

BUSINESS VIDEOCASSETTES—TITLE LIST

KEY

OWLS = Outagamie Waupaca Library System, Appleton

WLS = Winnefox Library System, Oshkosh

- Achieving Excellence** 55 min. WLS
Phil Wexler understands excellence and he communicates in an informative way. This presentation is a part of a sales and service program of some of the largest and best companies in the USA and Europe. Audio Video Campus, 1993.
- Acquiring An Existing Business** 30 min. WLS
Developing and growing a successful small business requires that you wear many hats throughout the course of the work week. The Business Scene video series was developed to assist you in handling this diversity of responsibilities. Through an informal panel discussion format, you will hear professionals, industry leaders and small business owners discuss their firm's success and how failures were overcome, in addition to ideas on tackling everyday issues. Business Scene, 1990
- ... And Access For All** 47 min. WLS
This tape covers ADA compliance, including pulling together a focus group and designing an action plan to your facilities and resources accessible. Consumers share their concerns about accessibility and provide insight to providing "reasonable accommodation." ALA Video/Library Video Network, 1993.
- Americans With Disabilities Act: New Access To The Workplace**
40 min. WLS
This comprehensive program explains ADA, shows how it will affect employers, and outlines the major steps necessary to implement it. Coronet/MTI Film & Video, 1991.
- Anatomy Of A Corporate Takeover** 60 min. OWLS
Merger mania presents an alarming array of ethical problems. Debating the issues are T. Boone Pickens; chief executives from Borg-Warner, Goodyear, and Berkshire Hathaway; economist Lester Thurow; and Senator Tim Wirth. Intellimation, 1989.
- Anita Roddick** 47 min. WLS
The daughter of Italian immigrants, Anita Roddick traveled the world and worked as a teacher before opening the first Body Shop in 1976. She now has Body Shops all over the world. She asserts that business should not only operate humanely, but deal only in products that are environmentally friendly. Landmark Media, 1994.
- Are You An Entrepreneur?** 18 min. OWLS
The film explores three questions: (1) What is an entrepreneur?, (2) What is an entrepreneur's role in starting a business?, and (3) What are the personal qualities usually found in successful entrepreneurs? Beacon Films, 1983.
- Are You Satisfied?** 30 min. WLS
Coach Mike Ditka delivers his personal philosophy for success: attitude, character, and enthusiasm. The same winning philosophy that propelled the Chicago Bears into victory at Super Bowl XX. MTI Film and Video, 1987.
- Artificial Intelligence** 36 min. OWLS
Part of the "Great Minds of Science" series. Dr. Marvin Minsky's interviews with Paul Hoffman, the editor-in-chief of Discovery Magazines.
- Back Care And Safety** 15 min. WLS
More than 600,000 people experience back injuries on the job annually and the cost to business is estimated to exceed thirty-one billion dollars. This program offers sound prevention measures that help workers avoid painful and costly back problems. AIMS Media, 1991

Bankrupt	30 min.	WLS
Human consequences of a failure to innovate are documented in the story of Inforex. Learning Corporation of America, 1982.		
Basic Computer Literacy	45 min.	WLS
Learn hardware and software for DOS and Windows in a "terse learning situation, spiced with a bit of occasional comic relief".		
The Basics Of Exporting	35 min.	OWLS
This video will show you how to investigate export opportunities. You'll find information you need in five basic areas: Selling and distributing overseas, getting your goods overseas, payment mechanisms, sources of financing, and international marketing. First National Bank of Boston, 1993.		
Be Prepared For Meetings	24 min.	OWLS
Watch a facilitator lead her team through a tough problem-solving meeting. Most meetings are much longer than need be. Some should never be held at all. Learn how to keep your meeting moving forward on track. Kantola Productions, 1991.		
Be Prepared To Lead	27 min.	OWLS
In this video, meet four different business leaders, watch as they apply their unique and special skills to a variety of business situations. In the process learn how to develop your skills and how to build the trust of your team members. Kantola Productions, 1991.		
Be Prepared To Sell	24 min.	WLS
Learn as a sales pro coaches a novice through his first important sales presentation. The principles of sales are the same no matter what you are selling. You must design your presentation for success and deliver it with enthusiasm and assurance. Kantola Productions, 1991.		
Behavior Based Safety Video - A Scott Geller Program	20 min.	WLS
Scott Geller is a nationally recognized authority in the area of behavior based safety. Educational institutions with safety business management programs will want their students to view this latest thinking in the area of safety. Safety managers in businesses and manufacturing will find these concepts of immediate applicability.		
Biological Hazards	13 min.	WLS
Employees working in environments where live organisms are present such as viruses, bacteria, and fungi are at serious risk of contracting the illness or disease these germs and other organisms carry. The program reveals which employees are at greatest risk and what types of work environments contain biological hazards. AIMS Media, 1985.		
Bloodborne Pathogens In The Workplace	19 min.	WLS
Under OSHA's new Bloodborne Pathogen Standard, any employee that might be exposed to human blood and other infectious matter on the job is "at risk." This program has been designed to meet the training standards. Areas covered include symptoms of bloodborne diseases, an exposure control plan, emergency procedures and selection and use of personal protection equipment. AIMS Media, 1992.		
Body Business	60 min.	OWLS
Dr. Ken Cooper gives a dynamic presentation laced with humor about the impact of body language. Films Incorporated, 1983.		
Breaking The Attitude Barrier: Learning To Value People With Disabilities	33 min.	OWLS
This awareness raising program examines the myths society has created about people with disabilities. It provides important information to help employees understand and successfully interact with this valuable segment of the workforce. Coronet/MTI Film & Video, 1991.		
Building A Customer-Driven Organization	252 min.	WLS
Volume 1: Looking through your customers' eyes, deals with the manager's commitment to service and the importance of customer feedback.		
Volume 2: Today's service strategies, stresses developing an effective service strategy.		
Volume 3: Leading your service team, shows how your people make the difference and how to empower your team. CareerTrack, 1990.		
Business Law	144 min.	OWLS
Topics include The Legal System, Tort Law, Contract Law, and Product Liability. These materials are presented in an easy to learn format.		

