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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 and Executive Leadership

MV-1946 1999

AERONAUTICAL DATA LINK: THE KEY TO THE FUTURE

This video presents the benefits of Controller Data Link Communication [CPDLC] for Air Traffic Controllers. Active controllers from Atlanta ARTCC and New York TRACON participated in CPDLC simulations conducted at the FAA's W. J. Hughes 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 FAA

MV-1947 1999

CONTROLLER PILOT DATA LINK COMMUNICATIONS: A DIGITAL SOLUTION TO RADIO FREQUENCY CONGESTION

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 presented.

12:07 MINS

Federal Aviation Administration

MV-5001 Unkn

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 Unkn

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.

MV-5005 Unkn

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 (Automated Surface Observing System).

20:26 MINS.

Federal Aviation Administration

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

Air-traffic controllers safely navigate 200,000 airplanes every day. Climb into the air traffic controller's tower to learn how an elaborate yet outdated radar network makes American's skies safe for over 60,000 daily commercial flights. Examine the high tech equipment that is making this high-stress job easier.

52 MINS.

Discovery Channel

MV-5018 2003

NAVIGATION REFERENCE SYSTEM

To meet the challenges of the 21st Century aviation, the FAA is making fundamental changes to the nations high-altitude airspace structure and operations. Designed to improve the efficiency and flexibility of the busiest, most complex, and safest Air Space System. This film discusses the National Airspace Redesign [NAR], and the High Altitude Redesign [HAR].

18 MINS.

Federal Aviation Administration
Productions of Florida

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 contribute to aviation gridlock and the resulting flight delays.

27 MINS.

NATCA, Boeing, ARINC and the
Federal Aviation Administration

Aviation

MV-0652 1969

HISTORY OF FLIGHT, THE: THE WRIGHT BROTHERS PARTS 1-5]

This is a program about aviation history narrated by Paul Garber, Historian Emeritus of the Smithsonian's National Air and Space Museum.

2:30 HRS.

Federal Aviation Administration

MV-0803 Unkn

AIR TRAFFIC CONTROL

10 MINS.

Federal Aviation Administration

MV-1056 1989

FLIGHT PLAN FOR TRAINING

Slide presentation of proposed training mission.

36 MINS.

MV-1106 1988

CAMELOT CONNECTION, THE

FAA Air Safety Investigation of air cargo carrier crashes.

30 MINS.

MV-1191 1987

NOTHING LEFT TO CHANCE

The narrator, Cliff Robertson, identifies the professionals who make the safe, efficient execution of the flight possible. If you have ever wondered how the FAA affects your life, this comprehensive film provides answers.

32 MINS.

Cliff Robertson, Federal Aviation
Administration and Dept. of Transportation

MV-1299 1992

NEW AIR TRAFFIC CONTROLLER SCREENING PROCESS

33 MINS.

Federal Aviation Administration
Center for Management and Executive Leadership

MV-1307 1992

FAA CRISIS MANAGEMENT - DESERT SHIELD/DESERT STORM

This film presents the FAA operations used in the, *Desert Shield/Desert Storm*, Interagency/Interdepartmental cooperative effort.

40 MINS.

Federal Aviation Administration
Center for Management and Executive Leadership

MV-1634 Unkn

FEDERAL MANAGERS ASSOCIATION: LEADING FEDERAL MANAGERS INTO THE NEXT CENTURY

11 MINS.

Federal Aviation Administration

MV-1636 1987

ICAO - WINGS FOR THE WORLD

20 MINS.

Federal Aviation Administration

MV-1640 1991

FAA THUNDERBIRD VIDEO

6 MINS.

Federal Aviation Administration Production

MV-1651 1996

AIR TRAFFIC REORGANIZATION

2 HRS.

Bill Jeffers

MV-1858 1999

FAA TECHNICAL CENTER OVERVIEW

Oct. 22, 1999. This program is a summary of the various research and development programs at the W. J. Hughes Technical Center.

13 MINS.

Federal Aviation Administration and
W. J. Hughes Technical Center

MV-1865 Unkn

[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 SKIES!

