

**LEISURE SERVICES DEPARTMENT**

**RESOURCE CENTRE CATALOGUE**

**Located in the Leisure Services Boardroom at City Hall**

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# GENERAL INFORMATION AND PROCEDURES

## GENERAL INFORMATION

- \* A copy of our Resource Catalogue is located in the Resource Centre, in Support Services, and at the five sites. The catalogue contains a list of all resources available in the Leisure Services Resource Centre plus resources available through the Human Resources Department. It will be updated semi-annually by Support Services.
- \* If you have any resources you feel should be catalogued in the Resource Centre, please give them to the Leadership Development Consultant.
- \* The Resource Centre is open 8:09 a.m. to 5:00 p.m. Monday through Friday.
- \* Resources are available to all City of Saskatoon employees.
- \* Resources may be taken out for four weeks and renewed if necessary.

## PROCEDURES

### Books

- \* Books are listed by subject and by title in the Resource Catalogue. All books are in numerical sequence within their subject area.
- \* If you remove a book from the shelf, place it back in numerical order within that subject area or place in the book/journal return basket.
- \* To sign out a book:
  - Take the card out of the inside front/back cover.
  - Print your name, phone number, and date on the card.
  - Place the card in the card basket in the Resource Centre.
- \* Return book to the book/journal return basket in the Resource Centre or leave it with Support Services if the Resource Centre is in use.

### Journals and Magazines/Resource Files

- \* To sign out a journal or file:
    - Fill out the journal/resource file sign out sheet with the name and issue (month, year) of the journal, your name and phone number and date borrowed.
  - \* Return journal or file to the book/journal return basket in the Resource Centre or leave it with Support Services if the Resource Centre is in use.
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# MAGAZINES AND JOURNALS

**Abilities**

**Active Living**

**Benefits of Parks & Recreation**

**Bits & Pieces**

**Black Flash**

**Blizzard**

**Bulletin**

**Canadian Social Trends**

**Changing Patterns of Work & Leisure**

**Communication Briefings**

**Computer - Aldus**

**Computer - DBMS**

**Computer - Miscellaneous**

**Computer - Visual Basic**

**Cornerstones**

**Craft Factor**

**Customer Service**

**Dialect**

**Entourage**

**Facade**

**Faces**

**Focus on Culture**

**Folklore**

**Free Lance**

**Heritage Canada**

**Impact**

**Journal of Leisurability**

**Journal of Park & Recreation**

**Administration**

**Leadership**

**Leisure Watch**

**Marketing Recreation Classes**

**Network News**

**Parks & Recreation**

**Parks & Recreation Canada**

**Practical Supervision**

**Programmers Information Network**

**Pryor Report**

**Recreation Saskatchewan**

**Voluntary Action Leadership**

**Working Smart**

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# RESOURCE FILES

**Aboriginals**  
**Becoming Successful/Winning**  
**Board Building**  
**Board Organization**  
**Budgeting/Finance Accountability**  
**Building Credibility**  
**Careers in Recreation**  
**Change - Dealing With**  
**Child Development**  
**Committees**  
**Communication Skills**  
**Community Association Overview**  
**Community Development**  
**Community Issues**  
**Day Camp**  
**Drama**  
**Evaluation of Volunteers**  
**Facilitation**  
**Feedback - Giving & Receiving**  
**Fundraising**  
**Games**  
**Group Development**  
**Group Dynamics**  
**Hobbies & Crafts (1)**  
**Hobbies & Crafts (2)**  
**How to Incorporate**  
**Image of Your Association/Newsletter**  
**Leadership Issues**  
**& Program Services Branch**  
**Leisure/Recreation**  
**Managing Conflict**  
**Meetings**  
**Minute Taking**  
**Mixers & Ice Breakers**  
**Motivation**  
**Music**  
**Needs Assessment & Programming**  
**Neighbourhood Watch**  
**Nutrition**  
**Organizational Assessment**  
**Osteoporosis**  
**Parks (Green Space)**  
**Physical Fitness**  
**Planning**  
**Play Leader Training**  
**Policy Development**  
**Privatizing Parks & Recreation**  
**Problem Solving**  
**Program Development**  
**Program Planning (1)**  
**Program Planning (2)**  
**Program Registration**  
**Public Speaking**  
**Publicity/Media**  
**Recreation Facilities**  
**Role of Chairperson**  
**Seniors**  
**Special Events**  
**Sports**  
**Stress Management**  
**Time Management**  
**Tourism**  
**Training (1)**  
**Training (2)**  
**Training (3)**  
**Trends**  
**Volunteer Orientation & Training**  
**Volunteer Recognition**  
**Volunteer Recruitment**  
**Volunteers**  
**Writing Skills**  
**Youth (1)**  
**Youth (2)**