Buying A Business	60 min.	WLS
Learn how to buy more business in less time, saving money and avoiding problems. Experts will teach you valuation and appraisal methods, market competition and analysis, negotiating techniques, legal considerations and tax considerations. TomKat Productions, 1993.		
Buy Out	30 min.	OWLS
The bold experiment of Hyatt-Clark Industries of New Jersey, where 1,200 workers and managers bought their unprofitable business from General Motors. Learning Corporation of America, 1983.		
Carcinogens, Mutagens, And Teratogens	10 min.	OWLS
Chemicals that can damage the pattern of cell growth are classified among the group carcinogen, mutagen and teratogen. This program clarifies the different hazards these extremely dangerous chemicals present in the workplace and illustrates the precautions employees must take when working with them. Special emphasis is given to proper hygiene and emergency preparedness. AIMS Media, 1985.		
Cash On The Vine	30 min.	WLS
One of a growing number of wineries that produce wine in limited quantities and at high prices, the winery must decide whether to expand and risk the dangers of growing too quickly and possibly losing its "elite" image. Learning Corporation of America, 1984.		
Catfish Fever	30 min.	OWLS
Beset by uncertainties of weather and the markets, cotton and soybean farmers in Mississippi are hoping for agribusiness success in another endeavor. Learning Corporation of America, 1981.		
Change Master Companies: Putting the Theory Into Action	42 min.	WLS
Dr. Kanter's second program presents three case studies of Change Master principles in action. Although they show the principles succeeding in noneducational settings, the three diverse examples demonstrate how Kanter's ideas apply to all well-managed organizations. Encyclopedia Britannica Educational Corporation, 1987.		
The Change Masters: Understanding The Theory	29 min.	WLS
Harvard's Dr. Rosabeth Moss Kanter asserts that successful organizations are led by "change masters" - people who can innovate to keep change under control. Her theory is organization-blind: it's just as applicable to schools as it is to businesses. With the help of this video, you can encourage your staff to embrace productive change, to focus on academic results, to work in teams, and to develop a "culture of pride" that emphasizes the values of involvement, responsibility, and commitment. Encyclopedia Britannica Educational Corporation, 1987.		
Chef's Special	30 min.	WLS
A chef faces an uphill battle to make his own seafood restaurant a success. Learning Corporation of America, 1983.		
Chemical Hazard Identification And Training: Introductory Overview	19 min.	OWLS
To protect workers from possible injury, "Right-To-Know" laws mandate that all employees working among hazardous chemicals be provided information about the chemicals and advised of the necessary safety precautions to use when handling them. This overview explains Right-To-Know and develops workers' understanding of their roles in being and staying informed. AIMS Media, 1985.		
Chemical Safety In The Laboratory	34 min.	OWLS
OSHA laboratory standard assigns chemical safety regulations to laboratories, this program will help employees know how and where to find chemical information and explains what to do in the event of a problem. AIMS Media, 1991.		
Choices	16 min.	WLS
Produced and donated by the Council of Small Business Executives. This video focuses on economic concerns in Wisconsin. Council of Small Business Executives Affiliate of Metropolitan Milwaukee Association of Commerce, 1986.		
Clear Writers' Hit Squad	16 min.	WLS
Pick up hints to make your business writing clear and jargon free for your intended audience. Kinetic, Inc., 1991.		
Coaching And Counseling: Management Tools For Improving Performance	26 min.	WLS
This shows how managers can correct employees' attitudes or habits that are detrimental to productivity. Coaching, a training technique, and counseling, a development technique, are illustrated step-by-step in interesting case studies. Encyclopaedia Britannica Educational Corporation, 1985.		

The Colonel Comes To Japan	30 min.	OWLS
When an American chain sets up shop in a different culture, a host of unusual marketing challenges arise. Learning Corporation of America, 1981.		
Conducting A Termination	10 min.	WLS
Establishes documenting the reasons for termination, while maintaining a professional workplace atmosphere. MTI Teleprograms Inc., 1985.		
Conducting The Performance Appraisal: Be A Coach, Not A Judge	34 min.	WLS
A supervisor will learn how to build on the employee's strengths, improve weaknesses, and help them reach their true potential using open-ended questions that improves communication. Setting new objectives helps to promote growth and learning for the employee.		
Conflict Management	57 min.	OWLS
Dr. Ken Cooper shows you how to manage conflict to create a positive work environment, to encourage productive people to come to you with their ideas, and to open your mind to new ideas. Films Incorporated, 1983.		
Conquering Team Conflict	128 min.	OWL
A 22-page workbook subtitled "Moving from gridlock to group results" is included in this 4-video series. Issues such as ways to keep misunderstandings from turning into a blame game, diagnosing the top 10 "early warning signs", and ways that conflict can benefit your team are discussed.		
Contract Employees	45 min.	WLS
New cost efficient staffing strategies for today's businesses. It is estimated that 50% of America's work force will be contract employees by the year 2000. Gain valuable information and ideas on Temporary Employees. Leased employees, probationary hiring, flex staffing and outsourcing. Host Ralph Paumen is an internationally know lecturer/author on business recruiting and hiring strategies for small businesses, leading companies, non-profit organizations, schools and governmental agencies. Wehman video, 1994.		
Controlling The Confrontation: Arch Lustberg On Effective Communication Techniques	44 min.	WLS
Give your staff the opportunity to be more effective communicators. Renowned media coach presents techniques for defusing confrontations and delivering convincing messages. ALA Video, 1989.		
Cornerstone Of Quality: Action Strategies For Growth, Quality Improvement, And Enhanced Profitability	24 min.	WLS
Four cornerstone principles define quality management programs: continuous improvement; customer focus; employee involvement; and commitment to measurement and evaluation.		
Corrosives And Irritants	11 min.	WLS
Employees learn why corrosives and irritants are hazardous and how to properly handle and store them. Personal protective gear and emergency medical and clean-up treatments are clearly demonstrated. AIMS Media, 1985.		
Cost Effective Telephone System Management	22 min.	WLS
Pick up pointers on how to select the right long distance service, reduce long distance bills, and use the business telephone to your advantage. Films for the Humanities & Sciences, 1990.		
Creation of the Computer	50 min.	WLS
The History Channel's complete overview of the development of the computer.		
Creating A Business Plan	25 min.	WLS
Developing and growing a successful small business requires that you wear many hats throughout the course of the work week. The Business Scene video series was developed to assist you in handling this diversity of responsibilities. Through an informal panel discussion format, you will hear professionals, industry leaders and small business owners discuss their firm's success and how failures were overcome, in addition to ideas on tackling everyday issues. Business Scene, 1990		
Crisis Management	14 min.	WLS
Facilities can prepare for a crisis by learning how to formulate an "Emergency Action Plan" discussed in this program. Activities and responsibilities of the Crisis-Management Team are outlined, and the "table top" and "full scale" drills are explained and demonstrated. AIMS Media, 1991.		

Customer Service: It Pays To Please	19 min.	WLS
This tape teaches your customer service employees how important their job is to your company. It will also help them to have a clear understanding of their responsibilities as company representatives. From initial contact through final satisfaction of a customer's needs, employees are shown how to make the customer feel well cared for and important. AIMS Media, 1985.		
Decision Exercises: Dealing With Difficult Situation	25 min.	WLS
Twelve open-ended exercises gives managers and supervisors the background they need to make crucial decisions dealing with a wide range of employee problems - from low productivity to charges of sexual harassment. AIMS Media, 1990.		
Do Right!	36 min.	OWLS
Lou Holtz and motivation are practically synonymous. This is the perfect message for organizations that want to instill the spirit of teamwork, a commitment to excellence on the job and off, a strong loyalty to the organization, and a personal dedication to success. United Training Media, 1988.		
Do You Need A Business Plan?	21 min.	WLS
This film defines the components of a comprehensive and well-developed business plan. Beacon Films, 1983.		
Do We Have A Deal?	25 min.	OWLS
This program presents a streamlined approach to negotiating skills that is easy to follow and guaranteed to help anyone become a more confident and successful negotiator. AIMS Media, 1992.		
Emergency Evacuation Procedures	9 min.	WLS
The purposes of this video is to explain your company's evacuation procedures. The Leader's Guide provides a question/answer format so that the session leader can tailor the safety message from the video to a particular department or company.		
Emergency Preparedness	14 min.	OWLS
Companies will maintain employee safety in emergency situations by following this program's guidelines on developing an emergency plan. AIMS Media, 1991.		
Employee Awareness: Sexual Harassment	19 min.	OWLS
This program educates employees about sexual harassment and discusses its effects, not only on the victim, but on the entire workforce. AIMS Media, 1992.		
Employee Education: Office Safety	13 min.	OWLS
Your employees play a key role in keeping the office safe. This program will help them become aware of the importance of their role. Falls are the most common office accident. Another source of office injuries is the filing cabinet. Employees are shown how to load and use it properly. Other injury-prevention guidelines illustrated in this program include knowing escape routes and procedures to follow during emergencies, observing electrical safety rules when handling coffee makers and other appliances, reporting fire hazards, and maintaining a drug-free workplace. AIMS Media, 1990.		
E-Mail for Everyone	60 min.	WLS
A how-to on organizing e-mail, sending and receiving messages.		
The E-myth: Why Most Businesses Don't Work And What To Do About It	40 min.	WLS
Michael Gerber explains that business success means working on your business, not in your business. Audio Video Campus, 1989.		
Exercises In Leadership Skills	17 min.	OWLS
Within the organizational setting, supervisors must learn to establish rapport with employees, to influence, and be persuasive. This program builds confidence by presenting three exercises that give supervisors the opportunity to analyze and practice their leadership skills. AIMS Media, 1991.		
Energy For All Reasons	48 min.	WLS,OWLS
Camille Wade Maurice explores ways in which one can control personal energy in order to alleviate stress and live a more vital and healthy life. Wade Maurice & Associates, 1986.		
Ergonomics And Your Health	13 min.	WLS
This program teaches office employees how to set up their workspace for maximum comfort and productivity. As employees learn to give a little extra attention to their workspace-and to their activities in it-they are rewarded with more energy, job satisfaction, and fewer aches and pains. Aims Media, 1990.		