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-0589 Unkn

SAFE FLIGHT: TRAINING FOR CAREERS IN AIR TRAFFIC

29 MINS.

Federal Aviation Administration

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.

MV-1944 1998

FORMER ADMINISTRATOR GARVEY ON AVIATION EDUCATION

Satellite Feed - December 17, 1998.

45 MINS.

Former FAA Administrator 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

This is a technical, but informative video.

36 MINS.

Federal Aviation Administration

Airways Facilities

MV-7002 1990

LORAN /GPS: INTEROPERABILITY: AVIATION CONSIDERATIONS

This offers a comparison of LORAN (Long Range Navigation) and GPS (Global Positioning System), presented by Samuel Skinner.

11 MINS.

Department of Transportation and
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 and
Federal Aviation Administration

MV-7005 1991

SATELLITE NAVIGATION FINAL

This is 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-7009 1984

PUT WINGS ON YOUR CAREER

This video illustrates the diversity of jobs, both in government and in private industry. It outlines the basic technical requirements and points interested people in the right direction for specific career decision making.

15 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7010 1970

MEDICAL FACTS FOR PILOTS

This program provides a look at fundamental physical and psychological limitations in flight. It alerts pilots to such aero medical factors as disorientation, effects of alcohol, oxygen requirements, and pilot vision.

21:53 MINS

Department of Transportation and
Federal Aviation Administration

MV-7012 1970
RX FOR FLIGHT

General aviation pilots must familiarize themselves with various aero medical factors to maintain safety. This film describes them.

19 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7013 1970
AEROMEDICAL FACTORS

31 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7014 1970
AVIATION WEATHER

30 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7015 1986
CLEARED FOR TAKEOFF

This tape documents a non-stop flight from Dallas, TX to Washington, DC. It shows the different centers, sectors, and controllers involved in getting the aircraft to its destination safely.

5:47 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7016 1970
PILOT DECISION MAKING

11 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
OVERWATER FLYING

This film discusses how overwater flying can cause unnecessary anxiety for some pilots.

25 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7020 1970
MOUNTAIN FLYING

This training film introduces additional techniques and precautions that a pilot should take when flying in mountain terrain.

24 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7021 1970

MID-AIR COLLISIONS PROBLEMS

17 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7022 1989

A LOOK AT WHERE WE'RE GOING: FSS MODERNIZATION

To keep up with the increase of pilots and flight plans, the Flight Service Modernization Program allows the pilot to obtain information regarding weather conditions immediately at the push of a button.

21 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7023 1970

FUEL SMARTS

16 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7024 1987

GENERAL AVIATION: FACT OR FICTION

This presentation discusses a wide scope of general aviation in the air travel industry.

15 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7025 Unkn

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-7026 1979

THESE SPECIAL PEOPLE

Computer guided tools bring new sophistication, accuracy and speed to air traffic control, and they bring greater safety. The video looks at the navigational aids and instrument landing systems.

14 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7027 1977

WHERE AIRPORTS BEGIN

This video portrays how two communities successfully planned and developed their respective airports.

20 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7028 1977

AREA NAVIGATION

Using the air space efficiently.

28 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7029 1970

SOME THOUGHTS ON WINTER FLYING

Experienced Alaskan bush pilots and North Slope air taxi operators share their expertise on hazards and safety precautions for cold weather flying.

21 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7030 1960

HOW TO SUCCEED WITHOUT REALLY FLYING

This recruiting film explores the work and career opportunities of FAA electronics technicians.

28 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7031 1980

CAUTION - WAKE TURBULENCE

This film discusses wake turbulence and how it is researched. It explains when wing tip vortices occur, how wing tip vortices move and affect aircraft landings and take offs.

16 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7032 1980

LOOKING UP TO YOUR AVIATION CAREER

Air travel will more than double over the next decade. This tape gives a career awareness of the excellent opportunities in aviation that will increase with the growth of air traffic.

14 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7033 1970

FUEL MANAGEMENT

28 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-7035 1970

DISORIENTATION

This film dives into the problem and proposes some solutions to special disorientation.

