THE. Illustrates how communication works by showing the critical communication interaction between air traffic controllers and pilots. 18 MINS., Louis E. Tagliaferri

MV-1571 1994

INTERPERSONAL COMMUNICATION SKILLS: TRAINING TO MINIMIZE CONFLICT AND BUILD COLLABORATION IN TODAY'S TEAM-ORIENTED WORKPLACE. Communication is not just how you talk and listen. It is about cooperation, honesty, trust, respect and being a team worker. These are essential in any situation, business or

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personal. 4 HRS., Debra Sutch

MV-1573 1994

POWERFUL COMMUNICATION SKILLS FOR WOMEN. Learn how to communicate in difficult situations, build self esteem and confidence. 3 HRS., Kay Keller

MV-1685 1995

WORKPLACE COMMUNICATIONS: THE GAPS AND TRAPS. This program includes a study guide and an associated book titled, "Dealing With People You Can't Stand. {Please request the book separately.} 1:40 HRS., Judith Briles, Rick Brinkman and Rick Kirshner

MV-1814 1994

PROFESSIONAL TELEPHONE SKILLS: MAKE EVERY CALL MORE POSITIVE AND PRODUCTIVE [A-C]
The telephone is often your first contact with customers, clients and other important callers. So it's important that you and your people make a positive lasting impression. When you're talking to a caller, you aren't just speaking for yourself--you're representing your entire organization as well. :17 HRS., Debra Smith

MV-1236 1990

YOU KNOW WHAT I MEAN? This program presents seven key skills for successful communication, with brief demonstrations. 23 MINS., CRM Films

MV-1343 1990

HOW TO LISTEN POWERFULLY: REDUCE MISUNDERSTANDINGS, SHARPEN CONCENTRATION AND HEAR MORE OF WHAT PEOPLE ARE SAYING (A-B). In volume "A" you will learn: The Critical difference between hearing and listening, how your emotions affect what you really hear, ways to listen objectively, four top responsibilities of a listener, and more. In volume "B" you will learn: The key to listening with an open mind, a proven way to make others want to listen, paraphrasing, listening for unspoken feelings or intentions, and more. :42 HRS., Ron Meiss

MV-1345 1989

CONFIDENT PUBLIC SPEAKING [A-B]. In this program you will learn how to overcome fears, plan your presentation, control the speed and tone for speaking, visual aids, add humor, and techniques to put poise and polish in all your speeches and presentations. 3 HRS., Roko Paskov

MV-1355 1991

COMMUNICATING WITH PEOPLE ON THE JOB. This program will present ways to handle conflict, motivation, how to compromise, compete, and give and receive feedback. 15 MINS., Tony Fulginiti

MV-1356 1992

LISTENING: THE KEY TO PRODUCTIVITY. Learn how to become better listeners with 10 easy to follow tips. 17 MINS., Communication Briefing

MV-1393 1991

MAKING YOUR POINT WITHOUT SAYING A WORD. Identify and control non verbal messages and combine words and delivery for maximum impact .30 MINS.

MV-1395 1989

COMMUNICATE AND WIN. In this program seven key topics are discussed with dozens of specific tips for successful 48 MINS.

MV-1429 1993

GIVING AND TAKING CRITICISM: HOW TO STRENGTHEN RELATIONSHIPS WITH CORRECTIVE FEEDBACK.

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A positive process for receiving criticism and for "dishing it out" in a way that builds relationships instead of destroying them. 55 MINS., Jean Lebedun

MV-1432 1993

WORKPLACE COMMUNICATIONS: HOW TO COMMUNICATE EFFECTIVELY AT Learn to send clear, concise messages and to listen with complete accuracy. 40 MINS., Mark Lebedun

MV-1464 1993

KEEPING IN TOUCH: INTERPERSONAL AND ORGANIZATIONAL. This video describes the importance of using communications to enhance the ability to achieve objectives. 30 MINS.

MV-1479 1989

DYNAMICS OF THE JOHARI WINDOW, THE. Interpersonal communication is described and given structure by the Johari Window Model. 35 MINS.,

MV-1483 1990

PERSONAL TRANSACTIONS AND PRODUCTIVE RELATIONSHIPS. This tape draws upon the work of Eric Berne on transactional analysis to portray various transactional styles managers prefer and their emotional impact on other people. 24 MINS., Whole Person Assoc.

MV-1579 1994

WHAT'S SO FUNNY ABOUT WORK? This program shows how to bring humor to the workplace. 1:05 HR., Helen Sutton

MV-1616 1995

ABRAHAM LINCOLN ON COMMUNICATION: THE PERSUASIVE POWER OF THE WELL CHOSEN WORD. Learn how a plain talking president delivered such powerful messages. 1:10 HR., Eugene Griessman

MV-1711 1995

SUCCEEDING AS A FIRST-TIME MANAGER: VOLUME 7-CULTIVATING YOUR COMMUNICATION SKILLS In this program you will learn about listening skills... how to recognize nonverbal signals and body language... the best way to write memos... and the importance of private space and personal territory. 31 MINS., Dick Lohr

MV-1784 1993

POWER TALKING: 50 WAYS TO SAY WHAT YOU MEAN AND GET WHAT YOU . This tape illustrates how to say what you mean and what you want. Workbook and Implementation Guide included. 1:10 HR., George R. Walther

MV-1873 1993

GIVING AND RECEIVING CRITICISM: HOW TO STRENGTHEN RELATIONSHIPS WITH CORRECTIVE FEEDBACK. In this program you will learn how to know when to criticize, avoid certain opening statements, and learn skills on receiving criticism. 8 MINS.

MV-1879 1997

EMPLOYEE DEVELOPMENT: ACCEPTING CRITICISM. It is never easy to receive criticism, and a defensive reaction, although natural, may prevent learning from the situation. Encourage your employees to accept negative feedback with an 22 MINS., Long Island Productions

MV-1895 1996

LISTENING UNDER PRESSURE. 15 MINS., Kantola Productions

MV-1922 1996

REFLECTIVE CONVERSATION: ART AND POSSIBILITY. In this tape the author discusses how the unconscious

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creation of "undiscussable" topics hinders team and organizational learning. He also offers possibilities for creating reflective conversation for surfacing and addressing such issues. 54 MINS., Robert Putnam

MV-1595 1995

COMMUNICATE! Recognize the barriers to good communication that can be overcome with practice and good communication skills. 5 MINS., Susan Hutchinson

Computer Science

MV-1581 1994

MICROSOFT ACCESS 2.0 FOR WINDOWS: INTRODUCTORY SKILLS. Discover how easy it is to plan and create simple databases. 55 MINS.

MV-1582 1994

MICROSOFT ACCESS 2.0 FOR WINDOWS: INTERMEDIATE AND ADVANCED SKILLS. Learn how to use table design features, create advanced queries and enhance forms. 40 MINS.

MV-1583 1992

MICROSOFT WINDOWS 3.1: INTRODUCTORY SKILLS. Learn to navigate around the desktop and how to use the menus and commands. 40 MINS.

MV-1584 1992

MICROSOFT WINDOWS 3.1: INTERMEDIATE TO ADVANCED SKILLS. Learn how to simplify routine DOS tasks, work between windows applications, using accessories, and customizing the desktop. 45 MINS.

MV-1585 1994

MICROSOFT WORD 6.0 FOR WINDOWS: INTRODUCTORY SKILLS. Discover all the basics of creating word processing documents. 45 MINS.

MV-1586 1994

MICROSOFT WORD 6.0 FOR WINDOWS: INTERMEDIATE AND ADVANCED SKILLS. Learn to use advanced features to create professional word processing documents. 50 MINS.

MV-1588 1994

MICROSOFT EXCEL 5.0 FOR WINDOWS: INTERMEDIATE AND ADVANCED SKILLS. Learn the powerful advanced features that allow you to effectively manage numerical data. 45 MINS.

MV-1591 1993

LEARNING ACCESS 2.0 FOR WINDOWS: INTRODUCTION. Learn introductory features. 1 HR.

MV-1592 1993

LEARNING ACCESS 2.0 FOR WINDOWS: INTERMEDIATE. Learn faster with higher retention. 1:13 HR.

MV-1593 1993

LEARNING ACCESS 2.0 FOR WINDOWS: ADVANCED. Learn advanced features. 1:13 HR.

MV-1596 1994

INTRODUCTION TO MICROSOFT PROJECT 3. Learn introductory skills. 1:10 HR.

MV-1597 1994

USING MICROSOFT PROJECT 4.0. Learn advanced features. 1:10 HR.

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MV-1598 1994

INTRODUCTION TO EXCEL 5.0. Learn introductory features. 1:10 HR.

MV-1599 1994

USING EXCEL 5.0, ADVANCED. Learn advanced features. 1:10 HR.

MV-1600 1994

LEARNING EXCEL 5.0, FORMULAS AND FUNCTIONS. Learn excel formulas & function features. 1:10 HR.

MV-1601 1994

LEARNING EXCEL 5.0 MACROS. Learn dozens of features. 1:10 HR.

MV-1602 1993

INTRODUCTION TO WORD FOR WINDOWS. Learn introductory skills. 1:10 HR.

MV-1603 1994

WORD FOR WINDOWS 6.0, SECRETS AND TIMESAVERS. Learn secret and timesaving features. 1:10 HR.

MV-1604 1992

GETTING STARTED WITH WINDOWS 3.1. Learn dozens of introductory features. 1 HR.

MV-1605 1992

USING WINDOWS 3.1, ADVANCED. Learn advanced features. 1:10 HR.

MV-1606 1994

INTRODUCTION TO POWERPOINT 4.0. Learn dozens of introductory skills. 1:10 HR.

MV-1607 1994

USING POWERPOINT 4.0, ADVANCED. Learn advanced features with higher retention. 1:10 HR.

MV-1608 1994

PC VIRUS: UNDERSTANDING & PREVENTING. A program about hardware and software protection. 1:10 HR.

MV-1609 1994

LEARNING VISUAL BASIC FOR EXCEL. Creating personal macro workbooks. 1:10 HR.

MV-1610 1994

PROGRAMMING IN VISUAL BASIC 2.0. Learn programming basics. 1:10 HR.

MV-1611 1994

VISUAL BASIC FOR ACCESS. Learn features for visual basic. 1:10 HR.

MV-1612 1994

LEARNING C PROGRAMMING. Introduction to the "C" programming. 1:10 HR.

MV-1703 1992

LEARNING WINDOWS 3.1: SECRETS/TIMESAVERS. This video will teaches many ways to save time and enhance the ability to use windows 3.1. 1 HR. ViaGrafix

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MV-1704 1992

LEARNING WORD FOR WINDOWS: ADVANCED. 1 HR. ViaGrafix

MV-1769 1996

COMPUTER BASICS FOR NON-TECHIES: [A] UNDERSTANDING THE BASICS. [B] PRACTICAL USES. [A] Get an easy inside look at how computers, multimedia and software work. [B] Step-by-step on how to use multimedia; connect to the Internet; E-mail, Web Browsers and more! 1:15 HR., Learn PC

MV-1773 1996

VISUAL BASIC INTERMEDIATE FOR WINDOWS 4.0. Learn faster with higher retention. 1:10 HR., ViaGrafix

MV-1793 1995

LEARNING WORD 95 : SECRETS & TIMESAVERS. 1 HR. Keystone Learning System Corp.