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# STRUCTURED EXPERIENCE KIT

This box is full of resources to be used by leaders/trainers or facilitators for training. There are 304 different structured experiences to choose from. The trainer chooses the category depending upon the goal of the training or the information to be learned.

There are 6 major categories to choose from based on the goals of the experience:

**Personal** - activities that focus on the expansion of personal insight, awareness, and development of interpersonal skills.

**Communication** - activities that emphasize verbal and non-verbal communication skills, especially in interpersonal and intragroup relationships.

**Group Characteristics** - activities that examine how individuals affect group functioning

**Group Task Behaviour** - activities that focus on how groups organize and function to accomplish objectives.

**Organizations** - activities that help individuals and groups function within an organizational context.

**Facilitating Learning** - activities that create a climate of responsiveness and encourage skill development.

## Examples:

- 1) You wanted to lead a group through experiencing different leadership styles and the effects that these styles have on the performance of subordinates.

There is an activity under Group Characteristics that you can use to lead your group through this experience.

- 2) You need an activity or experience to improve the relationship between majority - minority groups.

There is an activity under Organizations that leads your group through a process to explore this issue.

There are 304 experiences to choose from covering numerous situations. Each activity details:

- the goals
- time required
- type of room
- group size
- materials needed
- process

It is kept in the library above the pamphlets and files filing cabinet. There is a sign out sheet in the library for it.

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## BOOKS - SUBJECT AREA

Budgeting/Finance/Grants/Fundraising .....	BF
Community Development/Planning .....	CD
Computer Resources .....	CR
Consulting .....	CO
Customer Service .....	CS
Facilities .....	FC
Health and Fitness .....	HF
Heritage .....	HT
Interest Group - Aboriginal .....	IA
Interest Group - Disabled .....	ID
Interest Group - Seniors .....	IS
Interest Group - Women .....	IW
Interest Group - Youth .....	IY
Labour Relations .....	LR
Lifeskills .....	LS
Literary Arts .....	LA
Management Supervision .....	MS
Marketing/Publicity/Public Relations .....	MP
Meewasin .....	MW
Miscellaneous Resources .....	MR
Multicultural .....	MC
Needs Assessment .....	NA
Neighbourhood Profiles .....	NP
Organizational Development .....	OD
Outdoor Recreation .....	OR
Parks .....	PK
Performing Arts .....	PA
Professional Development .....	PD
Program Delivery .....	PG
Program Design .....	PM
Program Evaluation .....	PE
Publications - Corporate/Department .....	PC
Publications - Federal .....	PF
Publications - Provincial .....	PP
Publications - Saskatoon .....	PS
Risk Management .....	RM

## **BOOKS - SUBJECT AREA continued**

Saskatchewan Parks and Recreation Association (SPRA) .....SP  
Sports and Games .....SG  
Trends .....TR  
Visual Arts .....VA  
Volunteer Development .....VD