12 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7036 1980

BASIC RADIO PROCEDURES FOR PILOTS

Aircraft maintenance. What an aviation mechanic does in his job; qualifications are given.

30 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

30 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7038 1984

PUTTING WINGS ON YOUR CAREER

Aircraft Maintenance. What an aviation mechanic does in his job; qualifications are given.

15 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7040 1987

FLYING FLOATS

This film explores the fundamentals of the flying float.

19 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-7042 1987

PRE-FLIGHT INSPECTION

An accident inspector takes you through a proper pre-flight inspection, emphasizing the importance of each facet of a complete inspection.

13 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7043 1980

SOUND APPROACH

Much is being done to make both aircraft and airports quieter. Special emphasis is placed on the role of the local community because concerned citizens and their elected officials can do a great deal to make airports better neighbors.

13 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7044 1979

AIRPORTS MEAN BUSINESS

This tape underscores the economic benefits an airport brings to local communities.

28 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7045 1983

ALL IT TAKES IS ONCE

This FAA production dramatizes the dangers of emotional behavior in relation to general aviation pilots.

25 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7046 1987

FULL PERFORMANCE LEVEL: WHAT IT REALLY MEANS

In terms, this tape explains what a full performance level air traffic controller is and how to reach that level within the FAA.

18 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7047 1970

SAFETY BY THE NUMBERS

31 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7048 1970

STALLING FOR SAFETY

This film reviews the principles of aerodynamics to help alert pilots to conditions that trigger stalls and spins. It shows how stalls occur, demonstrates the warning signs of an approaching stall and reviews recovery actions the pilot can take.

18 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7049 1970

EAGLE EYED PILOT

25 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7050 1987

START UP

This film reminds pilots what to look for, check out and do before they start up in the spring.

17 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7051 1975

TAKEOFFS AND LANDINGS

This film highlights proper safety techniques and procedures to employ while taking off and landing light aircraft under potentially hazardous conditions.

12 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7052 1985

WEATHER TO FLY

27 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7053 1980

IT MAY EVEN SAVE YOUR LIFE

15 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7054 Unkn

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 and Executive Leadership

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 Unkn

MANAGED ARRIVAL RESERVOIR (MAR)

8 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7060 Unkn

NATIONAL ROUTE PROGRAM (NRP)

24 MINS.

Federal Aviation Administration
Air Traffic System Management

MV-7061 Unkn

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 Unkn

VOLCANIC ASH AVOIDANCE FLIGHT CREW BRIEFING

33:34 MINS

Department of Transportation and

Federal Aviation Administration

MV-7064 Unkn
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 Unkn
MAYDAY! MAYDAY!
30 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7067 1996
GENERAL AVIATION AIRPORTS...GATEWAY TO THE FUTURE
8:30 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.

DOT/FAA 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 Unkn

EYES ON THE SKY: AIR TRAFFIC MANAGEMENT SYSTEM

1 HR.

Department of Transportation and
Federal Aviation Administration

MV-7082 1991

TECHNICAL CAREERS IN AVIATION

10:00 MINS.

Northwest Airlines

MV-7083 1989

HURRICANE

1 HR.

Federal Aviation Administration
W. J. Hughes 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-7086 1980

MICROWAVE LANDING SYSTEM: A PRECISE APPROACH TO LANDING

This film describes why MLS is better than ILS for certain conditions. It shows the flexibility and precision of MLS landing approach paths, thus increasing airport capacity but also helping to reduce noise problems.

15 MINS.

Department of Transportation and
Federal Aviation Administration

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-7088 1970

CHARLIE

This dramatization illustrates the potentially deadly hazards of consuming alcohol or medicine before piloting--also known as operation during physical deficiency.

22 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7089 1970

SOME THOUGHTS ON TAKEOFFS AND LANDINGS

Set across the background of California's National Air Races in Mojave, this film addresses some of the problem areas every pilot faces during the most critical phases of landing and takeoff.