MV-1801 1995

LEARNING VISUAL BASIC 4.0, ADVANCED. 70 MINS., ViaGrafix

MV-1807 1994

LEARNING ACCESS 2.0: BEGINNING. In this program you will learn: Introduction, Creating your own database, Entering, editing & validating table data, Getting help, Sorting, finding & filtering table data, querying for specific Information, Creating & using forms, and printing.. 2:20 HRS., Alison Balter

MV-1808 1994

LEARNING ACCESS 2.0: INTERMEDIATE. In this program you will learn: Advanced queries, Using calculations in queries, Creating multiple & cross tab queries, Using parameter & make table queries, Advanced form design, and Advanced report design. 2 HRS., Alison Balter

MV-1809 1994

LEARNING ACCESS 2.0: ADVANCED. In this program you will learn: Importing data from other sources, Advanced graphic techniques for forms & reports, Using access with excel, Using access with word & mail merge, Automating applications with macros and More. 2 HRS., Alison Balter

MV-1810 1994

LEARNING ACCESS 2.0: APPLICATION DEVELOPMENT LEVEL 1. In this program you will learn: Using logic & macro groups to control program flow, Building your application, Creating custom toolbars, and Creating custom menus. 2 HRS., Alison Balter

MV-1811 1994

LEARNING ACCESS 2.0: APPLICATION DEVELOPMENT LEVEL 2. In this program you will learn: Getting started, variables and constants, more about working with modules, multi-procedure modules, program output and user input, and enhancing forms using access basic. 2:20 HRS., Alison Balter

MV-1812 1994

LEARNING ACCESS 2.0: APPLICATION DEVELOPMENT LEVEL 3. In this program you will learn: Debugging, Handling run-time errors, Working with sets of records, Developing Multi-user applications, and Communicating with other applications.. 2:25 HRS., Alison Balter

MV-1832 1995

LEARNING WINDOWS 95, INTERMEDIATE. In this program you will learn desktop shortcuts, how to customize, how to print, and some advanced techniques. 1:54 HRS., Dan Balter and Alison Balter

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MV-1833 1995

LEARNING WINDOWS 95, ADVANCED. In this program you will learn object linking and embedding, about the DOS command, the PC system management tools, and information . 2:07 HRS., Dan Balter and Alison Balter

MV-1834 1994

INTERNET SHOW, THE. This show will introduce you to the largest expressway on the Information Superhighway system and show you how to use the Internet in your work and your personal life. 1:07 HR., Public Broadcasting System

MV-1836 1997

LEARNING EXCEL 97: INTERMEDIATE. In this video's you will learn how to build in functions, dates and times, about setting defaults, multi-sheet workbooks, cell reference, format cells command, and about charts. 2:20 HRS., Keystone Learning System Corp.

MV-1837 1997

LEARNING EXCEL 97: ADVANCED. In this program you will learn about logical function, split screen techniques, autofill techniques, data validation techniques, databases in Excel, range names, and additional skills. 2:23 HRS. Keystone Learning System Corp.

MV-1839 1997

LEARNING WORD 97: INTERMEDIATE. In this video you will learn about document management, additional editing tools, customizing word, more paragraph formatting, page numbers, headers & footers, section formatting and an introduction to graphics. 2:06 HRS., Dawn Bjork

MV-1840 1997

LEARNING WORD 97: ADVANCED. In this video you will learn about tables, automatic formatting and styles, document templates, long documents and reports, sharing documents, and macros. 2:10 HRS., Dawn Bjork

MV-1841 1997

LEARNING OUTLOOK 97: BASICS. In this video you will be introduced to Microsoft Outlook, learn about sending and receiving e-mail, access file attachments, using the calendar, integrating the elements of Outlook, how to work with a task list, and much more. 1:59 HRS., Keystone Learning System Corp.

MV-1842 1997

LEARNING POWERPOINT 97: BEGINNING. In this video you will be introduced to Powerpoint 97, and learn about creating a new presentation, entering text in outline view, entering text in slide view, more editing techniques manipulating presentation slides, getting help, and creating output. 1:52 HRS., Alison Balter

MV-1843 1997

LEARNING POWERPOINT 97: INTERMEDIATE. In this video you will learn about power editing, power slide development, enhancing your presentations with clipart and wordart, charting, and inserting tables and spreadsheets. 2 HRS., Alison Balter

MV-1844 1997

LEARNING POWERPOINT 97: ADVANCED. In this program you will learn about Powerpoint central, working with drawing objects, sound, video and animation, enhancing the actual presentation, sharing presentations electronically and powerpoint and the Internet. 1:48 HRS., Alison Balter

MV-1845 1997

LEARNING ACCESS 97: BEGINNING. In this program you will be introduced to access, and learn about working with an existing database, designing your own database, creating your own tables, form basics, query basics, and report basics. 2:16 HRS., Keystone Learning System Corp.

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MV-1846 1997

LEARNING ACCESS 97: INTERMEDIATE. In this video you will learn advanced table techniques, establishing relationships, advanced selection queries, advanced form design, and advanced report design. 2:12 HRS., Keystone Learning System Corp.

MV-1847 1997

LEARNING ACCESS 97: ADVANCED. In this video you will learn database window tricks, importing, exporting, and linking, action queries, power query techniques, power form techniques, and power report techniques. 2:22 HRS., Keystone Learning System Corp.

MV-1854 1996

WINDOWS 95: BEGINNING. In this program you will learn about Windows 95, how to maneuver through desktop and windows, getting help when you need it, working with programs, keeping track of files and folders, using the explorer, and running multiple programs simultaneously. 1:10 HRS., Keystone Learning System Corp.

MV-1996 2001

MASTERING WINDOWS 98 TRAINING. This program discusses mastering the Windows 98 operating system. It covers navigation and organizing the PC in order to make it easier to utilize the toolbar, desktop and functionality of the program. 1:55 HRS., Peter Ragsdale, M.I.S. Coordinator

Video/Computer

Computer Science, Cont.

MV-1835 1997

LEARNING EXCEL 97: BEGINNING. In this program you will have an orientation of Excel, learn data entry, how to change worksheet appearance, file management, formatting features, and about printing worksheets. 2:20 HRS., Keystone Learning System Corp.

MV-1838 1997

LEARNING WORD 97: BEGINNING. In this video you will learn about getting started, creating new documents, revising documents, getting help, essential skills, character and paragraph formatting, proofing document, and previewing and printing a document. 2:11 HRS., Dawn Bjork

Customer Relations

MV-1513 1989

POWER OF CUSTOMER SERVICE, THE: A HOW-TO APPROACH TO SUCCESSFUL CUSTOMER SERVICE. Learn the "How to" approach to customer service, some theory and a lot of "what to do" answers. 45 MINS., Paul R. Timm

MV-1489 1993

SERVICE EXCELLENCE: HOW TO DELIVER OUTSTANDING CUSTOMER SERVICE. How to turn merely satisfied customers into extremely satisfied customers. 50 MINS., Joyce Sullivan

MV-1570 1990

BUILDING A CUSTOMER DRIVEN ORGANIZATION: THE MANAGER'S ROLE (A-C). How to get everyone to "think customer" and the payback that comes when they do. 4 HRS., Lisa Ford and Ron Miess

MV-1577 1993

HOW TO GIVE EXCEPTIONAL CUSTOMER SERVICE (A - D). This program will present variations on pleasing today's demanding customers - so you stay foremost in their minds. 3:50 HRS., Lisa Ford

MV-1632 1994

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FAA - BUILDING A PARTNERSHIP WITH THE COMMUNITY. 18 MINS., Office of Environment and Energy

Decision Making

MV-0883 1984

ABILENE PARADOX AND OTHER MEDIATIONS ON MANAGEMENT, THE. The author recounts the story behind the title for why people and organizations often make decisions that are at odds with their true point of view. 21 MINS., CRM Films

MV-1456 1993

CALLING THE SHOTS: DECISION MAKING. This video describes the process of sound decision making - the ability to make a rational choice among alternatives. 30 MINS.

MV-1564 1994

MAKING THE BEST DECISIONS YOU CAN. Learn guidelines that enable you to reduce uncertainty in your decision making. 25 MINS., Lynn Lively and Karen Johnston

MV-1665 1995

9 TRAITS OF HIGHLY SUCCESSFUL WORK TEAMS: TRAIT 5- MAKING EFFECTIVE DECISIONS. In this volume you will learn practical ways to avoid the potential gridlock of group decisions. See how to master the art of compromise and agreement, and gain proven techniques to help your team reach consensus. 55 MINS., Loren Ankarlo

Delegation

MV-1369 1988

DELEGATING AND SUPERVISING. Learn how to define work, assign it, set standards and follow through. 1 HR., Brian Tracy

MV-1194 1991

HOW TO DELEGATE WORK: AND ENSURE ITS DONE RIGHT [A-B]. Learn how to delegate projects, when to keep projects you should do, and how to know the difference. 2:30 HRS., CareerTrack

Discipline

MV-1002

FAIR AND EFFECTIVE DISCIPLINE. 20 MINS., American Media, Inc.

MV-1532 1992

DISCIPLINE: THE SUPERVISOR'S ROLE. Explains what discipline is all about, how to achieve it. 25 MINS., Training Network Productions, Inc.

Diversity

MV-0999 1980

A TALE OF 'O': ON BEING DIFFERENT. Animated illustration of all aspects of discrimination. Uses X's and O's as groups. 28 MINS.

MV-1086 1990

VALUING DIVERSITY [A-C]. 1:30 HR.

MV-1321 1992

HOW TO DEAL WITH THE FOREIGN ACCENT. Techniques to make communication easier with foreign language customers, regional accents, and the elderly. 10 MINS.

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MV-1358 1993

MAKING DIVERSITY WORK. Guidelines to valuing differences while reaching individual, group, and organizational goals. 23 MINS., FYI Video

MV-1425 1993

WORKING SOLUTIONS:WORKFORCE DIVERSITY. Examples of how companies are making positive differences in how they accept and encourage diversity in the workplace. 28 MINS.

MV-1439 1991

WORKFORCE DIVERSITY SUMMIT. In this video Dr. Evans discusses the changing faces of the DOT. 1:21 HR., Therman Evans

MV-1440 1991

WORKFORCE DIVERSITY SUMMIT. Santiago Rodrigues discusses conceptual framework for diversity. 53 MINS. Santiago Rodrigues

MV-1441 1991

WORKFORCE DIVERSITY SUMMIT. 36 MINS., Samuel Skinner

MV-1442 1991

WORKFORCE DIVERSITY SUMMIT: WHAT . Dr. Roosevelt Thomas shares his thoughts on managing diversity. 1:01 HR., Roosevelt Thomas

MV-1561 1993

A TALE OF 'O': ON BEING DIFFERENT. Parable about what happens to any new or different kind of person in a group and how the situation can be managed. 45 MINS., Rosabeth M. Kanter

MV-1569 1994

MEN ARE FROM MARS, WOMEN ARE FROM VENUS: SECRETS OF SUCCESSFUL RELATIONSHIPS. Assists men and women with improving relationships by understanding, respecting and appreciating their differences. 1:00 HR., John Gray

MV-1572 1993

GAY ISSUES IN THE WORKPLACE: GAY, LESBIAN AND BISEXUAL EMPLOYEES SPEAK FOR THEMSELVES. Offers guidelines for countering the effects of homophobia, underscoring the issues of concern to gay workers. 23 MINS., Brian McNaught

MV-1589 1994

CONVERSATION WITH BRIAN MC NAUGHT ON BEING GAY, A. Brian McNaught talks with enthusiasm and authority about the fallacies, the facts, and the feelings of being gay in a straight world. 1:15HR., Brian McNaught

MV-1590 1993

HOMOPHOBIA IN THE WORKPLACE. Brian McNaught shares a skilled explanation of the losses to everyone when homophobia exists in the workplace...1 HR., Brian McNaught

MV-1617 1994

BEARING WITNESS: TESTIMONY OF HOLOCAUST SURVIVOR ARNOLD GRUNWALD. 1:10 HR.

MV-1620 1994

CULTURAL DIVERSITY: CELEBRATING THE DIFFERENCES. Learn to experience and value diversity., 17 MINS.

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MV-1659 1996

EACH ONE - REACH ONE: NAVIGATING AVIATION'S FUTURE. This video discusses and illustrates opportunities for women in aviation. 9 MINS., Federal Aviation Administration Center for Management Development Production

MV-1660 1995

COMMUNICATING ACROSS CULTURES. 4 HRS., Craig Storti

MV-1768 1989

AMERICAN EXPRESS: JOURNEY TO AMERICA, THE. This is a tribute to the over 12 million people who journeyed from the old world to the new between 1890 and 1920. 59 MINS., Charles Guggenheim, Producer

MV-1905 1998

MAURICE BANKS SPEAKS ON THE SUBJECT OF DIVERSITY. 1 HR., Maurice Banks

MV-1913 1997

MEN ARE FROM MARS, WOMEN ARE FROM VENUS: BUT WE HAVE TO LIVE ON. Host Barbara Walters takes an eight-month journey of rediscovery with six couples. Cameras witness them arguing over their stresses and struggles from their living rooms, support group sessions, and finally from a live television studio in front of John Gray himself. 1:30 HR., John Gray

Economics

MV-1470 1993

IT ALL ADDS UP: FINANCIAL METHODS OF CONTROL. This video explains why business organizations use financial controls as the predominant means of control. 30 MINS.

MV-1474 1993

WORLD OF OPPORTUNITY: MANAGING IN A GLOBAL ENVIRONMENT. This video discusses the impact of globalization of business and mounting economic interdependency of nations on business. 30 MINS.