## **BOOK LISTING BY SUBJECT**

**BUDGETING/FINANCE/GRANTS/FUNDRAISING.....BF**

101 Ways to Raise Resources .....01  
A Handbook for Cultural Trustees .....02  
Artists and Entrepreneurs: A New Approach to Business Support for the Arts .....03  
Assessing Impact .....04  
Cost Revenue Squeeze .....05  
Doing More with Less - In Parks and Recreation Service .....06  
Financing a Common Wealth .....07  
Grass Roots Fundraising Book - How to Raise Money in your Community .....08  
Helping You Helps Me: A Guide Book for Self-Help Groups .....09  
Know Your Costs - A Guide to Cost Analysis for Recreation Managers .....10  
Money Isn't Everything- A Survival Manual for Non-profit Organizations .....11  
Non-Program Revenues - 500 Fund Raising Ideas .....12  
Organizing for Local Fundraising.....13  
Team Net Factor, The .....14

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**COMMUNITY DEVELOPMENT/PLANNING** ..... **CD**

Benefits of Parks and Recreation, The .....	01
By Opportunity of Leisure .....	02
Calgary Parks & Recreation 1994 - 1998 Business Plan.....	03
Club Activities .....	04
Community Health Centres and Community Development .....	05
Community Participation, A Guide to Participative Planning.....	06
Foundation for the Future .....	07
From Artspeak to Artsaction .....	08
Help Wanted! - A Personnel Selection Guide for Recreation Boards .....	09
Leisure Education - Facilitator Resource Handbook .....	10
Maintaining and Enhancing the Sense of Place for Small Communities .....	11
Now that you are a Recreation Board Member .....	12
Plan Saskatoon - Take Part. It's your Future .....	13
Planning, for a Change .....	14
Recreation Board Manual .....	15
Resource Series - Assessing Your Target Group .....	16
Resource Series - Developing Your Non-Profit Organization .....	17
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Resource Series - Money Matters .....	20
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Skills Program - Time Management (1) .....	35
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**COMMUNITY DEVELOPMENT/PLANNING.....CD**

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Skills Program - Volunteers Working Together (2).....38  
Flying High - A Practical Manual for School Volunteer Coordinators .....39  
Benefits Catalogue, The .....40

**COMPUTER RES OURCES ..... CR**

Running Microsoft Excel 4 ..... 01

**CONSULTING.....CO**

101 Ways to Make Training Active .....01  
Art of Facilitation, The .....02  
Encyclopedia of Group Activities, The .....03  
Encyclopedia of Icebreakers, The .....04  
Flawless Consulting .....05  
Group Facilitation - Theories and Models for Practice .....06  
Groups: Leadership and Group Development .....07  
Robert’s Rules of Order - The Standard Guide to Parliamentary Procedure .....08  
Saying Goodbye: Ending a Group Experience .....09  
Saying Hello: Getting Your Group Started .....10  
Zen of Groups, The .....11  
Consulting Process in Action, The .....12

**CUSTOMER SERVICE.....CS**

36 Ways to Improve Customer Relations .....01

37 Quick and Easy Tips You Can Use to Keep Your Customers .....02

Customer Services and Customer Relations .....03

How to Give Exceptional Customer Service (Video) (1) .....04

How to Give Exceptional Customer Service (Video) (2) .....05

Service and Satisfaction - A "Front-Line" Employee's Workbook .....06

Employee's Customer Services Handbook, The .....07

Welcome Aboard - A Staff Orientation Handbook .....08

Striving for Excellence - The Answer Starts with People .....09

**FACILITIES** ..... **FC**

Cosmo Civic Centre - Program Space Descriptions .....01  
Facility Guide - Planning, Design and Operation Volume I .....02  
Functional Program - Wanuskewin Heritage Park - Meewasin .....03  
Kinsmen Park - Site Development Plan .....04  
Paris Playground Equipment Inc. - Catalogue .....05  
Parks and Recreation Facilities of Saskatoon, The .....06  
Planning Canadian Campgrounds .....07  
SRFA's Sport, Culture, Recreation & Facility Directory .....08  
Joint-Use Agreements - 1985 (The Community and the School) .....09  
Share It! Some Approaches to the Joint Use of Community Facilities .....10  
Childspace Playgrounds Ltd. - Catalogue .....11