Excellence In The Public Sector	53 min.	WLS
Tom Peters presents five case studies of management excellence at work in the public and not-for-profit sectors of the economy. The organizations in this program focus on people oriented management—with an emphasis on customer service, people involvement, and quality. The managers in the film inspire, reward, and lead workers to outstanding levels of productivity. Coronet/MTI/Film and Video, 1989.		
Face To Face		27 min.
WLS		
Coaching to improve work performance. Practical how-to techniques for managers and supervisors. Cally Curtis, 1981.		
“Fire! Fire!”	7 min.	OWLS
Planning and prevention can save a life...at work and at home. Fire drills, evacuation plans, extinguishers and common sense can help keep people safe. Video Labs Corp., 1989.		
Fire ... In The Workplace	25 min.	WLS
America has the highest fire death rate in the industrialized world. This program designed for group training covers the three main causes of fire, how to get out alive if you're caught in a fire and reducing your vulnerability to workplace arson. Idea Bank, 1994.		
Fire Safety: Everyone's Job	13 min.	OWLS
Using a checklist format, the video breaks fire prevention and protection into four general categories: housekeeping, electrical, heat sources, planning.		
Fire Safety: Fire Extinguishers	23 min.	WLS
This film makes it clear that fire extinguishers are lifesaving tools only if they're used properly. When it comes to fire, ignorance of types of fire and types of fire extinguishers is cause for concern. Every fire is not the same. Each type of fire extinguisher is designed to tackle a specific job. Using the wrong extinguishing agent will not only fail to put out a fire, it may cause it to spread. The film shows the four different types of fires and fire extinguishers and the five main type of extinguishing agents. It shows how to safely operate and maintain extinguishers. And it shows what to do in a fire emergency before using the fire extinguisher. The RACE procedure is taught - Rescue, Alarm, Contain, and Extinguish. Finally, the film teaches that the best way to stop a fire is to prevent one from starting in the first place. AIMS Media, 1981.		
Fired	30 min.	WLS
A dramatized profile of a fired, 44-year-old vice-president attempting to regroup and find a new job. Looks at the problems of the unemployed executive, as well as the responsibilities of corporations as they make personnel changes. Learning Corporation of America, 1982.		
Flammables, Combustibles, And Explosives	13 min.	WLS
Several commonly used substances are among the flammable, combustible, and explosive chemical group. Examples of potentially dangerous situations with these chemicals are given, followed by correct, safe practices. AIMS Media, 1985.		
A Funny Thing Happened On The Way To Diversity	100 min.	OWLS
Blind since childhood, host Alex Valdez mixes his own experiences with humorous anecdotes to send a lighthearted, highly informative message about the realities of being disabled in today's workplace. Full of facts that help clarify the law under the Americans With Disabilities Act.		
Game Plan For Good Hearing	10 min.	WLS
Noisy equipment or loud music can cause permanent hearing loss. The five elements of the OSHA Hearing Conservation Standard are presented that apply any time. Video Labs Corp., 1989.		
Gentle Art Of First Call Closing	60 min.	WLS
This advanced program is a complete course in selling, and was developed by a salesman turned instructor. Audio Video Campus, 1993.		
Getting Along On The Job	35 min.	WLS
To maintain a job requires an ability to work well with superiors and co-workers. This program will guide you in learning the ability to compromise as well as the ability to be assertive without being aggressive. Human Relations Media, 1988		

Get More Done In Less Time	12 min.	OWLS
Discover the four basic steps you can take to make time work for you. You'll learn the latest time management tips that increase efficiency on and off the job. Communication Briefings, 1991		
Growing A Business, Volume 1: Great Game Of Business	30 min.	WLS
This program introduces the nine entrepreneurs featured in this series, including founders of Patagonia, Esprit, Ben & Jerry's, a community bank, a parts remanufacturer, and more. Ambrose Video, 1988.		
Growing A Business, Volume 2: Beginnings	30 min.	WLS
This film examines the start-up phase of a new business. It looks at the entrepreneurs' world and what excites them to envision a new product or service. Ambrose Video, 1988.		
Growing A Business, Volume 3: Money	30 min.	OWLS
The role of capital in starting and expanding a business is examined. This episode shows the need for small companies to use resourcefulness and creativity, rather than always turning to money to solve problems. Ambrose Video, 1988.		
Growing A Business, Volume 4: Product	30 min.	WLS
Americans are evolving from passive consumers of mass merchandise into value and quality conscious customers. This program looks at how several companies perceive quality and its relationship to their products. Ambrose Video, 1988.		
Growing A Business, Volume 5: Growing Pains	30 min.	OWLS
Rapid growth can cause problems. This program shows how several companies dealt with growth, or in one case, resisted it. Ambrose Video, 1988.		
Growing A Business, Volume 6: Numbers	30 min.	OWLS
Numbers express relationships within a company, and without understanding numbers, you can't understand your business. This episode looks at the need to know what's happening in your business by and beyond the books. Ambrose Video, 1988.		
Growing A Business, Volume 7: Employees	30 min.	WLS
A look at the ways that traditional barriers between management and employees can be replaced by a peer relationship. Ambrose Video, 1988.		
Growing A Business, Volume 8: Service	30 min.	OWLS
The poor service in many American businesses is the single biggest opportunity for new businesses. Says Paul Hawken, "The customer comes first? Not really. The employee comes first." Ambrose Video, 1988.		
Growing A Business, Volume 9: Marketing	30 min.	WLS
This program demonstrates how imaginative marketers sometimes achieve success by breaking the rules. Colorful examples include a highly unconventional bank whose delivery vans bear murals of thieves attempting a robbery. Ambrose Video, 1988.		
Growing A Business, Volume 10: The Broader View	30 min.	OWLS
It deals with a company's responsibility to the community. The program spotlights companies where "doing good" and being in business are compatible concepts. Ambrose Video, 1988.		
Hand And Power Tool Safety	15 min.	OWLS
Hand and power tools enable workers to perform their jobs with greater ease and efficiency. The program discusses the safe use of tools in different work environments, how to handle electrical, gasoline powered, or pressure driven tools, and the purpose and importance of tool guards. AIMS Media, 1991.		
Hand, Wrist And Finger Safety	15 min.	WLS
This program explains how the hands, wrists and fingers function as well as identifying potential hazards, ergonomic considerations, selection of tools and equipment and personal protective equipment. AIMS Media, 1991.		
Hard Sell—Soft Sell	30 min.	WLS
Learn a variety of approaches to the fine art of selling. Watch experienced salespeople in action. Learning Corporation of America, 1985.		
Hiring And Firing Full-time Employees	30 min.	OWLS
What to look for when hiring a person to fit your business. How to keep documents to assist in hiring or firing. Business Scene, 1991		