MV-1382 1997

FINANCE FOR NONFINANCIAL PROFESSIONALS [A-C]. In this program you will get a solid working knowledge of accounting, financial reporting and the budgeting process. Also, you will learn the language of finance, how to read and analyze financial statements. 4 HRS., Fred Moore

Equal Employment Opportunity

MV-1866 1997

LEGAL ISSUES FOR MANAGERS: ESSENTIAL SKILLS FOR AVOIDING YOUR. In this program you will learn how to avoid charges of discrimination, develop fair recruiting and hiring practices, observe regulations regarding minimum wage and overtime, and recognize harassment and sexual harassment. 24 MINS., Mike Devlieux

MV-0973 1972

BILL COSBY ON PREJUDICE. Bill Cosby discusses civil rights, discrimination, EEO, and minorities. 22 MINS., Bill Cosby

MV-1384 1993

SEXUAL HARASSMENT: HOW TO PROTECT YOURSELF AND YOUR ORGANIZATION. Learn what's right and what's wrong from a legal, professional, and personal viewpoint. 2:06 HRS., Maria Arapakis

MV-1400 1993

EQUAL OPPORTUNITIES: UNDERSTANDING EMPLOYMENT. Learn how to understand and abide by laws

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pertaining to discrimination, harassment, and other workforce legislation. 25 MINS., Resource Network

MV-1416 1993

U.S. ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD. Architectural requirements of federal accessibility laws. 12 MINS.

MV-1417 1993

AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES. Federal guidelines for accessibility to places of public accommodation and commercial facilities. 19 MINS., Government Printing Office

MV-1511 1992

AMERICANS WITH DISABILITIES ACT. This program explains the five sections of the Act and how it affects work space accommodations, accessibility, hiring and training. 15 MINS., Long Island Productions

MV-1521 1993

AVOIDING SEXUAL HARASSMENT PROBLEMS IN THE WORKPLACE. Defines sexual harassment and reviews the applicable laws and remedies available. 27 MINS., Raymond M. Deeny and John F. Wymer

MV-1523 1993

AMERICANS WITH DISABILITIES ACT, THE: GUIDELINES FOR SUPERVISORS AND MANAGERS. Information needed to implement the provisions of this legislation in an effective, lawful manner. 24 MINS., Raymond M. Deeny and John F. Wymer

MV-1524 1993

UNDERSTANDING THE FAMILY AND MEDICAL LEAVE ACT. Learn to have a better understanding of what your organization needs to do to comply with this employment law. 24 MINS., Raymond M. Deeny and John F. Wymer

MV-1542 1994

HOW TO RESPOND TO EEOC CHARGES. Details guidance for employers on all facets of effectively responding to these increasingly common charges. 27 MINS., Raymond M. Deeny and John F. Wymer

MV-1645 1988

FACT FINDING: HARASSMENT AND DISCRIMINATION CHARGES IN THE COMPANY. 55 MINS., Harvard Law School

MV-1803 2001

MANAGING ANGER AND VIOLENCE IN THE WORKPLACE. "FAA/IVT Broadcast" 1 HR., Federal Aviation Administration

MV-1855 1995

SEXUAL HARASSMENT VIGNETTES: SITUATIONS FOR DISCUSSION. With this video you will learn to identify each type of harassment through a series of six dramatizations. Each dramatization is followed by an explanation of why it may be sexual harassment. 25 MINS.

MV-1898 1998

PREVENTING HARASSMENT IN THE FAA. 40 MINS., Federal Aviation Administration

MV-1901 1998

ATS SEXUAL HARASSMENT ACCOUNTABILITY BOARD. 17 MINS., Federal Aviation Administration

MV-1907 1998

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RESOLVING EEO CONFLICTS: THE INFORMAL APPROACH. Using actual case scenarios, this video teaches you how to handle a typical EEO complaint. Learn to resolve conflicts through: listening to others' perspectives on situations; avoiding win-lose situations; seeking solutions rather than bargains; and more. 12:30 MINS., Dennis Reischl, Scripted by

MV-1908 1998

MANAGING AND LEADING EFFECTIVELY: HOW TO ACHIEVE A DISCRIMINATION FREE WORKPLACE. This video uses real-life situations to help EEO supervisors, officers, specialist and employees understand the basic requirements of a typical EEO program. You learn how to make decisions based on legitimate, job-related factors such as performance, qualifications and experience; apply policies and rules consistently; and much more. 14 MINS., Dennis Reischl, Scripted by

MV-1909 2000

ZERO TOLERANCE FOR HARASSMENT: FAA ACCOUNTABILITY BOARD. The program portrays harassment as it pertains to the protected class under the expanded scope of the Accountability Board. 13 MINS., Federal Aviation Administration

MV-1923 2000

FAA ACCOUNTABILITY BOARD PROCESS. This is the video tape produced for use in briefing FAA managers and supervisors on the expansion of the scope of the Accountability Board and changes to the process. 15:57 MINS., Federal Aviation Administration Accountability Board

Ethics

MV-1466 1993

PULLING TOGETHER: BUILDING MORALE AND COMMITMENT. This video helps you recognize the staggering impact of morale on everything in an organization. 30 MINS.

MV-1476 1993

MAKING CHOICES: MANAGERIAL ETHICS. This video defines managerial ethics and social responsibility and describes the diverse ethical dilemmas managers face. 30 MINS.

MV-1619 1994

EARNING THE PUBLIC TRUST AND ETHICAL GUIDELINES FOR FAA . 30 MINS.

MV-1856 1996

E.I.: ETHICS INQUIRY. Required viewing for all FAA managers. 44 MINS., U.S. Office of Government Ethics

Experiential Learning

MV-1381 1990

SILVER BULLETS: SELECTED PA GAMES AND INITIATIVES. This video presents the rules and guidelines for 32 experiential learning games. 2:10 HRS., Karl Rohnke

MV-1614

BOTTOMLESS BAG--LIVE, THE. 16 selected activities from the Rohnke classic book, "THE BOTTOMLESS BAG". 50 MINS., Karl E. Rohnke

Health Awareness

MV-1687 1997

EAT FOR LIFE: A NUTRITION EDUCATION VIDEO [With 2 Booklets]. This program includes reproducible recipe and tips sheets, and a program leader's guide. This is an excellent message about eating right. 14 MINS., American Heart Association

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MV-1340 1994

HIV/AIDS AWARENESS (A-B)

Sandy Distretti discusses HIV and AIDS, based on information from the American Red Cross and the Center for Disease Control. 3:05 HRS., Sandy Distretti

MV-1401 1993

WELLNESS! WITH SANDY DISTRETTI. This video explains nutrition, understanding food labels, fats, exercise, target heart rate, cholesterol and blood work. 1:24 HR., Sandy Distretti

MV-1408 1989

WELL AWARE: CHOOSE WELLNESS. Introduces key components of the Well Aware series: personal responsibility, exercise, healthy nutrition, stress management, relationships, and making healthy changes. 22 MINS., Donald Ardell

MV-1409 1989

WELL AWARE: EXERCISE. In this program the joys and challenges of fitness are discussed along with the importance of 20 MINS., Donald Ardell

MV-1410 1989

WELL AWARE: HEALTHY NUTRITION. Dietitians explain the importance of nutrition to overall health. 21 MINS., Donald Ardell

MV-1412 1989

WELL AWARE: PERSONAL. Learn how to build relationships that support your well being. 21 MINS., Jean Olson and Clyde Olson

MV-1413 1989

WELL AWARE: MOTIVATION. Search out the underlying values that guide your lifestyle choices. 18 MINS., Donald Tubesing and John Sippola

MV-1580 1994

SMART EXERCISE: BURNING FAT, GETTING FIT. Learn new, more effective methods for burning fat and getting fit. 1:23 HR., Covert Bailey

MV-1650 1995

FAA HIV/AIDS AWARENESS. Portions of this video contain verbal clinical descriptions of sexual behavior as needed to understand HIV/AIDS. 1 HR., Sandy Distretti

MV-1682 1996

LET THEM EAT CAKE: A HEALTH AWARENESS DIALOGUE. 48 MINS., Sandy Distretti

MV-1688 1995

BLOOD PRESSURE. 10:39 MINS., Mosby Great Performance

MV-1689

AIDS: WHAT EVERYONE NEEDS TO KNOW. This program will present facts and misconceptions about HIV and its transmission, the progression from HIV to AIDS, a focus on women and HIV, and changing perceptions of HIV positive people and their quality of life. 21 MINS., Churchill Media

MV-1721 1993

COVERT BAILEY'S FIT OR FAT: BODY FAT IN AMERICA. 27 MINS., Covert Bailey

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MV-1722 1993

COVERT BAILEY'S FIT OR FAT: HEIGHT-WEIGHT CHARTS THAT WORK. 27 MINS., Covert Bailey

MV-1723 1993

COVERT BAILEY'S FIT OR FAT: POT BELLIES AND THUNDER THIGHS. 27 MINS., Covert Bailey

MV-1724 1993

COVERT BAILEY'S FIT OR FAT: HOW MUSCLES WORK. 27 MINS., Covert Bailey

MV-1725 1993

COVERT BAILEY'S FIT OR FAT: COMPARING EXERCISES. 27 MINS., Covert Bailey

MV-1726 1993

COVERT BAILEY'S FIT OR FAT: HOW TO GET FIT FAST. 27 MINS., Covert Bailey

MV-1727 1993

COVERT BAILEY'S FIT OR FAT: CRASH DIETS AND OTHER WEIGHT LOSS TRICKS. 27 MINS., Covert Bailey

MV-1728 1993

COVERT BAILEY'S FIT OR FAT: MUSCLE IN ON YOUR METABOLISM. 27 MINS., Covert Bailey

MV-1729 1993

COVERT BAILEY'S FIT OR FAT: MISTAKES FITNESS BUFFS MAKE. 27 MINS., Covert Bailey

MV-1730 1993

COVERT BAILEY'S FIT OR FAT: SUGAR AND OTHER CARBOHYDRATES. 27 MINS., Covert Bailey

MV-1731 1993

COVERT BAILEY'S FIT OR FAT: STEROIDS, CHOLESTEROL AND OTHER FATS. 27 MINS., Covert Bailey

MV-1732 1993

COVERT BAILEY'S FIT OR FAT: THE TARGET DIET--BLASTING THE NEW FOOD. 27 MINS., Covert Bailey

MV-1733 1993

COVERT BAILEY'S FIT OR FAT: FOOD AND FITNESS FOOLISHNESS. 27 MINS., Covert Bailey

MV-1734

EVERYDAY FOOD AND FITNESS PLAN U.S. News and World Report

MV-1735

10 SMART WAYS TO SHAPE UP. U.S. News and World Report

MV-1738

HEART AT WORK: SIGNALS AND ACTION. 4 MINS., American Heart Association

MV-1739 1994

CARDIOVASCULAR WELLNESS: HEART-HEALTHY EXERCISE. American Heart Association and American Medical Comm.

MV-1740

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EXERCISE: IT'S QUICK AND EASY. 5 MINS., American Heart Association

MV-1741

FITNESS: PERSONAL ACTION FOR BETTER HEALTH. Great Performances Inc.

MV-1742 1990

ONCE A YEAR...FOR A LIFETIME. (Revlon/UCLA Women's Cancer Research This video is intended to serve as an important new tool in educating women on the need for regular health maintenance and testing in the detection and treatment of breast cancer. 26 MINS., Jane Pauley and Phylicia Rashad

MV-1743

HEALTH LINE. 13 MINS., American Heart Association

MV-1744

BRAIN AT RISK, UNDERSTANDING AND PREVENTING STROKE, THE. National Stroke Association

MV-1745

SMART SELECTIONS FOR HEALTHY. Public Voice for Food And Health Policy

MV-1746

EATING HEALTHY FOR WEIGHT CONTROL. CNN/Turner Multimedia

MV-1747

EAT SMART. 45 MINS., Pacific Arts

MV-1748

EATING HEALTHY FOR LIFE. 25 MINS., Pacific Arts

MV-1749

PERSONAL ACTION FOR BETTER HEALTH: HIGH BLOOD PRESSURE. 15 MINS., Great Performances, Inc.

MV-1750 1991

NO-NONSENSE CHOLESTEROL GUIDE, THE. 34 MINS.