21 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7090 1971

DUSK TO DAWN

By intelligently using the techniques demonstrated in this film, night flying can be enjoyed by any pilot who wants to learn.

19 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7091 1970

SILVER EAGLE: MASTER OF THE SKIES

Nostalgia and good humor are combined to remind general aviation pilots of the importance of good aero medical habits. Using humorous movie clips from the silent era, this film describes fundamentals of responsibility.

13 MINS.

Department of Transportation and
Federal Aviation Administration

MV-7092 Unkn

AVIATION EDUCATION COUNSELOR PROGRAM

19 MINS.

Center for Management and Executive Leadership
Productions

MV-7093 1970

WAKE TURBULENCE USAF TESTS

24 MINS.

Federal Aviation Administration
Boeing Airlines and NASA

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

The author and host of the best-selling corporate video of all time, *Discovering the Future: The Business of Paradigms*, leads businesses into the 21st century. This critically acclaimed book is filled with tools for maintaining an edge on the competition.

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 [A-C]

Tom Peters presents eight guidelines for organizations that plan to prosper in today's environment.

3:30 HRS.

Tom Peters

MV-1172 Unkn

ROADMAP FOR CHANGE (PART ONE) (DEMING'S 14 OBLIGATIONS OF MANAGEMENT)

Case study of the implementing of Deming's 14 obligations of management.

30 MINS.

Britannica Educational Corporation

MV-1246 1987

14 POINTS-DEMING

40 MINS.

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

MV-1419 1993

REPOWERED EMPLOYEES: A CASE STUDY

This program provides an excellent introduction to the subject of empowerment, illustrating difficulties encountered in organizational change.

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.

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 [A-B]

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. It is all about Apple Computer - not very interesting.
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!

Talk About Change, channels the frustration of individuals into a realistic, positive and ultimately more productive context. It also reveals that a shared set of organizational values based on honesty and open communication is essential.

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-1789 Unkn

GUIDING EMPLOYEES THROUGH CHANGE

35 MINS.

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 CHANGE

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

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 they 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", and discusses ways to drive change rather than simply react to change.

56:55 MINS.

Carol Bartz

Communication

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 [A-D]

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 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 video will help you understand that men and women communicate differently. You will learn how to deal with it in the workplace. 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 are talking to a caller, you aren't just speaking for yourself--you're representing your entire organization as well.

3:17 HRS.

Debra Smith

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-1595 1995

COMMUNICATE!

Recognize the barriers to good communication that can be overcome with practice and good technique.

35 MINS.

Susan Hutchinson

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.

1:56 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.

Tony Fulginiti

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 communication.

48 MINS.

MV-1429 1993

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

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 WORK

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 COMMUNICATION

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-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 WANT

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.

28 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 open mind.

22 MINS.

Long Island Productions

MV-1895 1996

LISTENING UNDER PRESSURE

Fast, clear communication is essential especially when the pressure is on. Watch others demonstrate the techniques they use to assure that the message always gets through.

15 MINS.

Kantola Productions

MV-1922 1996

REFLECTIVE CONVERSATION: ART AND POSSIBILITY

In this tape the author discusses how the unconscious 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

Customer Relations

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-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-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

FAA - BUILDING A PARTNERSHIP WITH THE COMMUNITY

18 MINS.

Office of Environment and Energy

Decision Making

MV-0546 Unkn

MAKING OF A DECISION

30 MINS.

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 collective purposes.

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.

1:00 HR.

Brian Tracy

MV-0920 1985

LEADERSHIP AND THE ONE-MINUTE MANAGER [A-B]

In clear, simple terms this program teaches managers a simple system that refutes the conventional management mandate of treating all employees equally. This remarkable, easy-to-follow program is a priceless guide to creative, personalized leadership that elicits the best performance from your staff--and the best bottom line for any business.

1:26 HR.

Kenneth Blanchard

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

Diversity

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.

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

Samuel Skinner talks about openness, professionalism and employee enhancement.

36 MINS.

Samuel Skinner

MV-1442 1991

WORKFORCE DIVERSITY SUMMIT: WHAT IS DIVERSITY?