**HEALTH AND FITNESS** ..... **HF**

A Saskatchewan Vision for Health - A Framework for Change ..... 01

Active Living - Building Active Living in Your Community (resource kit) ..... 02

Active Living Communities - Collective Action (1) ..... 03

Active Living Communities - Collective Action (2) ..... 04

Active Living Resource Directory ..... 05

Active Sitting Program, The (Tape) ..... 06

Be Fit Be Fun ..... 07

Burn Out ..... 08

Community Health Centres and Community Development ..... 09

Make the Active Choice ..... 10

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Employee Fitness ..... 12

Fitness Administrators ..... 13

Fitness and Aging ..... 14

Fitness and Lifestyle in Canada ..... 15

Fitness Leader's Manual ..... 16

Forever Fit II - Chair Exercises for Mature Adults (Video) ..... 17

Get Winter Active ..... 18

Making the Move ..... 19

National Fun and Fitness Manual - Couch Potato ..... 20

Nutrition in the Parks ..... 21

On the Move - Reference Guide ..... 22

Physical Activity and the Child - Review and Synthesis ..... 23

Stand Tall! Every Woman's Guide to Preventing Osteoporosis ..... 24

Strength Training ..... 25

Stretch and Tone Instructional Manual ..... 26

Stronger Together: A Framework for Health Services in Saskatoon & District ..... 27

Walking Plus Program ..... 28

Where the Action Is - Innovative Physical Activity Program for Youth ..... 29

National Coaching Certification Program - Coaching Theory 1 ..... 30

National Coaching Certification Program - Coaching Theory 2 ..... 31

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Getting Fit - Staying Fit Healthy Living Home Study Course (1) ..... 33

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Health Promotion Initiatives, March 1995 - Saskatoon District Health ..... 35

Health Promotion Initiatives Conference 1996 - Saskatoon District Health ..... 36

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**HEALTH AND FITNESS .....HF**

Recreation - Health Alliance - Welcome to Wellness - (Resource kit, S.P.R.A.) .....37  
The Community Recreation Therapist Project .....38

1994 Resource Library ..... 01

A Manual for Main Street Interpretation ..... 02

A Museums Policy for Saskatchewan (1) ..... 03

A Museums Policy for Saskatchewan (2) ..... 04

A Proposal for an Urban Interpretive System: Calgary ..... 05

A Selected Bibliography for Garden History in Canada ..... 06

Approaching Ontario's Past ..... 07

Approaching Ontario's Past - The Artifact: What Can it Tell us about the Past? ..... 08

Be a Friend of the Zoo ..... 09

Beaver Creek Human Heritage Interpretation ..... 10

Broadway: Through Boom and Bust and Back Again! ..... 11

Buildings of Canada, The ..... 12

Cathedral of St. John the Evangelist, The ..... 13

City-Wide Profile - Heritage Leisure Needs ..... 14

Discovering Sutherland - A Resource Guide for Community Heritage Projects ..... 15

Discovering Your Community - The Ontario Historical Society ..... 16

Forgotten Household Crafts - A Portrait of the Way We Once Lived ..... 17

Free People - Otipemisiwak, The - Batoche, Saskatchewan 1870 - 1930 ..... 18

Heritage 2000 - A Strategy ..... 19

Heritage Day! Heritage Week! Let's Celebrate! ..... 20

Heritage Directory 1996, The ..... 21

Heritage Industry, The - Britain in a Climate of Decline ..... 22

John W. Gibson - His Life and Work ..... 23

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Knox Church, Saskatoon - 1885 - 1985 ..... 25

