

# Business Videocassettes

Fox Valley Library Council, Inc.  
Outagamie Waupaca Library System  
Winnefox Library System

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# Business Videocassette Collection

This catalog contains a list of business-related videocassettes provided by the Fox Valley Library Council, the Outagamie Waupaca Library System, and the Winnefox Library System; and available through local libraries for use by area businesses, business organizations, and individuals. These VHS format videocassettes address a wide variety of topics such as communications, interviewing, management development, motivation, sales training, starting a business, stress management, and time management.

## **Borrowing Information**

Titles listed in this catalog may be borrowed through any library which is a member of the Fox Valley Library Council, Outagamie Waupaca Library System, or Winnefox Library System. To order any listed videocassette, contact your local library.

Titles listed in this catalog are housed at the Appleton Public Library, resource library for the Outagamie Waupaca Library System, and the Oshkosh Public Library, resource library for the Winnefox Library System. Any of these titles may be borrowed regardless of where they are housed.

A VHS videocassette player/recorder is also available for use with these videocassettes. To reserve the player/recorder, contact your local library.

## **Copyright Restrictions**

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## **General Information**

The Fox Valley Library Council is an organization of academic, public, school, and special libraries located in a six-county area. The Business Videocassette Collection was started as the result of a federally funded Library Services and Construction Act grant. Titles were selected by a joint committee of representatives from the Fox Valley Library Council and from area business groups. Additional titles have been purchased with funds provided by Fox Valley Library Council, Outagamie Waupaca Library System, and Winnefox Library System.

Suggestions for new titles are welcomed. Contributions to help purchase additional titles are also encouraged and accepted. Questions, suggestions, and comments should be directed to one of the media services departments listed below:

### **Outagamie Waupaca Library System**

(Outagamie and Waupaca counties)  
Media Services Department, Appleton Public Library  
225 North Oneida Street • Appleton, WI 54911  
(920)832-6177

### **Winnefox Library System**

(Green Lake, Marquette, Waushara, and Winnebago counties)  
Oshkosh Public Library  
106 Washington Avenue • Oshkosh, WI 54901  
(920)236-5202

## Business Videocassettes — Subject Index

### Aids

- . . . .And Access for All
- People First: Serving People with Disabilities

### Americans With Disabilities Act

- A Funny Thing Happened on the Way to Diversity
- Americans with Disabilities Act:
  - New Access to the Workplace
- Breaking the Attitude Barrier:
  - Learning to Value People with Disabilities

### Biography

- Iacocca: An American Profile

### Body Language

- Body Business

### Business

- Acquiring an Existing Business
- Business Law

### Business Plans

- Creating a Business Plan
- Uses of a Business Plan

### Business Research

- Internet Tips and Tricks
- Using the Internet for Research
- Your Best Business Partner - The Public Library

### Cargo Security and Containment Measures

- Security Solution: Load Securement

### Chemical Hazard Identification And Training Series

- Biological Hazards
- Carcinogens, Mutagens, and Teratogens
- Chemical Hazard Identification and Training:
  - Introductory Overview
- Corrosives and Irritants
- Flammables, Combustibles, and Explosives
- Radiation Hazards
- Toxins and Poisons

### Communication

- Be Prepared for Meetings
- Body Business
- Clear Writers' Hit Squad
- Controlling the Confrontation: Arch Lustberg on Effective Communication Techniques
- How to Become an Effective Listener
- How To Make a Speech
- Making Meetings Count
- Making Meetings Work
- Memory Fixing
- Open the Door
- Perfecting the Art of Criticism
- Professional Telephone Skills
- Reading People Right
- Stage Fright
- Telephone Skills: Courtesy on the Line
- Telephone Tales
- You're Not Communicating, Second Edition

### Competition

- Hard Sell — Soft Sell
- Workout

### Computer

- Artificial Intelligence
- Basic Computer Literacy
- Creation of the Computer
- Learning Wordperfect 6.1 for Windows, vol. 1-5
- Learning Windows 95
- Mastering Microsoft Windows 98:
  - Making the Most of Your Upgrade
- Microsoft Office 97: Introductory Skills Course
- Nerds 2.01: Internet