MV-1751 1988

HEART CARE PROGRAM, THE: SKILLS FOR LOWERING YOUR CHOLESTEROL. 50 MINS., Hall Fowshee Institute

MV-1754

CATARACT SURGERY: FILUTOWSKI EYE INSTITUTE. 30 MINS., Filutowski Eye Institute

MV-1759 1995

BACK PAIN RELIEF TODAY. 55 MINS., Art Ulene

MV-1763 1992

NO MORE HEADACHES. 37 MINS.

MV-1767

PMS: IT'S NOT IN YOUR HEAD. Many women, and in fact many health care professionals believe nothing can be done to relieve PMS symptoms. This tape illustrates that which isn't true...many women can be helped. 43 MINS.

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MV-1770 1990

SAY GOODBYE TO HIGH BLOOD. The video discusses risk factors, diet and nutrition, medications, and exercise and relaxation that attribute to high blood pressure. 40 MINS. Alan Xenakis

MV-1778

LIVING WITH DIABETES: A WINNING FORMULA. 40 MINS., Alan Xenakis

MV-1780

COPING WITH ALLERGIES. 34 MINS. Alan Xenakis

MV-1781 1990

WORKING MOM'S SURVIVAL GUIDE, THE. This guide will help the working Mom sort through what's important and what's not when time is your worst enemy. 46 MINS., Alan Xenakis

MV-1782 1993

BREAST CANCER: REPLACING FEAR WITH FACTS. 50 MINS., Holly Atkinson

MV-1792 1989

FEELING GOOD WITH ARTHRITIS. This program encourages and demonstrates how arthritis sufferers can lead a more comfortable and rewarding lifestyle. 1 HR., Alan Xenakis

MV-1800 1990

CARDIAC COMEBACK 1. 47 MINS., Alan Xenakis

MV-1820 1996

EXERCISE AND FITNESS IN A WHOLE NEW LIGHT. This program is about developing an exercise program and interpreting bloodwork. 53:45 MINS., Sandy Distretti

MV-1918 1998

TAE-BO BASIC: THE ULTIMATE WORKOUT FOR MEN AND WOMEN. Tae-Bo is unlike any workout program you've ever tried before. See consistent, amazing results from your very first workout as Tae-Bo takes you to your next level of physical fitness. 27 MINS., Billy Blanks

MV-1919 1998

TAE-BO " INSTRUCTIONAL": THE ULTIMATE TOTAL BODY WORKOUT FOR MEN AND WOMEN. Tae-Bo is unlike any workout program you've ever tried before. See consistent, amazing results from your very first workout as Tae-Bo takes you to your next level of physical fitness. 27 MINS., Billy Banks

MV-1952 1999

DENISE AUSTIN: ANTI-AGING CARDIO DANCE WORKOUT. This program is the perfect combination to reshape and rejuvenate your body, whether you are a man or woman. It consists of 20 minutes of fat burning aerobics, 15 minutes of body firming/toning exercises, and 10 minutes of stress and tension relieving exercises. 45 MINS., Denise Austin

MV-1956 1994

ORIGINAL STEP REEBOK, THE: THE VIDEO. The electrifying video that takes you through a complete, heart-pumping session of STEP Reebok. With the look and feel of a music video, it puts you in the middle of a unique and dynamic group workout. Unique music transitions, verbal and visual cues make it almost impossible to miss a single step. 59 MINS., Gin Miller

MV-1987 2002

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LONG TERM CARE OPM BROADCAST [3/2/02]. The broadcast features national experts discussing what long term care is, your odds of needing care, and what options are available to pay for long term care. 1 HR., Federal Aviation Administration Office of Personnel Management

Innovation

MV-1785 1995

CREATIVITY AND INNOVATION: FOUR STEPS TO BREAKTHROUGH THINKING. With this program you will learn how to put yourself in a creative mode any time, any place. 1:37 HR., Verne Harnish

MV-1969 1997

MANAGING WITH POWER: POLITICS AND INFLUENCE IN ORGANIZATIONS. The presenter discusses the importance of understanding power and influence, what the strategies and tactics are for the effective use of influence in organizations, and the role of influence in organizational innovation and change. 1 HR., Jeffery Pfeiffer

Interviewing

MV-1462 1993

HELP WANTED: RECRUITMENT AND SELECTION OF EMPLOYEES. This video describes the primary factors to be considered in human resource planning and management. 30 MINS.

MV-1526 1993

EFFECTIVE INTERVIEWING AND SCREENING. Gives you the key to good, lawful and effective interviewing and screening skills. 20 MINS., Raymond M. Deeny and John F. Wymer

MV-1576 1992

HOW TO INTERVIEW AND HIRE THE RIGHT PEOPLE [A-C]. A step by step guide for managers and supervisors.. 3:10 HRS. Stephen Carline

Labor Relations

MV-1519 1993

LAWFUL AND EFFECTIVE DISCIPLINE AND TERMINATION: AVOIDING WRONGFUL TERMINATIONS. Guidelines for proper discipline and discharge procedures critical to reducing the risk of being sued. 20 MINS., Raymond M. Deeny and John F. Wymer

MV-1520 1993

DISCRIMINATION LAWS: WHAT SUPERVISORS AND MANAGERS NEED TO KNOW. Overview of Federal Discrimination Laws providing practical understanding of how they apply in the workplace. 19 MINS., Raymond M. Deeny and John F. Wymer

MV-1527 1993

EVALUATING EMPLOYEES: DOING IT RIGHT. Provides practical guidelines for lawful and proper evaluation techniques. 18 MINS., Raymond M. Deeny and John F. Wymer

MV-1528 1993

ALTERNATIVE APPROACHES TO COSTLY LITIGATION. This video presents an overview of alternative dispute resolution. 18 MINS., Raymond M. Deeny and John F. Wymer

MV-1541 1994

HOW TO INVESTIGATE AND RESPOND TO SEX HARASSMENT AND OTHER HARASSMENT CHARGES. A practical step by step guide from organizing the investigation through determining alternate remedies. 27 MINS., Raymond M. Deeny and John F. Wymer

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MV-1543 1994

CONTRACT EMPLOYEES: THE CO-EMPLOYMENT DILEMMA. An insightful exploration of the complex issues that can occur when employers use contract employees. 23 MINS., Raymond M. Deeny and John F. Wymer.

MV-1938 1997

AVOIDING LITIGATION LANDMINES: A SURVIVAL GUIDE FOR MANAGERS. This program uses a compelling dramatization which no manager will be able to forget. Managers will learn not only how to avoid these litigation landmines, but how to turn them into positive tools for unlocking the potential of the individuals within their work force. 30 MINS., Coastal Training Technologies

Leadership

MV-1558 1988

LEADERSHIP: THE CRITICAL DIFFERENCE. The importance of vision and determining your mission plus many points on becoming a better leader. 1:00 HR., Brian Tracy

MV-1515 1991

FIVE STAR LEADER, THE. Explains why some supervisors are more successful than others. 16 MINS., Louis E. Tagliaferri

MV-1692 1998

LESSONS IN LEADERSHIP [with Workbook and Facilitator's Guide]. This program presents an excellent opportunity for the leaders of an organization to work together to examine the topic of leadership and qualities of effective leaders. 20 MINS., Peter F. Drucker

MV-1134 1990

MANAGING THE JOURNEY WITH DR. KEN BLANCHARD. Four successful leadership styles are demonstrated to help enable supervisors to lead others through change. 1:15 HR., Kenneth Blanchard

MV-1237 1990

CREDIBILITY FACTORS, THE: WHAT FOLLOWERS EXPECT FROM LEADERS. Relationship between leaders and followers and their common ingredients, which includes credibility, honesty, competence, and vision. 22 MINS., CRM Films

MV-1352 1991

BRINGING OUT THE LEADER IN YOU. Learn techniques and expertise to lead a group to success. 23 MINS., FYI Video

MV-1378 1991

BE PREPARED TO LEAD: APPLIED LEADERSHIP SKILLS FOR BUSINESS MANAGERS. Identify your leadership potential and gain the skills and confidence needed to be a leader. 27 MINS.,

MV-1467 1993

AT THE HELM: STYLES OF LEADERSHIP. This video describes various aspects of leadership and how different leadership styles will be effective in different situations. 30 MINS.,

MV-1566 1994

FLIGHT OF THE BUFFALO, SOARING TO EXCELLENCE, LEARNING TO LET EMPLOYEES LEAD. Based on the best-seller. Authors James Belasco and Ralph Stager show how to bring organizations to peak productivity by learning to let employees lead. They take viewers to the operations of the Navy's Blue Angels, the Furon Company, and a major medical supply distributor. A winning program for business and government. 30 MINS., James A. Belasco and Ralph C. Stayer

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MV-1575 1991

HIGH-IMPACT LEADERSHIP (A-C). How to move beyond a manager to a leader. 4 HRS. Mark Sanborn

MV-1696 1996

MANAGEMENT PROBLEMS OF THE TECHNICAL PERSON IN A LEADERSHIP ROLE: INCREASE YOUR SUCCESS WHILE MAKING THE TRANSITION FROM TECHNICAL SPECIALIST TO MANAGER/SUPERVISOR [A-C]. In this program you will learn how to: 1) Delegate without worry, 2) Remove the frustration of politics and power structures, 3) Minimize turn-over and develop motivated employees, 4) Develop important new contacts within your organization, 5) Give instructions with confidence, 6) Build effective, productive work teams, 7) Communicate effectively and 1:45 HRS. Fred Pryor Seminars

MV-1708 1995

SUCCEEDING AS A FIRST-TIME MANAGER: VOLUME 4-LEADERSHIP SKILLS. In this volume you will learn the specific leadership skills you will need to make your transition to manager go easier for everyone. 23 MINS.

Motivation

MV-1517 1991

FIVE STAR MOTIVATOR, THE. Scenario focuses on newly appointed supervisor as she tries to motivate her employees to peak performance. 16 MINS., Louis E. Tagliaferri

MV-1386 1988

MOTIVATING PEOPLE TOWARD PEAK PERFORMANCE (A-B). Learn how to build self esteem, improve self image, build effective teams and increase productivity and profit. 1 HR., Brian Tracy

Management

MV-1366 1988

EXCELLENT MANAGER, THE. Learn 21 steps to excellent management and the 7 vital functions of a manager. 1 HR. Brian Tracy

MV-1376 1988

HOW TO HIRE: HOW TO FIRE. With this program you will learn how to select the best person for the job and how to fire someone, with minimum stress for both parties. 1 HR., Brian Tracy

MV-0982 1987

HOW TO GET RESULTS WITH PEOPLE: HOW TO BUILD YOUR LEADERSHIP, POWER AND VISIBILITY ON THE JOB. Acquire the skills on how to handle people effectively. 1:45 HR., Jeff Salzman

MV-0997

KICK IN THE SEAT OF THE PANTS, A. 20 MINS., American Management Association

MV-1003

EVERYTHING YOU'VE ALWAYS WANTED TO KNOW ABOUT SUPERVISION. 30 MINS.

MV-1099 1988

MASSEY TRIAD, THE [A-C]. Dr. Morris Massey presents how programmed values effect past, present, and future. 3 HRS., Morris Massey

MV-1161 1984

MANAGEMENT'S FIVE DEADLY DISEASES. Dr. Deming discusses the five deadly diseases of management. 16 MINS., W. Edward Deming

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MV-1178 1988

WORLD OF IDEAS WITH BILL MOYERS, A. Peter Drucker discusses challenges facing America in the 21st century. 30 MINS., Peter Drucker

MV-1195 1991

POWER OF VISION, THE: DISCOVERING THE FUTURE. The author's message is very thought-provoking, inspiring and motivating. Its message challenges us to make a difference. It is an excellent tool to use as an opener for brainstorming and planning sessions. 30 MINS. Joel Barker

MV-1197 1994

PROJECT MANAGEMENT: PRACTICAL SKILLS TO KEEP YOUR PROJECTS ON TRACK, ON TIME AND ON BUDGET. The seven traits of successful project managers. 2:25 HRS., Larry Johnson

MV-1231 1990

GROUP TYRANNY AND THE GUNSMOKE PHENOMENON. In this program peer pressure is exposed as a major problem in the business world. 15 MINS., CMR Films

MV-1350 1992

COACHING FOR TOP PERFORMANCE. This program will present coaching as a three part process: educating, developing and counseling, with ten guidelines for top performance. 25 MINS., FYI Video

MV-1452 1993

MANAGEMENT AT WORK: THE MANAGERIAL WORLD. This video discusses sweeping changes in the business environment which threaten many basic assumptions of management. This video describes new realities that are exerting a staggering impact on management. 30 MINS.