Local History in British Columbia ..... 26

Marr Residence - Report on the Public Education Project and Research Activities ..... 27

Memorial Gates Location Study ..... 28

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Pioneer Cook, The - A Historical View of Canadian Prairie Food ..... 32

Pioneers in Public Recreation ..... 33

Promoting the Past - A Handbook of Suggestions for Effective Historical Programming ..... 34

Research Report Heritage Awareness Program ..... 35

Saskatchewan Guide to Historic Sites of the North West Rebellion ..... 36

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Saskatchewan Heritage Directory 1991.....37

Saskatchewan Museums - A Traveller's Discovery Guide.....38

Saskatchewan Soccer - A History .....39

Saskatchewan's Recreation Legacy .....40

Saskatoon Imagined - Art and Architecture in the Wonder City.....41

Saskatoon's Electric Transit - The Story of Saskatoon's Streetcars and Trolley Buses.....42

Saving Our City - Saskatoon's - Protected Heritage Structures (1).....43

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Indian Treaty Rights .....03

Living in Harmony .....04

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Saskatoon Tribal Council .....06

A Study of the Unmet Needs of Off-Reserve Indians and Metis Elderly in SK .....07

Native Innovative Recreation Program 1986 .....08

Aboriginal Voices - The Magazine of Evolving Native American Arts & Culture .....09

Building Communities of Hope - Best Practices for Meeting the Learning Needs of At-Risk and Indian and Metis Students - Community School Policy and Conceptual Framework .....10

**INTEREST GROUP - DISABLED** ..... **ID**

A Manual for Instructors of the Handicapped.....	01
A Guide to Recognizing Understanding and Assisting Travellers with Disabilities .....	02
Ability Within Disability –The Story of Don Hie.....	03
Access Needs of Blind and Visually Impaired Travellers in Transportation Terminals .....	04
Accessibility Standards Guidelines .....	05
Active Living for Canadians With a Disability: A Blue Print for Action.....	06
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Adapted Play Activities Manual.....	09
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Deafness--The Invisible Handicap.....	18
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Equality--We all Have a Hand In It .....	20
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Leisure Ability: Energize and Mobilize!.....	24
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1989 And Beyond - Challenges of an Aging Canadian Society .....	01
Active Sitting Program, The .....	02
A Guidebook for Intergenerational Programming.....	03
A Survey of the Transportation Patterns and Needs of the Urban Elderly in Saskatchewan .....	04
Beyond Bingo - Innovative Programs for the New Senior .....	05
Creative Dramatics for Seniors .....	06
Discover Choices.....	07
Discover Choices - Television Series Discussion Guide .....	08
Discover Choices - Programs 1 to 4 (Video) .....	09
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**INTEREST GROUP - SENIORS ..... IS**

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Writings in Gerontology: Living with Sensory Loss: Vision .....38  
Writings in Gerontology: Seniors and Winter Living.....39  
You Can Do It .....40

**INTEREST GROUP - WOMEN .....IW**

A Woman’s Complete Guide to Leadership .....01

Breaking New Ground in Child Care .....02

Changing Times: Women and Physical Activity .....03

Doubly Disadvantaged: The Women Who Immigrate to Canada .....04

Economic Status of Saskatchewan Women, The .....05

Families in Canada Today .....06

Funding Opportunities for Saskatchewan Women and Families .....07

Immigrant Women of Saskatchewan - Saskatoon Chapter .....08

On the Move (Women and Sport) .....09

On the Move - Increasing Participation of Girls and Women .....10

On the Move Program .....11

Saskatchewan Women’s 1996 Directory (1) .....12

Saskatchewan Women’s 1996 Directory (2) .....13

Sources of Support for Saskatchewan Women in Business .....14

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Canada's Youth "Ready for Today" .....01  
Canadian Youth and Physical Activity .....02  
Instructor's Resource Manual - Youth Leadership Program .....03  
Recreation BC - Voice of Youth Summer 1996 .....04  
Recreation Programs That Work - At-Risk Youth .....05  
Tracking the Good Times .....06  
Where the Action is! .....07  
Youth - A New Beginning.....08  
Canadian Youth and Physical Activity - Blueprint for Action .....09