### Concentration

- The Juggler

### Conflict

- Conflict Management

### Credit Rating

- Your Credit Rating: Credit Restoration 1, 2, 3

### Customer Service

- Building a Customer-Driven Organization
- Customer Service: It Pays to Please
- How to Give Exceptional Customer Service
- Professional Telephone Skills
- Telephone Tales
- Telephone Skills: Courtesy on the Line

### Diversity

- Making Diversity Work

**Drugs**

Everything Looks So Normal  
Managing Substance Abuse in the Workplace  
Safety on the Job: The Hazards of Substance Abuse

**E-Mail**

E-Mail for Everyone

**Emergency Preparedness/Crisis Management Series**

Crisis Management  
Emergency Preparedness  
Emergency Evacuation Procedures  
How to Respond in an Emergency  
Incident Prevention

**Employee Training**

Solving People Problems on the Job

**Enterprise Series**

Bankrupt  
Buy Out  
Cash on the Vine  
Catfish Fever  
Chef's Special  
The Colonel Comes To Japan  
Fired  
Hard Sell—Soft Sell  
Sam Walton  
Start Up  
Workout

**Ethics**

Anatomy of a Corporate Takeover

**Food**

Cash on the Vine  
Catfish Fever  
Chef's Special  
The Colonel Comes to Japan

**Growing A Business Series**

Volume 1: Great Game of Business  
Volume 2: Beginnings  
Volume 3: Money  
Volume 4: Product  
Volume 5: Growing Pains  
Volume 6: Numbers  
Volume 7: Employees  
Volume 8: Service  
Volume 9: Marketing  
Volume 10: The Broader View

**Human Engineering**

Ergonomics and Your Health  
Industrial Ergonomics

**Human Resources Management**

Buy Out  
Conducting a Termination  
Contract Employees  
Conquering Team Conflict  
Energy for All Reasons (Parts 1-2)  
Fired  
Hiring and Firing Full-time Employees  
How to Positively Influence Anybody  
Improving Employee Performance  
It's All Part of the Job  
9 Traits of Highly Successful Work Teams  
Risk, The Way to Grow, Part 1: Touch and Grow  
Risk, The Way to Grow, Part 2: Get Up and Get Growing  
Teamwork with Pat Riley  
What's So Funny About Work?: How to Bring Humor into the Workplace

**Industrial Safety**

Back Care and Safety  
Biological Hazards  
Bloodborne Pathogens in the Workplace  
Carcinogens, Mutagens, and Teratogens  
Chemical Hazard Identification and Training:  
Introductory Overview  
Chemical Safety in the Laboratory  
Corrosives and Irritants  
Flammables, Combustibles, and Explosives  
Game Plan for Good Hearing  
Hand and Power Tool Safety  
Hand, Wrist and Finger Safety  
Industrial Ergonomics  
Ladder Safety  
Loader-Backhoe Safety  
Lock Out/Tag Out  
Radiation Hazards  
Safety Housekeeping and Accident Prevention  
Safety on the Job: Working on Ladders, Poles and Scaffolds  
Safety On The Job: Working with Machinery  
Toxins and Poisons  
Violence in the Workplace. vol. 1-2

**International Business**

The Colonel Comes to Japan  
People and Productivity: We Learn from the Japanese

**Interviewing**

Interview power  
The Interview: The Right Person for the Right Job  
Interviewing: No-Brainers The Video Guides to Life

**Investments**

Bankrupt  
Catfish fever

## **Job Hunting**

How I Found a New Job in Six Weeks - After Being Laid Off

## **Leasing**

How to Buy or Lease Commercial Real Estate  
Contract Employees

## **Management**

Bankrupt  
Buy Out  
Change Master Companies:  
    Putting the Theory into Action  
The Change Masters: Understanding the Theory  
Excellence in the Public Sector  
Fired  
Managers with Impact: Versatile and Inconsistent  
Managing Performance Problems  
A Passion for Excellence  
Team Building  
Teamwork with Pat Riley