MV-1459 1993

RUNNING THE SHOW: INFLUENCE, POWER, AND AUTHORITY. This presents a classification system which categorizes the sources of power and how to be more effective in encouraging high employee performance. 30 MINS.

MV-1472 1993

POINT OF INFORMATION: INFORMATION SYSTEMS MANAGEMENT. This video describes the social and organizational impact of information system technologies. 30 MINS.

MV-1475 1993

RIGHT FIT, THE: THE INDIVIDUAL AND THE ORGANIZATION. This video describes the abilities most often associated with managers who advance in organizations. 30 MINS.

MV-1477 1993

FOR THE COMMON GOOD: SOCIAL RESPONSIBILITY AND MANAGEMENT. This video discusses the particular skills and abilities today's managers must have in order to respond to the conflicting pressures with which they are faced. 30 MINS.

MV-1480 1989

MANAGEMENT VALUES AND THE SELF FULFILLING PROPHECY. Douglas McGregor's descriptions of "Theory X" and "Theory Y" and Robert Rosenthal's work on the self fulfilling prophecy combine to describe and measure managerial philosophy. 28 MINS., Douglas McGregor and Robert Rosenthal

MV-1490 1993

NEW ROLE OF THE MANAGER, THE: HOW TO CREATE RESULTS IN TODAY'S LEANER ORGANIZATION
This program shows how to create a learning organization by being less of a boss and more of a coach. 30 MINS., Ron Meiss

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MV-1530 1992

SUPERVISOR'S ROLE IN THE HIRING AND FIRING, THE. Ensure that supervisors follow legal and fair hiring/firing practices. 20 MINS.,

MV-1536 1994

UNIFYING THE PRINCIPLES OF PERFORMANCE TECHNOLOGY. 1:30 HR., T. Rabideau and H. Lewis

MV-1546 1991

TRANSFORMING THE PRACTICE OF MANAGEMENT. The emerging management paradigm is changing the role of the leader to designer, teacher, and steward. 1 HRS. Peter M. Senge

MV-1574 1994

PRACTICAL COACHING SKILLS FOR MANAGERS (A - D). In this program learn how to spark individual achievement, lead a collaborative team effort, and reach group goals. 3 HRS., Rick Seymour

MV-1633 1990

LEARNING IN OPEN SPACE. 30 MINS., Harrison Owen

MV-1705 1995

SUCCEEDING AS A FIRST-TIME MANAGER: VOLUME 1- GETTING ORGANIZED. This volume alerts you to the major pitfalls every new manager faces and shows you how to safely get around them. 35 MINS., Dick Lohr

MV-1786 1988

ACHIEVING EXCELLENCE. Achieve higher output, increased quality, quicker response, and greater profits. 1:30 HR., Lou Heckler

MV-1868 1997

MODEL WORK ENVIRONMENT STRATEGIES AND IMPLEMENTATION TRAINING CONFERENCE. 40 MINS., Federal Aviation Administration Office of Civil Rights

MV-1877 1998

IN AN INSTANT: IMMEDIATE SOLUTIONS TO BASIC BUSINESS PROBLEMS [VOL. 3]. In this volume you will learn how to give feedback, get a commitment for action, be an effective motivator, help people be effective decision makers, and help your people manage problems. 35 MINS.

MV-1935 1998

ONE DOT: WORKING BETTER TOGETHER. In this video Secretary Slater announces his OneDOT vision and management strategy. A strategy that builds on intermodal collaboration to achieve the department's mission and goals. [Copy #3 is "Closed Caption"]. 17 MINS., DOT Secretary Rodney Slater

Motivation

MV-0442 1991

MASLOW'S HIERARCHY OF NEEDS. Human motivation and Maslow's theory. 30 MINS., Abram Maslow

MV-1230 1989

SID STORY, THE. A true story that demonstrates the power of positive feedback and recognition. 20 MINS., Dennis Franz

MV-1259 1988

DO RIGHT WITH LOU HOLTZ. 32 MINS., Lou Holtz

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MV-1351 1992

MOTIVATING OTHERS. Guidelines to elicit superior performance from employees. 25 MINS., FYI Video

MV-1396 1992

CULTIVATING INITIATIVE IN YOUR STAFF: HOW TO MOTIVATE YOUR PEOPLE TO THINK FOR THEMSELVES AND ACT FOR YOUR ORGANIZATION [A-B]. Learn how to help your employees develop good judgment and use it when implementing their best ideas. 1:58 HR., Cathy Shaughnessy

MV-1465 1993

ALL SYSTEMS GO: MOTIVATING FOR EXCELLENCE. This video defines motivation and shows how to recognize factors that influence human behavior. 30 MINS.

MV-1481 1990

MANAGING POWER PRODUCTIVELY. David McClelland's description of power motivation is coupled with Robert Blake and Jane Mouton's model of power style and the sharing of power. 26 MINS., David McClelland, et al

MV-1485 1990

WORK MOTIVATION: HOW MANAGERS CAN MAKE THE MOST OF IT. Abraham Maslow and Fredrick Herzberg's motivational theories are synthesized to describe work motivation and job satisfaction. 30 MINS.

MV-1488 1993

POSITIVE WORKPLACE, THE: HOW TO HAVE FUN AND GET ALL THE WORK. With this program you can learn how to use humor at work to create a more productive and positive workplace. 55 MINS., Lee Minor

MV-1710 1995

SUCCEEDING AS A FIRST-TIME MANAGER: VOLUME 6-MOTIVATING YOUR PEOPLE. At this point in the program you will learn how to recognize individual talent... encourage employee performance and productivity... and reward your people appropriately. 32 MINS., Dick Lohr

Negotiation

MV-1179 1990

ARBITRATION WITH DR. JOHN MC COLLISTER. This program will present reasons not to arbitrate, and how to win if it is unavoidable. 42 MINS., John McCollister

MV-1562 1988

NEGOTIATING STRATEGIES AND TACTICS. The presenter demonstrates and discusses how to negotiate successfully and leave the other person feeling good. 1:00 HR., Brian Tracy

MV-1373 1991

SUCCESSFUL NEGOTIATING. Learn how to negotiate without stressful haggling, pressure tactics and adversarial confrontation. 25 MINS., FYI Video

MV-1545 1994

HOW AND WHEN TO SETTLE COMPLAINTS AND OTHER EMPLOYMENT LAWSUITS. This is an indispensable guide to employers in combating escalating costs of litigation. 37 MINS., Raymond M. Deeny and John F. Wymer

MV-1799 1995

NEGOTIATION. 25 MINS.

MV-1997 2002

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CONFLICT PREVENTION AND RESOLUTION PROCESS. "FAA/IVT Broadcast". 1 HR., Federal Aviation Administration

Organizational Behavior

MV-1460 1993

HEART OF THE MATTER: ORGANIZATIONAL CULTURE AND CLIMATE. This video describes corporate culture and its relationship to the climate that exists within an organization. 30 MINS.

MV-1469 1993

KEEPING TRACK: MANAGEMENT AND CONTROL. This video shows that even the most brilliantly conceived strategic plan is only likely to be achieved if the organization exercises an effective controlling function that monitors performance and keeps the company on target. 30 MINS.

MV-1967 1989

EMPOWERED MANAGER, THE: POSITIVE POLITICAL SKILLS AT WORK. The presenter explains how managers and executives can take charge of their life at work by using positive political skills in their relationships. By drawing on the power from within managers can control their own future and the organization's future. 30 MINS., Peter Block

Organizational Development

MV-1430 1993

HOLOGRAPHIC ORGANIZATION, THE: HOW TO ENSURE COMMITMENT FROM EVERYONE. In a holographic organization every person has the same information, understands it, and is committed to it. Every person represents its mission. 35 MINS., Mark Sanborn

MV-1443

This video discusses how to make government more flexible, creative, and entrepreneurial. 1:30 HR., Ted Gaebler

MV-1457 1993

PUTTING IT TOGETHER: THE PRINCIPLES OF ORGANIZING. This video differentiates various types of organizational structures and defines organizing concepts and principles. 30 MINS.

MV-1458 1993

LAYING THE GROUNDWORK: ORGANIZATIONAL DESIGN. This video describes how organizations evolve and change over time and must be restructured to cope with these changes. 30 MINS.

MV-1463 1993

HIGH PERFORMANCE: STAFF DEVELOPMENT AND MAINTENANCE. This video describes how companies with high expectations for employee performance must provide the kinds of training experiences that will allow a committed employee to achieve success in a new position. 30 MINS.

MV-1535 1994

PRACTICALITY OF A RADICAL WORKPLACE, THE. 1:30 HR., Peter Block

MV-1549 1992

ORGANIZATIONAL LEARNING AND BEYOND. This program describes conditions that must exist for significant organizational learning to occur. 1:40 HR., Russell L. Ackoff

MV-1554 1993

DEVELOPING COMMUNITIES OF COMMITMENT. The author discusses a framework for the learning organization and some innovations in infrastructure that can help organizations build communities of commitment. 1:33 HR., Peter M. Senge

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MV-1736 1996

POWER AND BEAUTY OF STRUCTURE, THE: MOVING ORGANIZATIONS FROM OSCILLATION TO ADVANCEMENT. In this video, Robert Fritz uses the metaphor of music to illustrate the concept of structure. He offers an innovative approach for helping organizations, as well as individuals, move from a reactive to a creative orientation. 53 MINS., Robert Fritz

Performance Management

MV-1363 1994

HUMAN TOUCH PERFORMANCE APPRAISAL II, THE. 24 MINS., AMI, Inc.

MV-1529 1992

DOING A PERFORMANCE REVIEW. This video shows supervisors how to prepare a written performance evaluation and conduct a performance review that provides clear feedback. 18 MINS., Training Network, Inc.

MV-1667 1995

9 TRAITS OF HIGHLY SUCCESSFUL WORK TEAMS: TRAIT 7- CONDUCTING SELF-ASSESSMENTS AND CORRECTING PROBLEMS. In this volume you'll discover the best ways to monitor your team, how to develop new skills to promote your groups' success, practical tips to help improve each member's contribution, and correct performance problems. 45 MINS., Loren Ankarlo

MV-1853 1996

PERFORMANCE DECLINE. 17 MINS., Training Network, Inc.

Personnel Management

MV-1859 2001

SCI ORIENTATION FOR ALL NON-BARGAINING UNIT EMPLOYEES COVERED BY CORE COMPENSATION SCI Training recorded from an IVT broadcast dated March 15, 2001. 2 HRS., Federal Aviation Administration

MV-1975 2001

"GREAT LAKES REGION FERS RETIREMENT BRIEFING" March 1, 2001. FAA's ATN broadcast on Great Lakes Region FERS retirement. 2:10 HRS., Federal Aviation Administration

MV-1976 2001

"GREAT LAKES REGION CSRS RETIREMENT BRIEFING" February 28, 2001. FAA's ATN broadcast on Great Lakes Region CSRS retirement. 2:20 HRS., Federal Aviation Administration

MV-1977 2001

FEDERAL AVIATION ADMINISTRATION ANNUAL 24th AWARDS CEREMONY August 3, 2001. 41 MINS., Federal Aviation Administration

Planning

MV-1921 2000

STRATEGIC PLANNING IN GOVERNMENT: NOT BUSINESS AS USUAL [Federal Government Version]. In this program you will find essential such as: 1) A 5-step Strategic Plan Model, 2) 11 Pitfalls to Avoid and 11 Surefire Strategies for Success, 3] Clarification of the difference between "outputs" and "outcomes", 4] How to link your plan to budget, 5] How to link the goals of your Strategic Plan to the measures in your Performance Plan. 20 MINS., John Mercer

MV-1937 1994

HOW TO HOLD SUCCESSFUL MEETINGS. In this program you will learn the following: Invite the right people to your

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meetings; develop a proper agenda and why it's important; tactfully prevent someone from taking over a meeting; reinvigorate a stalled meeting; run short profitable meetings...and much more. 30 MINS., Paul R. Trimm

Problem Solving

MV-1448 1988

CREATIVE MANAGER, THE. Become adept at solving problems, innovating and using creative thinking techniques. 1 HR., Brian Tracy

MV-1538 1992

HOW TO HANDLE DIFFICULT PEOPLE: THE DIFFERENCES IN PEOPLE [Vol. 1]. Learn how to overcome stressful personality conflicts and recognize the control we have over ourselves. 46 MINS., Chuck Dwyer

MV-1539 1992

HOW TO HANDLE DIFFICULT PEOPLE: DEALING WITH DIFFICULT PEOPLE [Vol.]. Learn the types of difficult behavior, and a formula for changing attitudes. 54 MINS., Chuck Dwyer

MV-1540 1992

HOW TO HANDLE DIFFICULT PEOPLE: STRATEGIES FOR INCREASED SELF ESTEEM [Vol. 3]. Learn the importance of self esteem and how to maintain composure "under fire". 55 MINS., Chuck Dwyer

MV-1849 1996

CONFLICT: THE RULES OF ENGAGEMENT. Dr. Heim takes viewers through proven strategies which neutralize some conflicts straight out, or simplify complex conflicts into manageable ones. 41 MINS., Pat Heim

MV-1454 1993

SETTING THE STAGE: THE PLANNING PROCESS. The challenges of planning in an uncertain environment are explored. 30 MINS.