**LABOUR RELATIONS .....LR**

Managing Labor Relations in the Public Sector .....01



**LITERARY ARTS** ..... **LA**

A Writer's Guide to Electronic Media .....01  
Be Your Own Literary Agent .....02  
Grain - New Writing New Art - Rural Life (1) .....03  
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Grassroots and Mountain Wings .....05  
Saskatchewan Books! .....06  
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Status of the Writer in Saskatchewan .....09  
Words That Count Women Out In .....10

Becoming a Manager - Mastery of a New Identity .....01

Canadian Management Centre Seminars & Services Catalogue January - June 1997.....02

Career Planning Guide - Striving for Excellence .....03

Coaching for Results .....04

Concise Handbook for New Managers .....05

Consulting- The Complete Guide to a Profitable Career .....06

Creating & Motivating a Superior Loyal Staff .....07

Creative Management in Recreation, Parks, and Leisure Services .....08

Delegate: The Key to Successful Management .....09

Teamwork Through Time Management .....10

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Effective Public Manager, The - Achieving Success in Government .....12

Getting Good People & Keeping Them - A Manager's Guide .....13

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In Search of Excellence - Lessons from America's Best-run Companies .....15

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Organized Executive, The - New Ways to Manage Time, Paper, and People .....22

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Risk Management: Strategies for Managing Volunteer Programs .....25

Staff Supervision and Training Module - SPRA .....26

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1986 Tourism and Recreation - A Statistical Digest .....01  
A Guide for Establishing a Tourism Destination Area Study .....02  
Artists and the Workplace - The Pilot Phase .....03  
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Meewasin Valley Authority Development Plan 1982-1987 ..... 05

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**Located in the Human Resources Department at City Hall**

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**COMMUNICATION**

**CONFLICT RESOLUTION/NEGOTIATING**

**CREATIVITY**

**CUSTOMER SERVICE**

**EFFECTIVE WRITING**

**GOAL SETTING/DECISION MAKING**

**MANAGEMENT**

**MANAGING STRESS**

**ORGANIZATION DEVELOPMENT**

**ORGANIZATION/TIME MANAGEMENT**

**PERSONNEL**

**PROJECT MANAGEMENT**

**PRESENTATION**

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**TRAINING RESOURCES**

**WOMEN**

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Bear's Guide to Earning Non-Traditional College Degrees  
Career Anchors - Discovering Your Real Values  
Career Anchors - Trainer's Manual  
CareerScan - How to Advance Your Career  
Coping with the Fast Track Blues  
Danger in the Comfort Zone  
Easy-to-Read Career Planning Guide, The  
Finding the Right Job for You  
Getting Praised, Raise, and Recognized  
How to Negotiate a Raise or Promotion  
How to Study in College  
If You Knew...  
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Is Coffee Break the Best Part of Your Day?  
It's About Time...To Start Thinking About Your Future  
Job Search Handbook  
Job Search, The  
Joy of Not Working, The  
Looking for Work Series, The  
Opening Doors: Keys to Career Planning 1 - 4  
Overwhelmed: Coping with Life's Ups and Downs  
Planning Your Career  
Plateauing Trap, The  
Quick Job Search, The  
Reach Your Career Dreams  
Resume Catalog: 200 Damn Good Examples, The  
Resume Samples  
Resume, The  
Resume Writing  
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So You've Left School...What Now?  
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Type Talk at Work  
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## COMMUNICATION

Creative Communicator, The

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People Smart

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Collective Bargaining: How it Works and Why