## **Management Development**

Achieving Excellence  
Be Prepared to Lead  
Coaching and Counseling:  
    Management Tools for Improving Performance  
Conflict Management  
Contract Employees  
Decision Exercise: Dealing with Difficult Situations  
Exercises in Leadership Skills  
Hiring and Firing Full-time Employees  
Learning To Think Like a Manager  
Making Meetings Count  
Managers Can Avoid Wasting Time  
Time for Strategic Planning

## **Manufacturing**

Buy Out  
Iacocca: An American Profile  
Managers with Impact: Versatile and Inconsistent  
Minding My Own Business :  
    vol. 8 Manufacturing & Distribution

## **Marketing**

Cash on the Vine  
Chef's Special  
Hard Sell—Soft Sell  
Marketing on the Internet  
Marketing: Winning Customers with a Workable Plan  
Workout

## **Microcomputers**

Understanding PC Networks  
Upgrading and Troubleshooting Your PC

## **Minding My Own Business Series**

Evaluation  
Financing  
Franchise Business  
Homebased Business  
Hospitality Business  
Inspiration and Motivation  
Managing  
Manufacturing & Distribution  
Marketing  
Planning  
Professionals in Business  
Retail Business  
Service Business

## **Motivation**

Achieving Excellence  
Are you Satisfied?  
Conflict Management  
Do Right!  
Energy for All Reasons  
Excellence in the Public Sector  
How to Achieve Success with Self-Management  
How to Become a Top Performer  
How to Build a A Top Performer's Attitude  
Leadership: People Potential Now!  
Seven Magnificent Motivational Speakers  
The Inside Track  
Memory Fixing  
A Passion for Excellence  
The Quality Revolution  
Risk, The Way to Grow, Part 1: Touch and Grow  
Risk, The Way to Grow, Part 2:  
    Get Up and Get Growing  
Self Esteem and Peak Performance, Volume 1  
Self Esteem and Peak Performance, Volume 2  
Teamwork with Pat Riley  
What You Are Is Where You Were When  
What You Are Isn't Necessarily What You Will Be

## **Negotiation**

Do We have a Deal?  
Negotiate Like the Pros

## **Occupational Safety And Health**

### **Administration (Osha)**

Biological Hazards  
Bloodborne Pathogens in the Workplace  
Carcinogens, Mutagens, and Teratogens  
Chemical Hazard Identification and Training:  
    Introductory Overview  
Chemical Safety in the Laboratory  
Corrosives and Irritants  
Crisis Management  
Emergency Preparedness  
Flammables, Combustibles, and Explosives  
Game Plan for Good Hearing  
Incident Prevention  
Lock Out/Tag Out  
Radiation Hazards  
Toxins and Poisons

## **Office Management**

Organize Your Space

## **Paper Management**

Organize Your Space

## **Performance Appraisals**

Conducting the Performance Appraisal:

Be a Coach, Not a Judge

## **Product Quality**

The Quality Revolution

## **Productivity**

Listening: the Key to Productivity

Get More Done in Less Time

## **Promotion**

Promotion: Solving the Puzzle

## **Restaurant Management**

Chef's Special

It Pays to be a Pro

## **Quality Of The Workplace**

A Perfectly Normal Day

Safety on the Job: Accident Causes and Prevention

## **Quality Improvement**

Cornerstones of Quality: Action Strategies for Growth,  
Quality Improvement, and Enhanced Profitability

## **Retail**

Minding My Own Business : vol. 7 Retail Business

## **Risk Taking**

Buy Out

Catfish Fever

Chef's Special

## **Safety**

Back Care and Safety

Employee Education: Office Safety

Ergonomics and Your Health

Fire! Fire!

Fire Safety: Everyone's Job

Fire Safety: Fire Extinguishers

Game Plan for Good Hearing

Hand and Power Tool Safety

Hand, Wrist and Finger Safety

Ladder Safety

Loader-Backhoe Safety

Safety Housekeeping and Accident Prevention

Safety on the Job: Accident Causes and Prevention

Safety on the Job: First Aid for Accidents

Safety on the Job: Working on Ladders, Poles and  
Scaffolds

Safety on the Job: Working with Machinery

Violence in the Workplace. Vol. 1 - 2.