Home-based Business: A Winning Blueprint	55 min.	OWLS
Nationally known consultants Sarah Edwards and Alan Gregerman offer comprehensive advice on how you can join the trend and successfully implement your own home-based venture. Atlantic Bell, 1991.		
How I Found A New Job In Six Weeks - - After Being Laid Off	39 min.	WLS
This program describes the six key factors in any job search and explains in detail how to conduct a multi-level job search. Merion Associates, 1990.		
How Much Capital Will You Need?	17 min.	WLS
This film explains how to determine what capital an entrepreneur needs to start and operate a new venture. It emphasizes the usefulness of basic financial tools. Beacon Films, 1983.		
How To Achieve Success With Self-management	50 min.	WLS
Dr. John W. Lee shares techniques for time management, one of the most powerful tools for success in business and life in general. Audio Video Campus, 1993.		
How To Become An Effective Listener	56 min.	OWLS
One of America's leading communication authorities, Dr. Tony Alessandra provides keys to understanding people by simply listening to them. Audio Video Campus, 1993.		
How To Become A Top Performer	55 min.	OWLS
Jim Cathcart teaches you the five steps for developing top performance, the three essentials for healthy relationships, and how to get the best performance from yourself and others. Audio Video Campus, 1993.		
How To Build A Top Performer's Attitude	56 min.	WLS
You can't perform if you don't have the right attitude and Rick Berrera knows exactly how to build that attitude every day for every employee. In this video, Berrera outlines techniques you can use to immediately begin to become a top performer. Audio Video Campus, 1993.		
How To Buy Or Lease Commercial Real Estate	30 min.	OWLS
An informal panel discussion with professionals, industry leaders and small business owners on how they decide when to lease or when to buy. Business Scene, 1990.		
How To Give Exceptional Customer Service	270 min.	OWLS
Today, customers demand impeccable service, that means fast turnaround, sincere courtesy and unqualified respect. This program is brimming with specific strategies for real-world situations. The skills and ideas will not only make you more effective with customers, but also less stressed on your job. CareerTrack, 1990.		
How To Make A Speech	37 min.	WLS
HOME USE ONLY The art of making a speech is demystified and made simple and clear to understand. Steve Allen uses his warm and entertaining manner to put you at ease and make learning fun and enjoyable. It's packed with practical advice you will want to refer to again. McGraw-Hill Productions, 1985.		
How To Manage Time	55 min.	OWLS
Dr. John W. Lee shares secrets of how to manage your time the way successful people manage theirs. Audio Video Campus, 1993.		
How To Positively Influence Anybody	50 min.	OWLS
Use this video to empower your entire staff. Learn how to develop a relationship action plan and reap immediate benefits. Audio Video Campus, 1993.		
How To Really Start Your Own Business	120 min.	OWLS, WLS
HOME USE ONLY This fast-paced guide from Inc. magazine gives practical advice from those who have succeeded in starting their own businesses, including such businesses as Pizza Hut and Celestial Seasonings. Lorimar Home Video, 1987.		
How To Respond In An Emergency	8 min.	WLS
This video outlines the basic steps of emergency response in the event of a fire, chemical spill, explosion, or natural disaster. How to call for help, shutdown procedures, evacuation procedures, and the importance of preparedness are also covered.		

How To \$Tart Your Own \$uccessful Business	120 min.	WLS
This resource guide is designed to increase your managerial skills. Areas covered include how to start, market and manage your business. Buying existing business, franchise businesses and setting up a home based business, are also examined. In the Black Productions, 1990.		
How To Succeed In A Home Business	70 min.	WLS
HOMEUSEONLY Is working at home right for you? How can you combine workstyle with lifestyle? This practical guide will show you how to run a business from home and achieve the freedom of being your own boss. Lorima Home Video, 1987.		
How To Write And Conduct Effective Performance Appraisals, Volume 1,2 & 3	212 min.	OWLS
Performance appraisals are one of the toughest jobs in management. Yet, done properly, they're an invaluable way to keep your people growing. This program gives you a step-by-step system of researching, writing and delivering effective performance appraisals that will improve performance all year long. CareerTrack Publications, 1993.		
Iacocca: An American Profile	52 min.	OWLS, WLS
This portrait of Iacocca explores his personal values, examines his close relationship with his family, and the struggles that come with success in big business. From almost certain bankruptcy, he helped take Chrysler to large profits. Films Incorporated, 1984.		
Improving Employee Performance	10 min.	OWLS
Shows how to approach performance problems in a non-threatening manner. MTI Teleprograms, Inc., 1985.		
Incident Prevention	14 min.	WLS
Employees and supervisors are taught how to recognize potentially hazardous acts and conditions and shown how to alleviate them. Promoting a positive work safety attitude is stressed in addition to conducting on-going employee training, equipment inspection, good communications and drills. AIMS Media, 1991.		
Industrial Ergonomics	15 min.	OWLS
Describes how employees in the workplace make demands on their bodies that can cause ergonomic injuries. Looks at workplace situations likely to cause ergonomic problems and describes how employees can match their body to task in order to prevent injuries. AIMS Media, 1991.		
The Information Superhighway: Understanding And Using The Internet	30 min.	OWLS
In this presentation, you will be shown the basics protocols of E-mail, file transfer protocol and telnet, as well as the latest Internet tools such as Gopher, the World Wide Web, Archie, Veronica and WAIS. Free Range Media, 1994.		
The Inside Track	15 min.	WLS
Viewers learn how to deal with the seven biggest self-imposed hurdles to success: goals without plans, procrastination, poor concentration, inflexibility, excuse-making, self-defeatism, and lack of enthusiasm. Cally Curtis, 1986.		
Internet Tips and Tricks	30 min.	WLS
Are you taking full advantage of the resources of the Internet, or is a lack of knowledge and experience holding you back? This 30-minute video will get you up to speed with the technology and terms of using the Internet.		
Interview Power	60 min.	WLS
An effective tool for job candidates, recent graduates and people coming out of the military who plan to interview for a new job, a promotion, a transfer, or to retain a job in a company that's downsizing. Developed by Tom Washington, an internationally renown author (The Hunt, Resume power), national speaker on career topics, and a frequent contributor to the National employment Paper. Gain insight through actual re-enactments, learn interviewing skills such as: Active listening; control the content, not the interview; let others speak for you; overcoming objections; and more including how to handle a variety of interview situations and circumstances. Wehman Video, 1995.		
The Interview: The Right Person For The Right Job	26 min.	WLS

This film explains the interviewing process from start to finish. Barr Films, 1983.

Interviewing: No-Brainers — The Video Guides to Life 30 min. WLS
How to successfully navigate the interviewing process from what to wear, how to prepare, and what to expect.

It Pays To Be A Pro 30 min. OWLS
This program demonstrates correct restaurant service. Hospitality Consultants, 1990.

It's All Part Of The Job 21 min. OWLS
This video features real life workers with developmental disabilities and their employers. It focuses on social skills needed to succeed on the job. Attainment Company, 1993.