Eight Essential Steps to Conflict Resolution, The

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Getting What You Want

Negotiator's Handbook, The

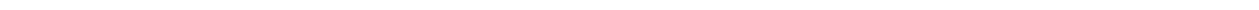
Power and Influence

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What a Great Idea



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Business Partnering for Continuous Improvement

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Customer Comes Second, The

Customer Satisfaction

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Customer Service - The One-Day Workshop

Quality Customer Service

What Customers Value Most

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How to Take the Fog Out of Business

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How to Write Term Papers and Reports

Little Black Book of Business Reports, The

Techniques to Improve Your Writing Skills

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Rules for Reaching Consensus

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A Briefing for Leaders  
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Analysis for Improving Performance  
Anatomy of a Great Executive, The  
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Competency-Based Performance Improvement: A Strategy for Organizational Change  
Complete AMA Guide to Management Development, The  
Concise Handbook for New Managers  
Creating and Motivating a Superior and Loyal Staff  
Creative Edge, The  
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Effectiveness - Reporting and Auditing in the Public Sector  
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Empowered Manager, The  
Enhancing Adult Motivation to Learn  
Every Street is Paved With Gold  
Fad Surfing in the Boardroom  
Finance and Accounting for Nonfinancial Managers  
Foremanship: Helpful Hints and Shortcuts to Foremen and Supervisors  
From Ordinary to Extraordinary - 100 Selected Essays  
Getting the Best out of Yourself and Others  
Greatest Management Principle in the World, The  
Guide to Management Improvement Projects in Local Government, The  
High-Value Manager, The  
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How to Think Like a Boss

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Influence Without Authority

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Language of Leadership, The

Leader Resources

Leader's Guide - Skill Building for Supervisors

Leaders - The Strategies for Taking Charge

Leadership Challenge, The

Management of Organizational Behaviour: Utilizing Human Resources, Fourth Edition

Management Skills Builder, the

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Manager's Short Course, The

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McGraw-Hill 36-Hour Management Course, The

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Moments of Truth

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## MANAGEMENT

Practical Business Genius

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Reawakening the Spirit in Work

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Swim With the Sharks Without Being Eaten Alive

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Tao of Leadership, The

Tao of Pooh, The

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Unconventional Wisdom

VIP Strategy, The

What They Still Don't Teach You At Harvard Business School

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## MANAGING STRESS

Heart at Work

Working Ourselves to Death

You Don't Have to Go Home From Work Exhausted

## ORGANIZATION DEVELOPMENT

21st Century Organization, The  
A Great Place to Work  
Adding Value  
American Business and the Quick Fix  
Applied Strategic Planning  
Boards That Make a Difference  
Break Point and Beyond  
Change Management  
Change-Agent Skills A: Assessing and Designing Excellence  
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Communicating Change  
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Enlightened Leadership  
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Fifth Discipline, The  
Flexibility Factor, The  
Future Edge  
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IBM Way, The: Insights into the World's Most Successful Marketing Organization  
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Internal Consulting for HRD Professionals  
Intervention and Collaboration - Helping Organizations to Change  
Leading Teams  
Learning Paradox, The - Gaining Security by Rediscovering the Joy of Learning  
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Managing Transitions  
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## ORGANIZATION DEVELOPMENT

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Re-Inventing the Corporation

Recreating the Fire Service

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Surviving the Survivor Syndrome

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Unblocking Organizational Communication

Who's Driving Your Bus?