MV-1455 1993

GAME PLAN, THE: STRATEGIC, BUSINESS, AND DEPARTMENT LEVEL PLANNING. This video describes ways to obtain the best information possible, formulate specific strategic plans, and then implement those plans. 30 MINS.

MV-1798

NASA STRATEGIC PLANNING: CHARTING A PLAN FOR THE FUTURE. 20 MINS.

MV-1971 1997

SEARCH FOR LIFE AFTER PLANNING, THE: HOW TO BUILD STRATEGIES THAT GET IMPLEMENTED.

In this program, featured speaker John Berthold, presents a fresh perspective on strategy formation and implementation resulting in improved teamwork - a process for developing strategies that assures organizational alignment and lead to more effective implementation. 49:25 MINS., John R. Berthold

Presentations

MV-1367 1988

MANAGING MEETINGS THAT GET RESULTS. This program shows how to conduct and participate in results-oriented business meetings. 1 HR., Brian Tracy

MV-0562

SPEAKING EFFECTIVELY TO 1 OR 1000. In a well-known study, 3,000 people were asked what frightened them most. The number one answer was -- public speaking. This entertaining film gives viewers the skills so needed for confident communication with audiences of one or one thousand. 23 MINS.

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MV-0887

MORE BLOODY MEETINGS. This program is about a beleaguered executive who can't manage to fit his work into a normal working day. 27 MINS., John Cleese

MV-0915 1985

SPEAK UP WITH CONFIDENCE. Presentations, speeches, and reports. 33 MINS.

MV-1354 1992

DELIVERING SUCCESSFUL PRESENTATIONS. Learn proven tips and techniques that effective presenters use to make their point. 28 MINS., FYI Video

MV-1377 1991

BE PREPARED FOR MEETINGS: HOW TO LEAD PRODUCTIVE MEETINGS. Learn how to maximize the benefits of meetings you lead, while minimizing the cost. 24 MINS., Kantola Productions

MV-1387 1987

HOW TO SPEAK WITH CONFIDENCE. In this program you will acquire skills to become a more persuasive speaker and presenter. 46 MINS., Burt Decker

MV-1422 1993

GETTING THE MOST OUT OF YOUR MEETINGS. Sharpen skills needed to call, prepare for, and conduct good meetings. 15 MINS., David Byrd
Tony Fulginiti

MV-1423 1993

MAKE PRESENTATIONS WORK FOR YOU. Learn techniques and tactics to turn "stage panic" into a persuasive and effective "stage presence". 12 MINS., Patricia Covarrubias

MV-1505 1988

EFFECTIVE DEMOCRATIC MEETINGS: PLANNING A MEETING. This program is intended to assist in the conduct of more effective, efficient and satisfying meetings. 20 MINS., Jaques Kaswan and Edward O. Lee

MV-1506 1988

EFFECTIVE DEMOCRATIC MEETINGS: FACILITATING A MEETING. This program provides basic concepts and techniques to become an effective leader of democratic group meetings. 45 MINS., Jaques Kaswan and Edward O. Lee

MV-1627 1993

POWERFUL PRESENTATION SKILLS : HOW TO GET A GROUP'S INTEREST AND PERSUADE THEM TO ACT [A-C]. This program presents the principles and characteristics of a powerful presenter. This includes knowing your audience, how to capture attention in the first 15 seconds, and how to use a power close for audience commitment. 39 MINS., Debra Smith

MV-1664 1995

9 TRAITS OF HIGHLY SUCCESSFUL WORK TEAMS: TRAIT 4- CONDUCTING PRODUCTIVE MEETINGS. In this volume you'll find out how to make every minute count. You'll learn new ways to keep your team members, group goals and meeting agendas on track and moving forward. 45 MINS., Loren Ankarlo

MV-1690 1995

CONDUCTING A PRODUCTIVE MEETING: FACILITATE MEETINGS THAT GET RESULTS. In this program you will learn how to conduct your meetings more productively. You may also want to request the book, "Making Meetings Work", which is a compliment to this program. 13 MINS.,

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Problem Solving

MV-1141 1990

HOW TO DEAL WITH DIFFICULT PEOPLE [A-C]. Instructive role-plays assist in the processes of understanding and dealing with problem people. 4:10 HRS., Rick Brinkman and Rick Kirschner

MV-1159 1986

CONFLICT: MANAGING UNDER PRESSURE. Qualities of effective conflict management leadership. 30 MINS.

MV-1238 1990

ASOH DEFENSE, THE: MANAGING BLAME AND FORGIVENESS. Managing blame and forgiveness. 10 MINS.

MV-1359 1992

HOW TO MANAGE ANGER AND HANDLE CONFLICT. This program will present ways on how to understand and control anger and conflict. 1:40 HR.

MV-1360 1992

ART OF RESOLVING CONFLICTS IN THE WORKPLACE, THE: THE SIX ESSENTIAL TECHNIQUES. This video presents six techniques for conflict resolution: 1) I vs. You, 2) Anticipation, 3) Meta-Talk, 4) Self-Interest, 5) Limit-Setting, and 6) Using Consequences. 37 MINS., Lawrence Schwimmer

MV-1421 1993

SOLVING PEOPLE-PROBLEMS ON THE JOB. Learn how to identify troublesome personality types and how to handle them - tactfully and effectively. 15 MINS., Sam Deep and Lyle Sussman

MV-1445 1993

DEALING WITH CONFLICT AND CONFRONTATION: HOW TO KEEP YOUR COOL, STAND YOUR GROUND AND REACH A POSITIVE RESOLUTION [A-C]. In this program you will learn a system of psychologically sound conflict solutions. Even when you face destructive confrontations, like temper tantrums - one-upmanship - out-and-out lying - and more. Best of all, they'll help you relieve the tensions, anxiety and fear that often come with conflict. 2:45 HRS., Helga Rhode

MV-1447 1991

KEEPING YOUR COOL WHEN OTHERS DON'T: STRATEGIES FOR CONFLICT MANAGEMENT. Understand that conflict is a part of life, and that it can be dealt with in a thoughtful, productive way. 24 MINS. Thomas Crum

MV-1468 1993

WORKING IT OUT: MANAGING ORGANIZATIONAL CONFLICT. This video describes the sources and symptoms of organizational conflict and the manager's role in conflict management. 30 MINS.

MV-1478 1990

FORCE FIELD ANALYSIS FOR PROBLEM SOLVING AND PLANNING FOR THE. This video presents the classic problem analysis technique of Kurt Lewin. 10 MINS., Jay Hall

MV-1482 1990

MANAGING THE FOUR C'S OF GROUP EFFECTIVENESS. This video presents Jay Hall's extensive group problem solving research in terms of commitment, conflict, creativity, and consensus as a decision rule is presented. 20 MINS., Jay Hall

MV-1486 1993

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DEALING WITH DIFFICULT PEOPLE (A-B). Dealing with difficult behavior does not have to stay difficult. Real solutions exist that can work for you. 1:12 HR., Ed Greif

MV-1491 1993

CONSTRUCTIVE ANGER: HOW TO RECOGNIZE AND DEAL WITH ANGER. Anger is not the problem - it's how we deal with it. Channeling it into something constructive is a process. One in which everyone can benefit. 35 MINS., Harles E. Cone

MV-1525 1993

AVOIDING VIOLENCE IN THE. This video discusses the employer's liability when a dangerous employee is identified but the situation is not brought under control. 24 MINS., Raymond M. Deeny and John F. Wymer

MV-1544 1994

HANDLING THE PROBLEM EMPLOYEE. Clear and cost effective recommendations for every employer. 26 MINS., Raymond M. Deeny and John F. Wymer

MV-1551 1993

PARADIGM-CREATING LOOPS. This video explores how our current worldview affects how we perceive and respond to problems. 1:08 HR., Daniel H. Kim

MV-1666 1995

9 TRAITS OF HIGHLY SUCCESSFUL WORK TEAMS: TRAIT 6- CONFRONTING AND RESOLVING CONFLICT. In this volume you find out what causes conflict, learn why it is actually healthy, and discover ways to keep festering problems from undermining your team. 35 MINS., Loren Ankaralo

MV-1686 1996

HOW TO OVERCOME NEGATIVITY IN THE WORKPLACE: TRAINING TO HELP YOU CREATE A MORE POSITIVE, PRODUCTIVE WORK ENVIRONMENT [A-D]. In this four-tape program you'll learn what to do about negativity when it creeps into your team, department, or organization. 4.5 HRS., Lani Arredondo

MV-1870

HANDLING PERSONAL PROBLEMS OF EMPLOYEES. In this program you will learn about the business costs of personal problems, statistics on troubled employees and behavior problems and documentation of all counseling sessions. 5:40 MINS.

MV-1875 1998

IN AN INSTANT: IMMEDIATE SOLUTIONS TO BASIC BUSINESS PROBLEMS [VOL. 1]. In this volume you will learn how to address tardiness, poor hygiene, substance abuse, how to be a team player, and about effective discipline. 35 MINS., Anthony Salemi

MV-1876 1998

IN AN INSTANT: IMMEDIATE SOLUTIONS TO BASIC BUSINESS PROBLEMS [VOL. 2]. In this volume you will learn how to be an effective time-manager, sell effectively, terminate an unproductive employee, and run an effective meeting. 35 MINS., Anthony Salemi

MV-1878 1998

IN AN INSTANT: IMMEDIATE SOLUTIONS TO BASIC BUSINESS PROBLEMS [VOL. 4]. In this volume you will learn how to deal with closed-mindedness, with procrastination, how to strengthen impersonal impact, deal with conflicting employees, and how to delegate effectively. 35 MINS., Anthony Salemi

MV-1906 1996

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HOW TO HANDLE DIFFICULT PEOPLE: ELIMINATE THE STRESS OF DEALING WITH DIFFICULT PEOPLE, Volumes 1-3. In this 3-part program you will learn how to outsmart the smooth talkers who hamper teamwork, create a feeling of togetherness among groups with difficult people, maneuver around disagreements without avoiding the issues, control anger associated with difficult personalities, get results from even the loudest, most demanding dictator type, and much more. 1:26 HR., Bill Herbert

MV-1965

HOW TO LEGALLY DOCUMENT EMPLOYEE DISCIPLINE. In this program, a human resource management trainer and consultant shows you how to ensure solid, consistent documentation procedures throughout your organization. You will also learn how to use the progressive discipline process to help counsel and improve employee performance. 30 MINS., American Media, Inc.

MV-1966

DIFFICULT PEOPLE - HOW TO DEAL WITH THEM. Are you plagued by hostile customers and co-workers, indecisive, vacillating bosses, and over-agreeable [but do-nothing] subordinates? Now you can learn techniques to identify, understand, and cope with the difficult people who come into your life. This program demonstrates the skills necessary for dealing effectively with hard-to-handle people. 38 MINS., American Media, Inc.

Productivity

MV-1471 1993

TAKING STOCK. This video describes in general the types of operations controls that are used to verify quality and productivity at various stages in the creation of a product or service. 30 MINS.

MV-1473 1993

ABOVE AND BEYOND: MANAGING FOR PRODUCTIVITY. This video describes the following concepts of productivity: what it is, what it isn't, and how it is measured and encouraged. 30 MINS.

