

Facilities Services Self-Help Materials To Borrow

| Titles | Audio DVD'S/ VHS | Author | Publisher |
|--|------------------|--------|--------------|
| DVD's with Manuals/ Textbooks | | | |
| Assertive Communication Skills - How to communicate powerfully, in a style that's comfortable for you. | 4 DVD's | | Career Track |
| Dealing With Conflict & Confrontation - Keep your cool, stand your ground & reach a positive solution | 4 DVD's | | Career Track |
| How to Overcome Negativity in the Workplace - Training to help you create a more positive, productive work environment | 4 DVD's | | Career Track |
| Reading Dynamics | 1 DVD | Wood | Evelyn Wood |
| Self-Discipline & Emotional Control - How to stay calm & productive under pressure | 6 DVD's | | Career Track |
| The World Famous Speed-Reading Program | 6 DVD's | Wood | Evelyn Wood |
| 21 Ways to Defuse Anger & Calm People Down - Learn peacekeeping skills you'll use to prevent blowups, mediate disputes, & foster teamwork. | 4 DVD's | Staver | Career Track |

| | | | |
|--|--|----------------------|------------------------|
| Textbooks | | | |
| Assert Yourself - Developing power-packed communication skills to make your points clearly, confidently, and persuasively. | | Contini | SkillPath Publications |
| Challenging Change - Five Steps for Dealing Positively with Change | | DeForest & Steinberg | SkillPath Publications |
| Coaching and Counseling - A Practicle Guide for Managers and Team Leaders | | Minor | Crisp Learning |
| Discovering Your Purpose | | Haley | SkillPath Publications |
| Empowerment - Building a committed workforce | | Scott & Jaffe | Crisp Learning |
| Excellence in Supervision - Essential skills for the New Supervisor | | Conlow | Crisp Learning |
| Going for the Gold - Winning the Gold Medal for Financial Independence | | Bissett | SkillPath Publications |
| Great Openings & Closings - 28 ways to launch and land your presentations with punch, power, and pizzazz | | Varga | SkillPath Publications |
| Lifescrpts - What to say to get what you want in life's toughest situations | | Pollan & Levine | Wiley & Sons |
| Managing Disagreement Constructively - Conflict Management in Organizations | | Kindler | Crisp Learning |
| Organized for Success - 95 Tips for Taking Control of Your Time, Space, & Life. | | McGraw | SkillPath Publications |
| Out of Chaos - A history of the Vietnam War and how it affected Mankato, MN. | | Nickerson | MSU Printing Services |
| Productivity Power - 250 Great Ideas for Being More Productive | | Temme | SkillPath Publications |
| Saying "No" to Negativity - How to Manage Negativity in Yourself, Your Boss, & Your Co-Workers | | Kaye | SkillPath Publications |
| Stress Control | | Bell | SkillPath Publications |
| The Business of Listening - A practicle guide to effective listening | | Bonet | Crisp Learning |
| The Mentoring Advantage - How to Help Your Career Soar to New Heights | | Grout | SkillPath Publications |
| Treasure Hunt - 10 Stepping stones to a new and more confident you! | | Grout | SkillPath Publications |

| | | | |
|---|---------|------------|-------------------------|
| DVD's/ VHS | | | |
| Dealing With Different, Diverse (and Difficult) People | 7 DVD's | Braunstein | SkillPath Publications |
| Hardcore Self-Help That's Funny | 1 VHS | Winget | |
| How to Delegate Work and Ensure It's Done Right | 4 DVD's | | Career Track |
| How to Organize Your Life & Get Rid of Clutter - Learn to clear your home & office of the messy buildups that cramp your mind & productivity. | 4 DVD's | | Career Track |
| Quality... Do it Right | 1 VHS | | Vica |
| Self-Esteem & Peak Performance | 8 DVD's | Canfield | Career Track |
| The Success Principles - Your 30-Day journey from where you are to where you want to be. | 7 DVD's | Canfield | Canfield Training Group |
| Self-Esteem & Peak Performance - Live life with energy & optimism | 8 DVD's | Canfield | Career Track |
| The Success Principles | 7 DVD's | Canfield | Canfield Training Group |
| Twelve Secrets to High Self-Esteem | 7 DVD's | Larsen | SkillPath Publications |

| | | | |
|---|--------|-------|----------|
| Software | | | |
| Outlook - Interesting and informative information for the beginner or for the old pro Office Suite user. | 3 CD's | Olsen | LearnKey |
| Excel - Interesting and informative information for the beginner or for the old pro Office Suite user. | 3 CD's | Olsen | LearnKey |
| Word - Interesting and informative information for the beginner or for the old pro Office Suite user. | 3 CD's | Olsen | LearnKey |
| Powerpoint - Interesting and informative information for the beginner or for the old pro Office Suite user. | 3 CD's | Olsen | LearnKey |
| Access - Interesting and informative information for the beginner or for the old pro Office Suite user. | 3 CD's | Olsen | LearnKey |