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## ORGANIZATION/TIME MANAGEMENT

110% Solution, The

First Things First

Getting it Together

Home Tips

Organized to be the Best

Prioritize Organize

Survive - Information Overload

Time Trap, The

Work Tips

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## PERSONNEL

Hiring the Best

Human Resource Management and the Chapter

Human Resources Management Systems

New Pay, The

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# **PROJECT MANAGEMENT**

Human Factors in Project Management  
On Time/On Budget

## **PRESENTATION/PUBLIC SPEAKING**

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Overnight Guide to Public Speaking, The

Presentations Plus

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Thinking on Your Feet

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Business of Listening, The - A Practical Guide to Effective Listening

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## TEAM BUILDING

50 Activities for Coaching/Mentoring

50 Activities for Self-Directed Teams

A Guide to Team Success - The Tao of Teams

CIS Model

Classic Readings in Self-Managing Teamwork

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Coors Model

Facilitating Work Teams - 20 Simulation Exercises

Lessons in Teamwork - Computer Based Training Modules

No-Nonsense Team Kit, The

Self-Directed Work Teams and Your Organization

Skill Building for Self-Directed Team Members

Team and Organization Development Sourcebook

Team Building for the Future - Beyond the Basics

Team Building Sourcebook, The

Team Building Tool Kit, The

Team-Managed Facilitation

Teamwork

Ten Minute Team, The

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## TRAINING RESOURCES

1982 Annual, The: For Facilitators, Trainers, and Consultants  
1983 Annual, The: For Facilitators, Trainers, and Consultants  
1984 Annual, The: Developing Human Resources  
1985 Annual, The: Developing Human Resources  
1986 Annual, The: Developing Human Resources  
1987 Annual, The: Developing Human Resources  
1988 Annual, The: Developing Human Resources  
A Consultancy Approach for Trainers  
A Handbook for Inservice Presenters  
A Kick in the Seat of the Pants  
A Workbook for Inservice Presenters  
ABC's of Training Technology  
Adult Learning in Your Classroom  
Art of Facilitation, The  
Art of Seeing Double or Better in Business, The  
As Training Moves Toward the Next Decade  
Build a Better Life by Stealing Office Supplies  
Competency Analysis for Trainers: A Professional Assessment and Development Guide  
Competency-Based Performance Improvement - Organizational Assessment Package  
Consultant's Calling, The  
Consulting Skills for Professionals  
Costing Human Resource Management  
Counsellor's Manual for the Job Finding Club  
Creative Training Techniques  
Creative Training Techniques Handbook  
Effective Training Delivery  
Encyclopedia of Ice Breakers, The  
Energizers  
Facilitator's Toolkit, The  
Faultless Facilitation - A Resource Guide for Group and Team Leaders  
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How to Be the Life of the Podium  
How to Survive a Training Assignment  
I Can See You Naked

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Making Instruction Work  
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Power of Learning, The  
Role of Training in Quality, The  
Skilled Facilitator, The  
Skillfull Teacher, The  
Staff Development Guidelines From the Literature  
Team Games for Trainers  
Theories and Models in Applied Behavioral Science  
This is a Yes: Concept Attainment  
Training and Development Guide  
Training and Development Guide Bi-monthly Newsletter  
Workplace Basics  
Workplace Basics Training Manual  
Zen of Groups, The

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## WOMEN

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Breaking Through The Glass Ceiling  
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Canadian Families  
Dance of Anger, The  
Faces of Feminism  
Feminism and the Contradictions of Oppression  
Financial Planning Booklets  
Gender Basics  
Gender Impressions - Trainer's Guide  
Gender Impressions Inventory  
Mayor's Task Force on Women's Issues, The  
Mediations for Women Who Do Too Much  
Ontario Women's Directorate  
Proceedings Third Symposium on Violence and Aggression  
Profiling Women in the Saskatchewan Economy  
Researching for Equality: The CACSW 1990-93 Action Plan  
Sexual Harassment in the Workplace  
Sexual Harassment on Campus  
Taking Control of Our Future: Clerical Workers and New Technology  
Too Good for Her Own Good  
Towards Equality - Vol. II  
We're Here, Listen to Us  
Women at Health and Welfare, 1990  
Women in Canada - 3rd Edition  
Women's Job Search Handbook, The  
Women's Resource Catalogue  
WSRU Newsletter  
You Just Don't Understand - Women & Men in Conversation

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