Professional Development

MV-1813 1997

BASICS OF BUSINESS ETIQUETTE, THE. This program is filled with basic etiquette skills and techniques. Valuable tips including guidance on greetings, introductions, office manners, grooming, business meals, gift-giving, business-related functions and much more. 46 MINS., Rick Rosenthal

MV-1985 1994

ESSENTIALS OF CREDIBILITY, COMPOSURE AND CONFIDENCE, THE. Here's your chance to believe in yourself – and mean it! This program is loaded with practical tips you can use to make a more professional, credible impression, keep calm under pressure and most important - build and maintain high self-esteem and self-confidence. 1:37 HRS., Lani Arrendondo

MV-1139 1989

ASSERTIVENESS TRAINING FOR PROFESSIONALS [A-B]. If assertiveness isn't your strong suit or you'd simply like to improve your skills - this program can help. It will enable you to walk the line between aggressiveness and passivity. It will help you deal with difficult situations with tact and diplomacy. 1:45 HR., Helga Rhode

MV-1563 1991

NETWORKING YOUR WAY TO SUCCESS. Networking insights, guidelines and techniques. 30 MINS.

MV-1594 1992

BEYOND SECRETARY: THE GROWING ROLE OF THE ADMINISTRATIVE. Learn how to establish credibility, earn respect and get ahead. Vol A: You will learn how to make presentations with impact, delegate effectively, solve problems & make decisions faster, and take initiative. Vol. B: In this volume you will have the pleasure of working with higher confidence & less supervision with skills on time management, reducing interruptions, how to speak with power & authority,

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Listen to what people are really saying, and gain more credibility. 1:20 HR., Debra Sutch

MV-1760 1994

ACHIEVEMENT IN ACTION. Brian Tracy

MV-1772 1995

EXCEPTIONAL ASSISTANT, THE: [A] YOUR PERSONAL TIME MANAGEMENT..[B] REFINING YOUR PROFESSIONAL SKILLS [C] ACHIEVING SUCCESS. Learn time management skills, refine professional skills and how to take the initiative while acquiring professional credibility. 40 MINS., Marsha Petrie Sue

MV-1867 1995

SUCCESSFULLY MANAGING YOUR JOB AND YOURSELF. In this program you will learn how to reduce personal stress, teach employees to use simple humor skills, and make the workplace a little more fun. 20 MINS., C.W. Metcalf

MV-1899 1998

STEPPING OUT OF YOUR FEDERAL . 1:30 HR., Federal Aviation Administration

MV-2002 1995

CHALK TALK 1: STANFORD COACHES ON MANAGEMENT. In this program nine Stanford coaches discuss the management techniques they use to improve performance of their athletes. Their comments stimulate thought and lead to discussion on organization, fairness, setting realistic goals, respecting the competition, and other important rules of engagement. 12:56 MINS., Stanford Communications and Stanford University

Psychology

MV-1392 1989

WIN THROUGH RELATIONSHIPS: HOW TO DEAL WITH THE DIFFERENCES IN PEOPLE. Identify the types of personalities you meet every day. 43 MINS., Jim Cathcart and Tony Alessandra

MV-1389 1992

HOW TO ACHIEVE BALANCE IN YOUR LIFE (A-B). Learn how to take control of your life by discovering the revitalizing power of inner peace. 1:13 HR., Ruth Siress

MV-1984 1997

HOW TO THINK CREATIVELY: UNLEASH THE FULL IMPACT OF YOUR CREATIVE POTENTIAL. This program is a tool for quickly reclaiming the brainpower that is your birthright. For enjoying greater innovation, a more positive and flexible attitude, a predisposition toward action, and increased levels of self-assurance, energy, and focus. 1:44 HRS., Pearl Rovaris-MacDonald

MV-1188 1990

WHAT YOU ARE IS WHAT YOU CHOOSE - SO DON'T SCREW IT UP. 1:30 HR., Morris Massey

MV-1391 1986

PSYCHOLOGY OF WINNING IN ACTION. Learn principles of thought and behavior to help bring out the very best that's in you. 58 MINS., Denis E. Waitley

MV-1531 1992

UNDERSTANDING PEOPLE. Understanding yourself and how to interact with employees is the key to developing effective leadership skills. 23 MINS., Training Network, Productions, Inc.

MV-1673 1996

GIFTS BY THE SIDE OF THE ROAD: HOW TO RECOGNIZE AND APPRECIATE THE HIDDEN "GIFTS" LIFE'S

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JOURNEY BRINGS. The author draws on personal experience and delivers a wide range of stories that will give you a fresh look at life. 1:30 HR., Jack Schlatter

MV-1712 1995

SUCCEEDING AS A FIRST-TIME MANAGER: VOLUME 8-THE POWER OF A POSITIVE ATTITUDE. In this volume you find out what creates and controls a positive attitude, how a team's outlook impacts its performance and the price you must pay for having the attitude you want. 28 MINS., Dick Lohr

MV-1756 1988

MIND, THE: EPISODE 1-THE SEARCH FOR THE MIND. 1 HR., PBS Video

MV-1757 1988

MIND, THE: EPISODE 2-DEVELOPMENT. 1 HR., PBS Video

MV-1758 1988

MIND, THE: EPISODE 8-THINKING. 1 HR., PBS Video

MV-1762 1995

BODY, MIND AND SOUL: THE MYSTERY AND THE MAGIC 1 AND 2 (A-B). This video presents a basic introduction to Chopra's teachings and a distillation of his writings, seminars and lectures. 1 HR., Deepak Chopra

MV-1766 1994

PSYCHO-GEOMETRICS. 58 MINS., Susan Dellinger

MV-1777 1995

PLEASE UNDERSTAND ME: CHARACTER AND TEMPERAMENT TYPES [MBTI]. This video combines current and historical footage, with comments from Dr. Keirsey and other professionals. They assist the viewer in recognizing temperament and character styles in children, couples, education and management. 1:15 HR., David Keirsey and Marilyn Bates

MV-1896 1997

PEAK PERFORMANCE THINKING: HOW TO BECOME AN UNSHAKABLE OPTIMIST. This video presents four universal laws that determine the level of self-esteem, self-respect and personal pride you have in yourself and how you can maximize them for peak happiness and ultimate success. 26 MINS., Brian Tracy

MV-1900 1995

EMOTIONAL INTELLIGENCE: A CORNERSTONE OF LEARNING COMMUNITIES. Emotional intelligence is not fixed at birth, and the author shows how its vital qualities can be nurtured and strengthened in all of us. 53 MINS., Daniel Goleman

MV-1903 1998

LIFE IS SHORT: A SHORT FILM WITH A BIG MESSAGE. You'll see yourself in this film and it will motivate you to want to change whatever you're doing that discourages the people around you. 7:37MINS., Sum Fun Prod., Inc.

MV-1911 1993

NLP IN ACTION: SUCCESS STRATEGIES FOR RAPID CHANGE. In this video you will learn how to: Make your actions a resource for positive results in the future, persuade others to see-and accept-your point of view, create and utilize your own natural state of excellence, match mindsets with others to create common ground for communication, learn to be naturally drawn to your goals, and more. 1 HR., Charles Faulkner and Lucy Freedman

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Safety

MV-1989 2002

SAFETY IS OUR DESTINATION. 10 MINS., Federal Aviation Administration and Center for Management Productions

Self Development

MV-PATHWAYS TOWARD PERSONAL PROGRESS. Learn how to put your career on the fast track and move to the top. 1 HR., Brian Tracy

MV-1414 1988

BASICS TO IMPROVE YOUR MEMORY, THE: HOW TO IMPROVE MEMORY AND NEVER FORGET. Basic techniques for memory improvement. 54 MINS., Madelyn Burley-Allen

MV-1510 1989

SUCCESSFUL SELF-MANAGEMENT: A PSYCHOLOGICALLY SOUND APPROACH TO PERSONAL EFFECTIVENESS. Translate excellent success principles into everyday actions. 45 MINS., Paul R. Timm

MV-1672 1995

ATTITUDE! TAKE CHARGE OF YOUR LIFE. Attitude is your most priceless possession. Learn eight attitude adjustment techniques and put them into practice. Achieve your personal goals with this interactive self-study program. 1 HR., Susan Hutchinson

MV-1341 1991

PRINCIPLE-CENTERED LIVING: TIMELESS PRINCIPLES OF EFFECTIVENESS [A-B]. Covey discusses how by using natural laws, or principles, changes lives. 2 HRS., Stephen R. Covey

MV-1388 1993

SELF CONFIDENCE AND PEAK PERFORMANCE (A-B). In this program you will acquire higher levels of self assurance, improve your self-image and unleash your personal potential. 1:54 HR., Judith Briles

MV-1390 1992

HOW TO BE TAKEN SERIOUSLY: THE ART OF BALANCING CREDIBILITY AND VISIBILITY. This video outlines specific action steps to start getting the attention you deserve at work. 1:45 HR. Sherri Cannon

MV-1140 1988

SELF-ESTEEM AND PEAK PERFORMANCE [A-B]. This program gives three keys for building self-esteem and ten steps for enjoying peak performance, including visioning. 3 HRS., Jack Kenfield

MV-1258 1991

EMPOWERING YOURSELF AND OTHERS [A-B]. This program presents what empowerment is about. How it gives insights and strategies to help you empower yourself, and how to empower confidence and trust in others. 1:00 HR.

MV-1357 1992

SELF EMPOWERMENT FOR WOMEN. Learn about the four areas of self empowerment: Self management, self esteem, self control, and self reliance. 1:30 HR., Susan Carnahan

MV-1364 1989

PROFESSIONAL PRESENCE, THE. 24 MINS., Susan Bixler

MV-1371 1991

TAPPING INTO YOUR CREATIVITY. This program presents ways to think and act creatively, and how to be more effective by applying specific techniques. 30 MINS., FYI Video

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MV-1374 1991

SMART RISK TAKING. Learn when and why to take risks and assess your ability to deal with them. 28 MINS.
FYI Video

MV-1375 1991

RE-ENERGIZE YOURSELF. Learn how to rejuvenate yourself by identifying and changing energy-draining habits.
25 MINS., FYI Video

MV-1397 1990

SPEED READING: HOW TO READ MORE IN A FRACTION OF THE TIME AND DRAMATICALLY IMPROVE YOUR READING (A-B). Master the techniques of high-speed reading and dramatically improve your learning power. (For advanced skills development request audiotape AT-0410.) 2:56 HRS., Steve Moidel

MV-1427 1993

PERSONAL EXCELLENCE (THE FRED FACTOR): HOW TO MAKE YOUR WORK THE BEST. Learn how to "re-invent" your work, showing how one person can make a difference. 30 MINS., Mark Sanborn

MV-1431 1993

CONTINUOUS SELF IMPROVEMENT: HOW TO FIND BALANCE IN WHAT YOU DO. Analyze your work performance and find ways to improve what you do. 42 MINS., Charles E. Cone

MV-1578 1994

SELF DISCIPLINE AND EMOTIONAL CONTROL: HOW TO STAY CALM AND PRODUCTIVE UNDER PRESSURE (A-D). This is an innovative seminar that will help you avoid self-sabotage. It's an opportunity to develop the steady self-control that people respond to and respect. You'll learn how to change negative behaviors permanently. 4:50 HRS., Tom Miller

MV-1713 1995

MISSION SUCCESS: 7 KEYS TO REACHING YOUR FULL POTENTIAL - PERSONALLY AND PROFESSIONALLY. In this program you will learn how to develop and nurture personal passion, about the rules of rapport, create an action plan, identify values, principles and character traits, and generate positive energy within yourself. 1:10 HR., James Kennedy

MV-1790 1994

HAPPINESS OF PURSUIT, THE: DISCOVERING THE JOY IN THE JOURNEY OF LIFE. In this thought-provoking program you will begin to understand the roadblocks to happiness that we ourselves erect. 1 HR., Rick Kirschner

Stress

MV-1394 1990

JUGGLING YOUR WORK AND FAMILY

Realistic childcare solutions and rules for dealing with stress, plus steps to gain control of your life. 30 MINS.

