

A. ASSESSMENT

BALDRIGE ASSE/BALD

114 Baldrige National Quality Program—Education Criteria for Performance Excellence 2008
Book—76 pages

D. LEADERSHIP/SUPERVISION

LEAD/SUPV

099 After All, You're the Supervisor

Binder—Video, Leader's Guide—39 pages (Preview Version), Leader's Guide—71 pages,
Participant's Workbook—12 pages and CD-ROM (10 copies)

100 Succession Planning Basics—A Complete How-to Guide to Help You: Understand the Key
Benefits of Succession Planning, Design a Strategy Based on Realistic Assessments, and
Implement a Complete Organization-Wide Plan, by Christee Babour Atwood

Book—109 pages

You'll gain an understanding of essential concepts in succession planning and learn how to develop a team to support this project. The team helps assess your organization's leadership needs, determine key positions, and identify core competencies those positions require. Tools and step-by-step processes are provided for designing the actual succession plan, along with guidance for implementing and evaluating the plan.

F. PERSONAL DEVELOPMENT

GENERAL

PERS/GENL

089 The Macho Paradox—Why Some Men Hurt Women and How All Man Can Help, by
Jackson Katz

Book—296 pages

A major premise of this book is that the long-running American tragedy of sexual and domestic violence—including rape, battering, sexual harassment, and the sexual exploitation of women and girls—is arguably more revealing about men than it is about women. Men, after all, are the ones committing the vast majority of the violence. Men are the ones doing most of the battering and almost all of the raping. Men are the ones paying the prostitutes (and killing them in video games), going to strip clubs, renting sexually degrading pornography, writing and performing misogynistic music.

090 The Seven-Step Path To Becoming Truly Organized—It's Hard to Make a Difference When
You Can't Find Your Keys, by Marilyn Paul, Ph.D.

Book—303 pages

Management consultant Dr. Marilyn Paul guides you on a path to personal change that will bring true relief from the pain and stress of disorganization. Unlike other books on getting organized, *It's Hard to Make a Difference When You Can't Find Your Keys* offers a clear seven-step path to personal development that is comprehensive in nature.

H. TEAMWORK

TEAM

029 Lessons in Loyalty: How Southwest Airlines Does It—An Insider's View, by Lorraine Grubbs-West

Book—125 pages

Southwest Airlines has a secret sauce, namely its incredible workforce of leaders at all levels. Lessons in Loyalty is an insider's clear, concise and energizing teachable point of view on how to build such a winning team.

I. WORKPLACE ISSUES

TRAINING/DEVELOPMENT

WORK/TRGDEV

128 Training Design & Delivery (2nd. Ed.), by Geri E. McArdle

Book—234 pages

Author Geri McArdle provides an easy-to-understand 20-step training system model, along with dozens of useful standard forms and client memorandums, step-by-step methodology checklists, and other job aids. It features a comprehensive trainer's toolkit that provides tips and techniques on subjects ranging from internal consulting to course construction, to games and retention exercises.

129 Presentation Skills Training—Exercises, Handouts, Assessments, and Tools to Help You: Create presentation training for all levels in your organization, Understand key concepts, assess readiness, and avoid common pitfalls, and Become a more effective and efficient presenter.

Book—203 pages and CD-ROM

The guidebook and its accompanying CD-ROM include: Direction for assessing your organization's needs, How to design, facilitate, and evaluate your workshops, Ready-to-use documents (4 assessments, 11 tools, 16 training instruments, and 18 learning activities, and Agendas and PowerPoint files for one-hour, half-day, full-day, or two-day workshops.

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