Job Survival Skills 21 min. WLS
Learn how to get off to a good start in a new job and how to keep it. JIST Works, Inc., 1990

The Juggler 28 min. OWLS
Being able to concentrate on the task at hand is a powerful tool. Viewers learn the eight major ways of developing concentration. Cally Curtis, 1986.

Ladder Safety 14 min. OWLS
Explains the basic rules of ladder use including correct placement and maintenance, practice of the “buddy system” and avoidance of overhead hazards. AIMS Media, 1991.

Leadership: People Potential Now! 55 min. WLS
Learn to maximize your personal and professional potential, handle change more effectively, and build a winning professional environment as consultant Sheila Murray Bethel summarizes the challenge of leadership and how you can become a successful role model. Audio Video Campus, 1993.

Learning To Think Like A Manager 25 min. WLS
Becoming a good manager doesn't come automatically with the title. It is truly a learning experience. This film concentrates on basic management skills to help new and current managers. CRM/McGraw-Hill, 1983.

Learning Windows 95 WLS
Vol. 1: Beginning Windows 95: Introduction, maneuvering through the desktop, getting help, working with programs, keeping track of files and folders on your PC and the taskbar. 1 hr. 58 min.
Vol. 2: Intermediate Windows 95: Desktop shortcut icons, customizing Windows 95. Printing in Windows 95 and advanced techniques. 1 hr. 54 min
Vol. 3: Advanced Windows 95: Object linking and embedding, inside the DOS command prompt window. PC system management tools and information services. 2 hrs. 7 min. KLS Corp, 1995.

Learning Wordperfect 6.1 For Windows OWLS
Vol. 1: Beginning: Creating documents, formatting, essential skills, paragraph and page formatting, proofing and pulling it all together. 2 hrs. 7 min.
Vol. 2: Intermediate: More on formatting, document features, envelopes and labels, document management, and editing tools. 2 hrs. 13 min.
Vol. 3: Advanced: Abbreviations, macros, columns, tables, styles, document templates and working with large documents. 1 hr. 56 min.
Vol. 4: Desktop Publishing: Introduction to graphics, text boxes, graphic lines, watermarks, creating layouts, report covers and news letters. Fonts, WordPerfect draw and developing a brochure. 2 hrs. 2 min.
Vol. 5: Mail Merge and Forms (comes with disk): . Mail merge basics. Merging envelopes and labels. Select records, sort and resolving problems. Converting databases and spreadsheets. Using preprinted forms. 2 hrs

Listening: The Key To Productivity 17 min. OWLS
This video is packed with practical tips and research findings that will help you and other employees increase productivity, work smarter and profit through better listening techniques. Communication Briefings, 1992.

Loader-backhoe Safety 20 min. each WLS
Vol. 1: Deals with loader-backhoe safety and is designed for the operator. Video covers the most common mistakes and accidents, transporting and utility dangers.
Vol. 2: Practical guidelines for many other trades that work with the loader-backhoe daily. It explains how plumbers, electricians, engineers and others

can work safely with this machine. Talus Resources, 1991.

Lock Out/Tag Out 17 min. WLS

This program explains what OSHA lock out/tag out is and how it helps prevent employees from injury when servicing machinery. It provides examples of lock and tag devices that are used with the electrical, pneumatic, and hydraulic power systems and illustrates common repair situations that require lock-out/tag-out precautions. AIMS Media, 1991.

Make The Phone Work For You 12 min. WLS

This video provides telephone tactics you can use to end phone frustrations so you can get more done, serve your customers better, and sell more products and services. You'll get practical ideas you can use right away to make the phone work for you. Communication Briefings, 1991.

Making Diversity Work 23 min. WLS

Develop the awareness and skills necessary to recognize and tolerate differences and to form productive work groups. Learn the practical process that unites employees and focuses their energy to serve the mission and goals of the organization.

Making Meetings Count 15 min. WLS

For any organization or leader who wants to avoid bad meetings, it covers what steps to take to prepare and run an effective meeting. BFA Educational Media, 1984.

Making Meetings Work 18 min. OWLS, WLS

How to have meetings that produce results, build team trust, increase creative thinking, and encourage commitment to team decisions. Encyclopaedia Britannica Educational Corporation, 1985.

Making Your Cold Calls Count 17 min. OWLS

What is the best way to reach the decision-maker you need within a company and what to say when you have gotten through? How can those precious seconds that create the first impression best be used? This program, which could easily be called "befriending the gatekeeper," covers these topics and more. It offers ways to prepare cold calls and set objectives; gives the essentials of a good opening statement; and provides tips for getting past the temporary put-off—tools needed by anyone with a product or service to sell or information to solicit over the phone. Films for the Humanities, 1990.

Managers Can Avoid Wasting Time 30 min. WLS

This Harvard Business Review video presents a four-part strategy to increase management productivity by organizing and managing time effectively. MTI Teleprograms, Inc., 1985.

Managers With Impact: Versatile And Inconsistent 30 min. OWLS

An operating manager's executive style of action must be tailored to fit the situation. Managers who consistently accomplish a lot are notably inconsistent in their manner of attacking problems. A Harvard Business Review video. MTI Teleprograms, Inc., 1985.

Managing Performance Problems 26 min. WLS

For managers and supervisors, this program gives insights into dealing with the employee who is performing poorly despite supervisory efforts to motivate and develop the employee. Barr Films, 1987.

Managing Substance Abuse In The Workplace 115 min. WLS

This training series composed of four programs provides supervisors with proven strategies for identifying and dealing with the complex problem of drug abuse in the workplace. Kinetic, Inc., 1991.

Marketing On The Internet 45 min. OWLS

Everywhere you look today, there are articles about how the Internet will change the way you do business forever! Is it all hype, or is there really something behind the fact that millions of people are now connected via the Internet. How could the Internet affect your business? Should your company take the Internet plunge? These questions and more are answered in this video. What you'll learn: the do's and don't of selling on the Internet. How to set up your company "storefront" on the Internet. How to lower the cost of marketing and training. Wehman Video, 1995.

Marketing: Winning Customers With A "Workable" Plan 45 min. WLS

There is no single "right" way to approach a marketing plan. Your marketing plan should be part of an ongoing self-evaluation process, and unique to your company. This videotape will help you identify key issues and opportunities. By the end of the

planning process, you will have: A Mission Statement, Measurable, attainable objectives, General strategies for reaching each objective, Specific tactics for carrying out each objective, and A plan of action. Bell Atlantic, 1989.

Mastering Microsoft Windows 98: Making The Most Of Your Upgrade 60 min. WLS
You'll learn about changes to the standard interface as well as how to use the most important new features such as connecting to the Internet.

Meeting Customer Expectations 20 min. OWLS
This program shows what the customer expects in the way of service, and how he or she reacts to both good and bad service. Films for the Humanities and Sciences, 1991

Memory Fixing 67 min. WLS
Dr. Ken Cooper presents techniques that will help you develop alertness, save time, and improve your productivity, whatever your task. Films Incorporated, 1983.

Microsoft Office 97: Introductory Skills Course 45 min. OWLS
The viewer will learn how to read and send mail, use Word and Outlook together, schedule a meeting with Outlook, use Excel and Word together, create a Web page and save a Word document as HTML, insert Hyperlinks, use a Web page template, and convert a presentation for use on the Internet.

Minding My Own Business: Evaluation 27 min. WLS
This series draws on the real life experiences of ethnically diverse women. This program emphasizes long-term and short-term planning, helps her achieve her goals by closely examining: profitability, shrinkage, turnover, expansion, satisfaction, achievements, weakness and strength. Landmark Media, 1993.