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

This program 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.

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 and Executive Leadership

MV-1660 1995

COMMUNICATING ACROSS CULTURES [A-B]

4 HRS.

Craig Storti

MV-1768 1989

AMERICAN EXPRESS: JOURNEY TO AMERICA, THE

Between 1890 and 1920, 12 million people journeyed from the old world to the new. This is a tribute to that effort.
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 EARTH

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-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 and ways to build a budget that works.

4 HRS.

Fred Moore

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 management.

30 MINS.

Equal Employment Opportunity

MV-1866 1997

LEGAL ISSUES FOR MANAGERS: ESSENTIAL SKILLS FOR AVOIDING YOUR DAY IN COURT

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.

MV-1129 1990

DEALING WITH DISCRIMINATION

This video discusses combating discrimination, its common problems and solutions.

22 MINS

MV-1266 1991

PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE

Dramatization of techniques for preventing and handling sexual harassment in the workplace.

27 MINS.

MV-1384 1993

SEXUAL HARASSMENT: HOW TO PROTECT YOURSELF AND YOUR ORGANIZATION (A-C)

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 LEGISLATION

Learn how to understand and abide by laws 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-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

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 by: 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. This is a stand-alone presentation and does not require facilitation.

15:57 MINS.

Federal Aviation Administration
Accountability Board

MV-2008 2005

FEDERAL AVIATION ADMINISTRATION ACCOUNTABILITY BOARD

14 MINS.

FAA Productions Florida

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 EMPLOYEES
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 Unkn

BOTTOMLESS BAG -- LIVE, THE

16 selected activities from the Rohnke classic book, *THE BOTTOMLESS BAG*.

50 MINS.

Karl E. Rohnke

Health Awareness

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

LONG TERM CARE OPM BROADCAST [3/2/02]

The broadcast features national experts discussing what long term. What your odds might be of needing long-term care, and what options are available to pay for long-term care, if it is necessary.

1 HR.

Federal Aviation Administration
Office of Personnel Management

Innovation

MV-0884 1983

IN SEARCH OF EXCELLENCE [A-B]

1:28 HR.

MV-0919 1985

PASSION FOR EXCELLENCE, A: THE LEADERSHIP DIFFERENCE

In this classic best-selling program, Tom Peters highlights the creative methods and accomplishments of some of these

hang tough, never-say-die individuals. You will hear about Air Force Ret. General Bill Creech who motivated airmen onto being better maintenance and support people through the use of medals, medallions, and flags. You will hear about Baltimore Mayor, Donald Shafer who sold potholes to promote city restoration and much more!

1:03 HR.

Tom Peters

MV-1785 1995

CREATIVITY AND INNOVATION: FOUR STEPS TO BREAKTHROUGH THINKING [A-B]

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. How strategies and tactics are used to effectively apply influence in organizations, and its role 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-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-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

MV-1308 1990

DOT PRIVACY ACT

Rights, responsibilities, and liability under the Privacy Act.

21 MINS.

Leadership

MV-1515 1991

FIVE STAR LEADER, THE

Explains why some supervisors are more successful than others are.

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-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-1237 1990

CREDIBILITY FACTORS, THE: WHAT FOLLOWERS EXPECT FROM LEADERS

This video discusses the relationship between leaders, 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. This is an engaging program for business and government.

30 MINS.

James A. Belasco

Ralph C. Stayer

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 powerfully, and much more.

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.

Dick Lohr

MV-2014 1999

LESSONS IN LEADERSHIP FOR THE 21ST CENTURY

As these renowned authors and speakers energize you and your entire organization, you'll learn how to become "distinct vs. extinct", excel under pressure, improve the present while designing the future, and much more. Presenters: Tom Peters, Stephen Covey, Ken Blanchard, Robert Cooper, and Margaret Wheatley.

59 MINS.

Lessons In Leadership and
WYNCOM, Inc.