MV-1402 1991

MANAGE IT: STRESS TRAPS. Learn how to identify stressors and how to avoid "stress traps". 15 MINS., Donald A. Tubesing

MV-1403 1991

MANAGE IT: STRESS OVERLOAD. Learn how to identify stress overload and how to manage it by utilizing specific skills. 15 MINS., Donald A. Tubesing

MV-1404 1991

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MANAGE IT: INTERPERSONAL CONFLICT. Learn to identify the relationship stressors that can affect work performances. 15 MINS., Donald A. Tubesing

MV-1405 1991

MANAGE IT: ADDICTIVE PATTERNS. Investigate the relationship between stress and negative coping patterns. 15 MINS., Donald A. Tubesing

MV-1406 1991

MANAGE IT: JOB STRESS. Assess job stress by identifying drainers and energizers in the workplace. 15 MINS., Donald A. Tubesing

MV-1407 1991

MANAGE IT: SURVIVAL SKILLS. With this program you can evaluate your current coping patterns, and learn a repertoire of effective alternatives. 15 MINS., Donald A. Tubesing

MV-1411 1989

WELL AWARE: STRESS MANAGEMENT. Learn creative ideas for managing stress more positively. 21 MINS., Donald A. Tubesing

MV-1492 1994

MANAGING JOB STRESS: HANDLING WORKPLACE PRESSURE. This video teaches about the sources and potential damage of on the job stress, and helps identify the stressors that "fuel the flames" at the workplace. 15 MINS., Whole Person Associates

MV-1493 1994

MANAGING JOB STRESS: CLARIFYING ROLES AND EXPECTATIONS. In this program you will examine the stated and unstated expectations that may be causing stress at work. 15 MINS., Whole Person Associates

MV-1494 1994

MANAGING JOB STRESS: CONTROLLING THE WORKLOAD. Evaluate specifically how your workload is causing you stress and learn skills for taking charge of your workload. 15 MINS., Whole Person Associates

MV-1495 1994

MANAGING JOB STRESS: MANAGING PEOPLE PRESSURES. Assess the extent and cause of your "people pressures" at work and learn ways to handle conflict. 15 MINS., Whole Person Associates

MV-1496 1994

MANAGING JOB STRESS: SURVIVING THE CHANGING WORKPLACE. In this program you will learn how to recognize how any type of change, even positive change, can cause stress and learn skills to adapt flexibly to change. 15 MINS. Whole Person Associates

MV-1497 1994

MANAGING JOB STRESS: BALANCING HOME AND WORK. Evaluate the ways in which your life might be out of balance, recognize stress producing imbalance problems and learn skills to rebalance 15 MINS., Whole Person Associates

MV-1559 1992

STRESS MANAGEMENT FOR PROFESSIONALS: STAYING BALANCED UNDER PRESSURE [A-C]. In this program you will learn techniques on how to feel better, be your best, live a less stressful life, and in choosing to change you will 4 HRS., Roger Mellott

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MV-1737

STRESS CONTROL NOW. Edward Klein

Substance Abuse

MV-1347 1994

DEADLY CONSEQUENCES. 11 MINS., Federal Aviation Administration Center for Management Development Production

MV-1522 1993

SUBSTANCE ABUSE IN THE WORKPLACE: GUIDELINES FOR SUPERVISORS AND MANAGERS. This program identifies the legal perspectives on drug testing in the workplace. 20 MINS., Raymond M. Deeny and John F. Wymer

MV-1615 1995

BREATH ALCOHOL TESTING AND BLOOD ALCOHOL CONCENTRATION. 1:25 HR., Sandy Distretti

MV-1671 1992

BUTT OUT: THE PROVEN QUIT SMOKING PLAN. Nagging, guilt, and cold turkey are soundly defeated with this winning formula that guides you through resisting the urge and quitting smoking forever. 35 MINS., Ed Asner and Alan Xenakis

MV-1752

"HEY DO I NEED A CIGARETTE!". 18 MINS.

MV-1753

COCAINE ABUSE: THE END OF THE LINE. 25 MINS., Richard Dreyful

MV-1831 1996

RECOGNIZING CHEMICAL DEPENDENCY AND WHAT TO DO ABOUT IT. 22 MINS., Training Network, Inc.

MV-1871

CHEMICAL DEPENDENCY - WHAT IS IT? This program discusses substances typically abused, what NOT to do when counseling employees and documentation of signs of chemical dependency. 7:40 MINS.

Systems Thinking

MV-1547 1991

SYSTEMS THINKING IN EDUCATION: REMAINING COMPETITIVE IN THE 21ST CENTURY. Discusses how new educational techniques must be implemented to remain competitive. 1:30 HR., Jay W. Forrester

MV-1694 1996

FIFTH DISCIPLINE, THE: INFRASTRUCTURES OF LEARNING. In this powerful presentation, Peter Senge discusses what it would really mean to practice the discipline of system dynamics from a non-control viewpoint, and how we can design infrastructures so that learning is not left to chance. 1:13 HRS., Peter M. Senge

MV-1699 1995

SYSTEM DYNAMICS AND THE LEARNING ORGANIZATION. From the Power of Systems Thinking Conference 1995. 50 MINS., Peter M. Senge

Team Management

MV-1509 1991

HOW TO SUPERVISE PEOPLE: TECHNIQUES FOR GETTING RESULTS. Learn techniques to develop and inspire

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people. 45 MINS.

MV-1514 1994

WINNING TEAM, THE: HOW TO ACHIEVE TOTAL TEAM EFFECTIVENESS. This video introduces employees to the team concept, focusing on characteristics of highly successful teams. 25 MINS., Talico Inc.

MV-1518 1991

FIVE STAR TEAM BUILDER, THE. Teaches supervisors how to build effective work teams. 17 MINS., Louis E. Tagliaferri

MV-1850 1996

INVISIBLE RULES: MEN, WOMEN, AND TEAMS. The differences between men and women are not right or wrong, but they can result in confusion and conflict. By making these "invisible rules" visible, Dr. Heim provides the basis for better understanding, communication and teamwork. 34 MINS., Pat Heim

MV-1874 1998

SUPREME TEAMS: HOW TO MAKE TEAMS REALLY WORK. In this program you will learn how teams achieve their best results by using optimal contributions of all the individual team members. Thus achieving synergy which is the single most important key to building winning teams. 1 HR., Tony Alessandra

MV-1983 1998

HOW TO BE A BETTER COACH: BOOST CREATIVITY, FULFILLMENT, MARKET SHARE, AND MORALE. This program is a guide to developing and polishing skills necessary for putting together an effective team, the best way to create the self-confidence that encourages others to have confidence in you. 1:55 HRS., Curt Miller

MV-1204 1991

TEAM BUILDING: HOW TO MOTIVATE AND MANAGE PEOPLE [A-C]. 4:06 HRS., Mark Sanborn

MV-1353 1993

KEEPING TEAMS TOGETHER. Learn how to help a team become a successful cohesive, high performance team. 23 MINS., FYI Video

MV-1379 1990

TAP THE POWER OF TEAMWORK. This program presents practical tips employees can use to become better team players. 45 MINS.

MV-1399 1992

IMPLEMENTING SELF-DIRECTED WORK TEAMS (A-C). Learn how to create and manage self-directed teams. 3:30 HRS., Loren Ankarlo

MV-1433 1993

MAKING TEAMWORK WORK: HOW TO BE AN EFFECTIVE TEAM MEMBER. Learn how to turn a workgroup into a winning team; plus the keys to being a productive team player. 50 MINS., Ron Meiss

MV-1484 1990

TEAMNESS: THE KEY TO COMMUNITY. This video presents Muzafer Sherif's research on the conditions required for teamness and it is presented in a measurable format. 24 MINS., Muzafer Sherif

MV-1533 1994

INSIGHTS FROM TOYOTA'S APPROACH TO SELF DIRECTED WORK TEAMS. 2 HRS., M. Zasloff and J. Gottsacker

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MV-1662 1995

9 TRAITS OF HIGHLY SUCCESSFUL WORK TEAMS: TRAIT 1- FINDING A COMMON PURPOSE. In this volume you'll learn what special qualities it takes to make a team work, the best ways to set and reach goals, and how to profit from real-world team success stories. 1:35 HR., Loren Ankarlo

MV-1663 1995

9 TRAITS OF HIGHLY SUCCESSFUL WORK TEAMS: TRAIT 2- FORGING SHARED OPERATIONAL VALUES. TRAIT 3 - CLARIFYING TEAM ROLES & PROCEDURE. Trait 2 - 45 minutes. Trait 3 - 19 minutes. This volume will show you how to recognize the character traits that can help or hinder teamwork, offer ways to resolve conflicting team roles and values, and techniques for improving intra-team communications. 1:04 HR., Loren Ankarlo

MV-1668 1995

9 TRAITS OF HIGHLY SUCCESSFUL WORK TEAMS: TRAIT 8- BUILDING BRIDGES WITHIN THE ORGANIZATION. This volume shows you how to stay in the loop by keeping your team goals, groups progress and bottom-line performance always within easy view of peers and top management. 1:10 HR., Loren Ankarlo

MV-1669 1995

9 TRAITS OF HIGHLY SUCCESSFUL WORK TEAMS: TRAIT 9- CELEBRATING AND SHARING REWARDS
This concluding volume highlights the importance of celebrating together, ways to reward group accomplishments, and how recognition and appreciation encourage team performance. 40 MINS., Loren Ankarlo

MV-1691

TEAM CONFLICT: HANDLING RIGIDITY IN TEAMS. This video demonstrates how issues of rigidity and self-esteem are often at the center of professional conflicts and inefficient workflow--even the most competent and experienced workers can jeopardize efficiency, productivity and profits. 23 MINS., Business Advantage

MV-1706 1995

SUCCEEDING AS A FIRST-TIME MANAGER: VOLUME 2-ASSESSING YOURSELF AND YOUR TEAM.

This skill-packed volume will show you the best ways to size up your people and help them improve their performance. 27 MINS., Dick Lohr

MV-1709 1995

SUCCEEDING AS A FIRST-TIME MANAGER: VOLUME 5-DEVELOPING YOUR STAFF. In this volume you will learn techniques to help you find the best employees... ways to break up your own workload... and how to help your people in the process. 33 MINS., Dick Lohr

MV-1776 1996

BUILDING COOPERATION: HOW EVERYONE CAN WIN AT WORK. This video shows how each person in the workplace benefits from cooperation. 15 MINS., Anthony Fulginiti

MV-1872

TEAM BUILDING. This program discusses organizing, planning, motivation, training for teamwork, understanding a team's social structure and holding team meetings. 5 MINS.

MV-1951 2000

TWELVE ANGRY MEN: TEAMS THAT DON'T QUIT. This program is a dynamic and engaging look, through the lens of a classic movie, at how to create effective teams. Using compelling scenes from the film, Margaret Wheatley demonstrates the parallels between dramatic confrontations we see on the screen and behaviors encountered in the workplace. A vivid example of how teams may have to fight their way to success. 32 MINS., Margaret Wheatley

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Time Management

MV-1508 1991

HOW TO GET THINGS DONE: AN ACHIEVER'S GUIDE TO BETTER TIME. This video presents a step by step approach to setting goals and priorities. 45 MINS.

MV-1189 1989

GETTING THINGS DONE: MASTERING GOALS, PRIORITIES AND TIME-WASTERS (A-B). Setting goals, defining priorities to increase energy and productivity. 2:30 HRS., Edwin Bliss

MV-1205

GETTING THINGS DONE. 2:30 HRS.

MV-1222 1981

TIME TRAP II. This program discusses self management, and how to eliminate time wasters, using Dr. Alec McKenzie's techniques. 23 MINS.,

MV-1420 1992

CONTROLLING INTERRUPTIONS: HOW TO FREE UP AN HOUR A DAY. Learn how to block, delegate, and prioritize interruptions. 1:04 HR., Vern Harnish

MV-1557 1991

TAKING CONTROL OF YOUR WORKDAY: HOW TO ACHIEVE MORE IN LESS TIME - WITH LESS STRESS
This video shows you how to accomplish your goals; discovering which activities you control.. 3:20 MINS., Dick Lohr

Total Quality Management

MV-1398 1993

TOTAL QUALITY MANAGEMENT. Learn what TQM really is and why it is important to you. 4 HRS., Tony Walker

MV-1487 1993

INTRODUCTION TO TOTAL QUALITY: HOW TO UNDERSTAND AND IMPLEMENT TOTAL QUALITY. This video is designed to help get you started on a Total Quality process that works. 52 MINS., Ron Meiss

Training

MV-1982 1998

TRAINING SKILLS FOR TEAM LEADERS: DISCOVER THE SECRET TO TRAINING ADULTS. In this program you will learn powerful platform skills such as: How to form immediate linkage between yourself and your audience, how to apply right and left brain dominance, how to use body language to drive home key points, how to change behavior and attitudes with lecturettes, how to add more zing with audio-visual tools, how to free up creativity, and learn ways to make learners feel validated, as well as how to conduct better activities, icebreakers and wrap-ups. 1:50 HRS., Michael S. Dobson and Deborah S. Dobson

END