Minding My Own Business: Financing 27 min. WLS
This program will address such topics as lending decisions, short term, intermediate term and long term financing; credit; approaching lenders; financial statements and funding sources. Landmark Media, 1993.

Minding My Own Business: Franchise Business 27 min. OWLS.
The franchise business is a large and growing business sector. There are many kinds of franchises to choose from. In this program we look at some of the opportunities available and provide guidelines for making a selection and operating successfully. the advantages and disadvantages compared to the independent business are explored. Advice on how to start your own franchising chain is also covered.

Minding My Own Business: Homebased Business 27 min. WLS
Many companies begin in a home basement. There often comes a time to move the business out or have it take over the entire house. This is a good way to begin a business, keeping costs low. Early decisions in the planning stage determine the growth potential. Whether one chooses to move out or sustain a small and profitable home based company or grow and remain homebased are areas examined in this program.

Minding My Own Business: Hospitality Business 27 min. OWLS
Running your own restaurant, bed and breakfast or hotel is often a dream for many. Advertising, publicity and good management are the essential ingredients for success. This program takes you through all the steps to that success in the hospitality industry.

Minding My Own Business: Inspiration And Motivation 27 min. OWLS
This program focuses on five successful entrepreneurs whose companies range from the small home business to large scale manufacturer, includes insightful commentary from Lisa Baskin, business consultant. Landmark Media, 1993.

Minding My Own Business: Managing 27 min. WLS
To help the entrepreneur keep the business on track, this program will cover such topics as: organization, record keeping, staffing, inventory control, customer relations and professional development. Landmark Media, 1993.

Minding My Own Business: Manufacturing & Distribution 27 min. WLS
Whether large or small the manufacturer must be on top of the cost of materials, labor skills and training, world market trends and distribution. Often the manufacturer is also the wholesale distributor too and must be concerned with transportation, effective warehousing, spoilage, dating, market trends, competition and accounts receivable. With a growing opportunity to sell to the world as the global market solidifies also comes the threat of competition from imports. The possibility for financial gain is both enormous and dicey.

Minding My Own Business: Marketing 27 min. OWLS

If a business is to succeed the market must be intimately understood. This program defines what is meant by successful marketing, and outlines the elements that make for a viable and exciting marketing strategy. Landmark Media, 1993.

Minding My Own Business: Planning 27 min. OWLS
The process of setting goals, defining the parameters of the business and establishing a business plan and a budget are covered. Such topics as market research, choosing a professional advisor and selecting an accountant, a banker and a lawyer are explored. Landmark Media, 1993.

Minding My Own Business: Professionals In Business 27 min WLS
Accountants, dentists, lawyers and veterinarians spend years learning their trade. However business skills are seldom included in their training. An overview of setting up and maintaining a sound practice is dealt with in this program. Where and how to find the staff and backup expertise for the business side of things is covered.

Minding My Own Business: Retail Business 27 min. OWLS
The retail business can be a great success or total failure. Crucial factors in this operation are: location, inventory control and markups, staff training, theft, market awareness and day to day management. We look at a variety of retail companies and discover their keys to success. Landmark Media Inc.

Minding My Own Business: Service Business 27 min. OWLS
For the service based company quality, cost and public relations are the key ingredients whether the service is pet grooming, landscaping or production managing feature films. This program focuses on these key elements along with all the basics of planning, financing and marketing.

NBR Starting A Business 25 min. OWLS
The Nightly Business Report has brought together several segments to help people who are planning to start their own business. NBR Enterprises, 1992.

Negotiate Like The Pros 157 min. WLS
You can develop the negotiation skills which are critical in lean times. You will understand what it's like to be on both sides of the bargaining table. CareerTrack, 1991.

Nerds 2.01: Internet 180 min. OWLS
A 3-hour PBS special detailing the history of the Internet. Featured are all the brilliant entrepreneurs who turned a simple government communication system into a worldwide trend.

New Selling With Service 56 min. OWLS
America's leading authority on service, Phil Wexler brings you his approach to service that can be your ticket to sales and business success. Audio Video Campus, 1993.

9 Traits Of Highly Successful Work Teams OWLS
A 94-page workbook subtitled "Basic training for building and *growing* effective teams" is included in this 9-video workshop. Each video deals with a single trait to be worked on in conjunction with the workbook, i.e. Trait 1: Finding a Common Purpose, etc. Although the videos average 25 minutes, the recommended amount of time for doing the workbook exercises is included with each video.

Open The Door 28 min. WLS
Deals with the importance of communication in the roles managers play in negotiations, team building, customer relations, sales, and conflict management. Cally Curtis, 1979.

Organize Your Space! 32 min. OWLS
The video, audio tape and workbook do not duplicate each other but instead add other components to the process of organizing one's workspace. The constant influx of paper into offices makes mandatory that one increase their level of organizational skills! Besides just filing ribs, calendar and project management are also included, as well as organizing one's professional reading. The video presents two people organizing their home office, but a variety of office situations are also included.

A Passion For Excellence 30 min. OWLS
Tom Peters discusses enthusiasm, passion and desire as management qualities in business and industry to promote company profit and personal satisfaction. MTI Film and Video, 1986.

People And Productivity: We Learn From The Japanese 28 min. OWLS, WLS

This video examines some of the key ideas from Japanese business philosophy and shows how they help to improve productivity and employee relations. Encyclopaedia Britannica Educational Corporation, 1982.

People First: Serving People With Disabilities 40 min. OWL
About 12 percent of the people you could serve or hire have some type of disability in vision, learning, mobility etc. This program demonstrates ways to break down both physical and attitudinal barriers without a large investment of time and money. Emphasis is on sensitivity, service and providing employment opportunities. Library Video Network, 1990.

Perfecting The Art Of Criticism 48 min. OWLS
Trainer Francine Bergin provides just the right approach to the delicate subject of giving and taking criticism. Audio Video Campus, 1993.

A Perfectly Normal Day 27 min. WLS
How to deal with those interruptions and crises that spoil your well-planned day. Cally Curtis, 1983.

The Power Pinch: Sexual Harassment In The Workplace 26 min. WLS
A documentary which explores this widespread problem and illustrates behavior which is defined as sexually harassing. The film explains the underlying causes for such behavior and shows what management and employees can do to prevent its occurrence. MTI Teleprograms, Inc., 1981.

Power-packed Selling 32 min. WLS
Salespeople will see how trust often makes the difference between a closed sale and a lost one. The film shows customer reactions to various sales approaches. Creative Media, 1977.

Proactive Management And Sexual Harassment: Recognition, Intervention, Prevention 21 min. WLS
This program instills awareness in managers and supervisors on the severe ramifications sexual harassment can have on the workplace and shows how to recognize and alleviate such incidents. AIMS Media, 1992.

Professional Telephone Skills 81 min. OWLS
The way your people handle every single phone call determines whether you create business or lose it. You will learn how to handle confused callers, impatient callers, all callers with tact, composure and professionalism. CareerTrack, 1989.

Promotion: Solving The Puzzle 55 min. WLS
When all of the pieces of a puzzle are put together, they present a seamless image. But when you're given a box of fragmented pieces it's often difficult to know where to begin. It all looks alike, and none of it makes much sense. Promoting your business can seem the same way. How does advertising differ from public relations, and how do they fit together? "Promotion: Solving the Puzzle" tells you what the pieces are, what their functions are, and how to make them all work so that your promotion strategy presents an effective, consistent image to your customers. Bell Atlantic, 1990.