Management

MV-1099 1988

MASSEY TRIAD, THE [A-C]

Dr. Morris Massey presents how programmed values effect past, present, and future. [1]: *What You are Is Where You Were When*. [2]: *What You Are Is Not What You Have to Be*. [3]: *What You Are is Where You See*.

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

MV-1366 1988

EXCELLENT MANAGER, THE

Learn 21 steps to excellent management and the seven 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-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 will inspire the people in your organization to think together, dream together and act together to

make a difference. It demonstrates that having a positive vision of the future is the most forceful motivator for change - for success - that companies, schools, communities, nations and individuals possess.

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.

CRM

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 that threaten many basic assumptions of management. The program 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 that 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

MV-1530 1992

SUPERVISOR'S ROLE IN THE HIRING AND FIRING, THE

Ensure that supervisors follow legal and fair hiring and 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 get safely 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-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 stress effectively.

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-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-1351 1992

MOTIVATING OTHERS

Guidelines to elicit superior performance from employees.
25 MINS.

FYI Video

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

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 DONE

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-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-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-1373 1991

SUCCESSFUL NEGOTIATING

Learn how to negotiate without stressful haggling, pressure tactics and adversarial confrontation.

25 MINS.

FYI Video

MV-1799 1995

NEGOTIATION

25 MINS

MV-1997 2002

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.

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 Unkn

REINVENTING GOVERNMENT

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-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.

Planning

MV-1937 1994

HOW TO HOLD SUCCESSFUL MEETINGS

In this program, you will learn the following: How to invite the right people to your meetings, how to develop a proper agenda and why it's important. You will also learn how to tactfully prevent someone from taking over a meeting, or reinvigorate a stalled meeting; run short profitable meetings...and much more.

30 MINS.

Paul R. Trimm

MV-1372 1992

SETTING AND ACHIEVING YOUR GOALS

Learn how to set goals and make effective plans for achieving them.

25 MINS.

FYI Video

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 Unkn

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-1174 Unkn

BE PREPARED TO SPEAK: THE STEP-BY-STEP GUIDE TO PUBLIC SPEAKING

Public speaking is your single greatest opportunity to inform and influence others, and to gain their respect and loyalty.

Learn how to write and organize a speech that is appropriate for your audience. Learn how to practice and what to practice, and develop the confidence to confront and overcome stage fright. This is a Toastmasters Communication Series.
24 MINS.

Kantola Productions

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 and
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, which 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.

Problem Solving

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 Dyer

MV-1539 1992

HOW TO HANDLE DIFFICULT PEOPLE: DEALING WITH DIFFICULT PEOPLE [Vol. 2]

Learn the types of difficult behavior, and a formula for changing attitudes.

54 MINS.

Chuck Dyer

MV-1540 1992

HOW TO HANDLE DIFFICULT PEOPLE: STRATEGIES FOR INCREASED SELF ESTEEM [Vol. 3]

In this program, you will learn the importance of self-esteem and how to maintain composure "under fire".

55 MINS.

Chuck Dyer

MV-1849 1996

CONFLICT: THE RULES OF ENGAGEMENT

Dr. Heim takes viewers through proven strategies that neutralize some conflicts straight out, or simplify complex conflicts into manageable ones.

41 MINS.

Pat Heim

MV-1448 1988

CREATIVE MANAGER, THE

Become adept at solving problems, innovating, and using creative thinking techniques.

1 HR.

Brian Tracy

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, PhD and
Rick Kirschner, PhD

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-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 FUTURE

This video presents the classic problem analysis technique of Kurt Lewin.

10 MINS.

Jay Hall

MV-1486 1993

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-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.

4:30 HRS.

Lani Arredondo

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 teamplayer, 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

HOW TO HANDLE DIFFICULT PEOPLE: ELIMINATE THE STRESS OF DEALING WITH DIFFICULT PEOPLE, VOL. 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

Professional Development

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 Arredondo

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-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 ASSISTANT [A-B]

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

Debra Sutch

MV-1760 1994

ACHIEVEMENT IN ACTION

45 MINS.

Brian Tracy

MV-1772 1995

EXCEPTIONAL ASSISTANT, THE: [A] YOUR PERSONAL TIME MANAGEMENT..[B] REFINING YOUR PROFESSIONAL SKILLS [C] ACHIEVING SUCCESS

With this program, you will learn time management skills, refine professional skills and how to take the initiative while acquiring professional credibility.