## **Safety On The Job Series**

Safety on the Job: Accident Causes and Prevention

Safety on the Job: First Aid for Accidents

Safety on the Job: The Hazards of Substance Abuse

Safety on the Job: Working on Ladders, Poles and  
Scaffolds

Safety on the Job: Working with Machinery

## **Safety Management**

Behavior Based Safety Video - A Scott Geller Program

## **Sales Training**

Be Prepared to Sell

Gentle Art of First Call Closing

Making Your Cold Calls Count

New Selling with Service

Power-Packed Selling

Time Is Money

## **Sexual Harassment**

Employee Awareness: Sexual Harassment

Proactive Management and Sexual Harassment:  
Recognition, Intervention, Prevention

The Power Pinch

## **Small Business**

Are You an Entrepreneur?

Do You Need a Business Plan?

Growing a Business Series

Volume 1: Great Game of Business

Volume 2: Beginnings

Volume 3: Money

Volume 4: Product

Volume 5: Growing Pains

Volume 6: Numbers

Volume 7: Employees

Volume 8: Service

Volume 9: Marketing

Volume 10: The Broader View

Home-Based Business: A Winning Blueprint

How Much Capital Will You Need?

How To Really Start Your Own Business

How to Start Your Own Successful Business

How To Succeed in a Home Business

Marketing: Winning Customers with a Workable Plan

Minding My Own Business Series

Evaluation

Financing

Franchise Business

Homebased Business

Hospitality Business

Inspiration and Motivation

Managing

Manufacturing & Distribution

Marketing

Planning

Professionals in Business

Retail Business

Service Business

NBR Starting A Business

Promotion: Solving the Puzzle

Starting a Home-Based Business

The Business Plan: Your Road Map for Success

What Will Your New Venture Demand?

Who Will Help You Start Your Venture?

Who Will Your Customers Be?

**Social Problems**

The Colonel Comes to Japan  
Fired  
Hard Sell—Soft Sell  
The Power Pinch  
Working with Difficult People

**Starting A Business—See**

Growing a Business Series  
Starting a Business Series

**Starting A Business Series**

Are You an Entrepreneur?  
Do You Need a Business Plan?  
How Much Capital Will You Need?  
What Will Your New Venture Demand?  
Who Will Help You Start Your Venture?  
Who Will Your Customers Be?

**Stress Management**

Energy for all Reasons  
Stress to Your Advantage  
Successful Stress Control  
Your Own Worst Enemy: Stress

**Success In Business**

Achieving Excellence  
The E Myth: Why Most Businesses Don't Work and  
What To Do About It

**Supervision**

Contract Employees  
Face to Face  
Hiring and Firing Full-time Employees  
Supervising for Quality: How to Build Morale and  
Productivity  
Taking the Step Up to Supervisor  
Working with Difficult People

**Taxes**

Taxes: No Brainers The Video Guides to Life

**Telephone In Business**

Cost Effective Telephone System Management

**Telephone Skills**

Make the phone work for you  
Making Your Cold Calls Count  
Professional Telephone Skills  
Telephone Skills: Courtesy on the Line  
Telephone Tales

**Time Management**

How to Manage Time  
Managers Can Avoid Wasting Time  
Time Is Money

**Trucking Industry - Theft**

Security Solution: Theft Awareness

**Windows 95**

Survival Guide to Windows 95

**Windows 97**

Microsoft Office 97: Introductory Skills Course

**Windows 98**

Mastering Microsoft Windows 98:  
Making the Most of Your Upgrade

**Wisconsin - Economic Conditions**

Choices

**Women In Business**

Minding My Own Business Series  
Evaluation  
Financing  
Inspiration and Motivation  
Managing  
Marketing  
Planning

**Work Teams**

The Team Approach: How to Organize Productive Teams

**Workplace Violence**

Ticking Bombs: Defusing Violence in the Workplace