Psycho-geometrics 58 min. WLS
Explore the "geometry" of the personality. Discover what your shape says about you: why you feel, act, worry, play, communicate, work and live the way you do. You will also learn why others act and react the way they do. CareerTrack Publications, 1994

The Quality Revolution 39 min. WLS
Hosted by Collin Siedor, "The Quality Revolution:" asks the question: How did American manufacturers lose their competitive edge and worldwide dominance in the years following World War II? It answers that question by telling the stories of Ford Motor Company, Glove Metallurgical, Inc., and Eastman Kodak Copier Products Division - three major manufacturers that have achieved impressive turnarounds by focusing on quality. MTI Film & Video, 1989.

Radiation Hazards 15 min. OWLS
This program distinguishes between several sources and types of radiation and discusses their potential for harm. Proper labeling and storage techniques are stressed in addition to the use of protective clothing and equipment, and emergency and disposal procedures. AIMS Media, 1985.

Reading People Right 56 min. OWLS
Dr. Tony Alessandra explains the importance of understanding the personality type of each person with whom you interact. He outlines specific steps people should take to improve the communications process. Audio Video Campus, 1993.

Risk, The Way To Grow, Part 1: Touch And Grow
Risk, The Way To Grow, Part 2: Get Up And Get Growing 40 min. each WLS

Camille Wade Maurice provides an understanding of what is involved in risk taking, and identifies the different types of risks and benefits of risk taking. She provides a framework that will help viewers make decisions regarding personal/professional risks of their own. Wade Maurice & Associates, 1985, (Must request each part separately.)

Safety Housekeeping And Accident Prevention 15 min. OWLS
Employees are encouraged to become very familiar with their jobs and aware of the risks involved. It emphasizes the importance of understanding correct operating procedures and safety rules in the handling of tools, chemicals and personal protective equipment, and being prepared for emergencies. AIMS Media, 1991.

Safety On The Job: Accident Causes And Prevention 16 min. OWLS
The five major causes of accidents in the workplace are stress, negligence, recklessness, fatigue, and overexertion. Viewers are taught to seek help to deal with personal problems and to seek ways to cooperate and help others avoid accidents. Both staff and supervisors are shown how to look for lack of attention, irritability, tenseness, conflict with fellow workers, and health problems, and to recognize them as potential safety hazards. AIMS Media, 1985.

Safety On The Job: First Aid For Accidents 20 min. WLS
The information in this film is life-saving. An injured person may die or be permanently disabled without correctly applied first aid. Through a series of vignettes, the film illustrates first aid treatment of some of the most serious accidents occurring in the workplace. The injuries include broken legs, broken backs, bleeding, head wounds, burns, and electric shock requiring CPR. AIMS Media, 1985.

Safety On The Job: The Hazards Of Substance Abuse 18 min. OWLS
The use of drugs in the workplace for any reason is a hazard. Prescription and non-prescription medicines as well as alcohol and illegal drugs reduce workers' ability to function safely. Controlled experiments revealing behavioral changes make it clear that individuals under the influence are not in control. Among the drugs tested are alcohol, amphetamines, marijuana, barbiturates, tranquilizers, antihistamines, cocaine, and PCP. The film dramatically reveals that the risk of accident is shared involuntarily by coworkers of substance abusers. AIMS Media, 1984.

Safety On The Job: Working On Ladders, Poles And Scaffolds 15 min. WLS
Aerial accidents on the job don't just happen, they're caused, in most cases by human error. This program provides important safety guidelines for working on ladders, poles and scaffolds. AIMS Media, 1988.

Safety On The Job: Working With Machinery 17 MIN. OWLS
The film teaches safety from two perspectives: personal protection of the worker and safeguarding the machine. Personal safety procedures include use of ear plugs or muff, eye protection, appropriate clothing, respiratory masks, and paying full attention. Machine safeguards include locking out a machine - blocking all possible movement, not just cutting off power; never removing safety guards; and proper operation of forklifts. AIMS Media. 1986.

Sam Walton 50 min. WLS
An A&E Biography of the "Bargain Billionaire".

Security Solution: Load Securement 18 min. OWLS
This video teaches drivers securement techniques for flat beds and van trailers to help provide safe, undamaged deliveries. It covers how to prevent cargo shifting, how to control damage caused by unstable freight, and how to reduce accidents. This makes it of use to manufacturers and industry that transport unusual objects on flat bed trailers as well as business that transport smaller shipments of materials.

Security Solution: Theft Awareness 18 min. WLS
This video addresses theft from trucks at freight terminals and parked locations as well as thefts involving violent acts such as hijacking. Drivers will learn preventive measures they can take to avoid a confrontation or theft incident and what to do if they are injured or their cargo has been stolen. This information would be appropriate for not only large trucking operations but also small businesses that transport their products by truck.

Self-esteem And Peak Performance, Vol. 1 90 min. OWLS
High self-esteem. It means seeing why things will work, not why they won't. It means solving problems instead of placing blame. It means failing, learning and trying again instead of stopping or - worse yet - never trying at all. On this video program, renowned speaker Jack Canfield will give you specific skills to help you build high self-esteem and enjoy peak performance

every day hereafter. In volume 1 you'll learn: 3 keys to high self-esteem; The importance of risk-taking in achieving peak performance; Techniques to help you leave the past behind; How to set goals as so they'll be achieved; The secret of the personal inventory: How to acknowledge and affirm your strengths. Career Track, 1988.

Self-esteem And Peak Performance, Vol. 2 95 min. OWLS

In volume 2 you'll learn how to: Use visualization to guarantee a positive outcome; How to get the most from your support systems; When - if ever - you should give up on a goal; The single best way to "give back" to people who boost your self-esteem; How to strengthen your relationships, improve your attitude and enhance your productivity, Career Track, 1988.

Selling A Business 48 min. OWLS

Business consultant Richard Jessup and attorney Leigh Meineke cover the six steps of the selling process as well as providing accounting tips and legal advice. TomKat Productions, 1994

Seven Magnificent Motivational Speakers 120 min. WLS

This program features these dynamic motivational speakers: Terry Cole-Whittaker, Jack Canfield, Rita Davenport, Mark Victor Hansen, Daniel Burrus, Les Brown and Don jolly. Chesney Communications, 1990.

Solving People Problems On The Job 26 min. WLS

Workforce values and expectations are changing, and so is the supervisor's role. Supervisors must build employee commitment and involvement, while continuing to fulfill traditional responsibilities for scheduling work, enforcing rules, and monitoring progress.

Stage Fright 13 min. OWLS

This film systematically and methodically introduces specific techniques to control fear of public speaking. Simon and Schuster Communications, 1979, Second Edition.

Starting A Home-based Business 16 min. WLS

This program examines the options of farm families who chose to create home businesses in addition to their farm business. Two Wisconsin farms serve as illustrations. UW-Madison Extension, 1989.

Stress To Your Advantage 30 min. OWLS, WLS

That old demon stress is examined, showing why some cope with it better than others. This program points the way to naturally reducing the impact of the common aggravations that plague our everyday lives. MTI Film and Video, 1986.

Successful Stress Control 55 min. WLS

In this video, Dr. Layne Longfellow presents his stress reduction training program. Audio Video Campus, 1993.

Supervising For Quality: How To Build Morale And Productivity 26 min. WLS

Workforce values and expectations are changing, and so is the supervisor's role. Supervisors must build employee commitment and involvement, while continuing to fulfill traditional responsibilities for scheduling work, enforcing rules, and monitoring progress.