2 HRS.

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 CAREER

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
Stanford University

Psychology

MV-1392 1989

WIN THROUGH RELATIONSHIPS: HOW TO DEAL WITH THE DIFFERENCES IN PEOPLE

With this program you will learn how to 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 balance.

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 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-1391 1986

PSYCHOLOGY OF WINNING IN ACTION, THE

Learn principles of thought and behavior to help bring out the very best that is 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 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 influences its performance, and the price you must pay for having the attitude you want.

28 MINS.

Dick Lohr

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. Keirse and other professionals. They assist the viewer in recognizing temperament and character styles in children, couples, education, and management.

1:15 HR.

David Keirse 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. The message of the eye-opening program is one we must take to heart.

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. You may use this film in: Training, Management Development, Retreats, Meeting Openers, and Off Sites.

7:37 MINS.

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

Self Development

MV-1370 1991

PATHWAYS TOWARD PERSONAL PROGRESS

Learn how to put your career on the fast track and move to the top.

1 HR.

Brian Tracy

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, and 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-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 by applying specific techniques, how to be more effective.

30 MINS.

FYI Video

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

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-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 your world.

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 begin to relax.

4 HRS.

Roger Mellott

MV-1684 1996

MAGIC OF CONFLICT, THE: HOW TO TURN YOUR LIFE OF WORK INTO A WORK OF ART [A-D]

In this program, the author shows how the principles of Aikido-a powerful martial arts philosophy - can help turn conflict and stress into a limitless source of personal energy.

1 HR.

Thomas Crum

MV-2020 2002

STRESS MASTERY FOR THE AMERICAN WORKER: STAYING WELL IN TIMES OF CHANGE [2/11/02]

During these tense times when our country is being threatened, American workers also feel under assault. They are truly unsettled by the combination of a faltering economy and fears of bodily harm from terrorist attacks. The result - a new, fearful form of stress. This program is a unique and specifically created to help individual cope with today's stresses, to maintain their physical and emotional well-being, and to continue normal, productive lives.

2 HRS.

ATN Broadcast

Substance Abuse

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

Alan Xenakis

MV-1831 1996

RECOGNIZING CHEMICAL DEPENDENCY AND WHAT TO DO ABOUT IT

22 MINS.

Training Network, Inc.

MV-1880 1997

SUBSTANCE ABUSE AND CONSTRUCTIVE CONFRONTATION

This program highlights the DOT information covered in the handbook such as policy, the supervisor's role in the DOT procedures, and the signs, symptoms and effects of the five prohibited drugs.

1:03 HR.

Buckley Productions, Inc.

MV-1881 1996

ALCOHOL SUPPLEMENT [Supplement to MV-1880]

The program begins with five action scenarios, based on types of testing, stimulate supervisor awareness of what the rules require and the consequences of testing positive.

1:08 HR.

Long Island Productions

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 A LEARNING ORGANIZATION

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 THROUGH OTHERS

Learn techniques to develop and inspire 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 that 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

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 teamwork, 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-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, such as how to break up your own workload, as well as 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

Time Management

MV-1508 1991

HOW TO GET THINGS DONE: AN ACHIEVER'S GUIDE TO BETTER TIME MANAGEMENT

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 by using Dr. Alec McKenzie's techniques, how to eliminate time wasters.

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.

Verne Harnish

MV-1557 1991

**TAKING CONTROL OF YOUR WORKDAY: HOW TO ACHIEVE MORE IN LESS TIME - WITH LESS STRESS
[A-C]**

This program teaches you how to accomplish your own priorities without ignoring other people's demands. You'll learn to overcome the distractions that can sabotage even your best intentions ... how to decide priorities quickly ... and how to overcome procrastination.

3:20 HRS.

Dick Lohr

END