Survival Guide to Windows 95 70 min. WLS

Brit Hume, a nationally syndicated computer columnist, uses his 10+ years of experience using and writing about personal computers to tell you all you need to know about Windows 95.

Surviving Office Politics 25 min. OWLS

Office politics are an inevitable part of the work world. Identifiable destructive behaviors include gossip, back-stabbing, and game playing. You will learn both the long-term and short-term consequences of office politicking. Human Relations Media.

Taking The Step Up To Supervisor 30 min. OWLS

Learn ways to establish and exercise authority, develop a clear communication style, maintain emotional control at all times, delegate effectively, prioritize activities.

Taxes: No-Brainers The Video Guides to Life 60 min. WLS

This video helps determine which forms you need and where to get them. You are guided through the 1040 step-by-step as well as more complicated tax situations such as childcare expenses, dividends, capital gains and more.

The Team Approach: How To Organize Productive Teams	24 min.	WLS
Learn how to identify project, select the right participants, nurture teams through development stages, define roles and responsibilities, build team identity, and experience the power of team synergy.		
Team Building	240 min.	WLS
Volume 1:	Highlights the effectiveness of teamwork, how to get them committed and lead them to do their best. Also deals with increasing people's self esteem and productivity.	
Volume 2:	Learn how to encourage teams to take risks and innovate as well as the essentials of good team communication. CareerTrack, 1989.	
Teamwork With Pat Riley	24 min.	OWLS
Pat Riley, one of the NBA's most successful coaches, hosts this film. Speaking directly to the viewer, Riley outlines the eight building blocks in his theory of teamwork: togetherness, equality, attitude, meshing, "We" versus "I", organization, role-playing, and kindred spirits. The film illustrates each aspect of his theory with footage of the Los Angeles Lakers and scenes of Riley using his dynamic motivational skills. Barr Films, 1988.		
Telephone Skills: Courtesy On The Line	14 min.	WLS
This program shows the proper use of the telephone in a business setting. McGraw Hill Training Systems, 1985.		
Telephone Tales	28 min.	OWLS
Few things impact a paying customer more directly than the impression your employees create over the phone, either positively or negatively. This program will give your people the critical phone skills they need to handle your valued customers Xsell Team, 1987.		
The Ten Commandments Of Networking	25 min.	OWLS
To some networking is a way of life. This video is brimming with new ideas for expanding your personal and business horizons. TomKat Productions, 1994		
Ticking Bombs: Defusing Violence In The Workplace	55 min.	OWLS
Targeted for executives, managers, supervisors and disaster response teams, this video is divided into two sections. The Prevention Sections shows how to establish & implement policies to minimize the risk of violence. Identifying potentially violent employees, avoiding hiring violent people in the first place, are some of the areas covered in this section. The Preparedness sections is for all employees involved in the aftermath planing process.		
Time For Strategic Planning	55 MIN.	OWLS
Learn Dr. Pete Johnson's "Balanced Strategy Concept," the practical six step process which will help you develop an implement a management strategy which makes practical sense. Audio Video Campus, 1993.		
Time Is Money	30 min.	WLS
Time management for the sales professional. Gives tested, time-saving techniques. Cally Curtis, 1983.		
Toxins And Poisons	12 min.	WLS
Though many toxic substances are not considered to be poisonous, this program shows why everyone should treat them with the same degree of caution as they would other harmful chemicals. It explains the serious effects toxic substances can have on the body and illustrates effective safety precautions that pertain to toxic and poisonous chemicals. AIMS Media, 1985.		
A Two Way Street: Interview Skills In Action	25 min.	OWLS
You are taken step-by-step through the interview process, from initial greeting to the closing platitudes. Human Relations Media.		
Understanding PC Networks	47 min.	OWLS
This program is an excellent starting point for those who want to learn more about and get a grasp of computer networks. M-USA Video, 1992.		
Understanding What The Customer Wants	20 min.	WLS
This programs deals with the importance of focusing on the customer's problems. You learn how to read the customer's mood and respond appropriately. Films for the Humanities & Sciences, 1991.		
Upgrading And Troubleshooting Your Pc	45 min.	WLS
Learn to diagnose and repair your computer to cut repair bills and down time. See how to extend your system's life or improve its performance with add-on or new components. M-USA Video, 1989.		

Uses Of A Business Plan	30 min.	WLS
Developing and growing a successful small business requires that you wear many hats throughout the course of the work week. The Business Scene video series was developed to assist you in handling this diversity of responsibilities. Through an informal panel discussion format, you will hear professionals, industry leaders and small business owners discuss their firm's successes and how failures were overcome, in addition to ideas on tackling everyday issues. Business Scene, 1990.		
Using the Internet for Research	35 min.	OWLS
Tips for effective surfing, utilizing search engines and how to cite internet sources correctly.		
Violence In The Workplace		WLS
Vol. 1: Strategies and prevention planning for employers. Vol. 2: Strategies and prevention planning for employees. J.J. Keller, 1995.		
A Web Not A Ladder	24 min.	WLS
This upbeat program gives down to earth advice to people who want to start their own business. Six women who own and operate successful businesses share personal stories and experiences. They offer suggestions on everything from how to deal with the sexist loan policies of major lending institutions to business ethics and personal goals. Landmark Media, 1994.		
What Will Your New Venture Demand?	20 min.	WLS
The film looks at managers, researchers, accountants, engineers, and other people whose skills are as essential to the success of a new venture as those of the entrepreneur. Beacon Films, 1983.		
What You Are Is Where You Were When	90 min.	OWLS, WLS
Dr. Morris Massey explains his theory of how people go through self-programming periods from an early age. By making people aware of this, Dr. Massey has had success in changing the ways that a person communicates and reacts to change. Films Incorporated, 1980.		
What You Are Isn't Necessarily What You Will Be	60 min.	WLS
Dr. Morris Massey profiles two generations in our society, "traditionalists" and "rejectionists." Dr. Massey compares their different definitions of success and approaches to solving problems. Films Incorporated, 1980.		
What's So Funny About Work?: How To Bring Humor To The Workplace	65 min.	OWLS
Lighten up! It's the quickest way to 1. Improve your attitude, 2. Spark creativity, 3. Reduce anxiety, etc., etc. The presenter, Helen Sutton, says you can achieve these results and more, all without telling jokes!		
Who Will Help You Start Your Venture?	20 min.	WLS
This film explores the kind and quality of assistance needed by and available to an entrepreneur in developing a business idea. It presents creative methods of obtaining information and of evaluating the assistance provided to entrepreneurs. Beacon Films, 1983.		
Who Will Your Customers Be?	18 min.	WLS
This film outlines how market research can turn the new business venture from a gamble into a calculated risk, using inexpensive common-sense methods. Beacon Films, 1983.		
Working With Difficult People	25 min.	WLS
This film outlines four steps that help minimize the negative effects of the difficult personality, and lead to agreeable working relationships. CRM/McGraw-Hill, 1984.		
Workout	30 min.	WLS
Revitalization of a company in the highly competitive women's fitness industry. Learning Corporation of America, 1984.		
Your Best Business Partner — The Public Library	35 min.	WLS
If you plan to make money in any business, the most valuable single skill that you will require is knowing how and where to find information. By following the simple, easy to understand steps outlined in this video you will be able to walk into any library, anywhere in the world, and find information that you never thought possible. Watershed Productions, 1993.		
Your Credit Rating: Credit Restoration 1, 2, 3	60 min.	WLS
Shows how to obtain your credit reports and interpret them. The Fair Credit Reporting Act is explained. How to function with		