AC0001 How to Organize Your Life & Get Rid of Clutter

Ab Jackson (Career Track)

4 Audio cassettes (2 hrs. & 37 min.)

Learn to clear your home and office of the messy buildups that cramp your mind and crimp your productivity

What is clutter costing you?

- Are you drowning in stuff you don't need and don't use?
- Do you spend too much time looking for things?
- Does the sight of a messy workspace overwhelm you?

You may be smart. You may be talented. But if you're not organized, every step is a struggle and you're unlikely to accomplish much. You have to work twice as hard as other people, simply because you never learned the basic principals of organization.

That's what this training is all about. Consider it a crash course in de-cluttering everything in your home and office, from your hard drive to your hall closet.

In this age of downsizing and a do-more-with-less mentality, being on top of things is more important than ever. With these tapes, you'll gain scores of tips and techniques to bring new order to your life.

AC0002 Promoting Yourself in the Workplace
AC0025

Jeffrey L. Mafee (Career Track)

2 Audio cassettes (1 hr. & 26 min.)

How to quietly help yourself by helping others

The skills, insights and techniques you learn from Jeff Mafee can help you gain the recognition and rewards you deserve, without resorting to shameless self-promotion.

You will learn specific ways to get noticed by all the right people, for all the right reasons: how to relate to and help co-workers…how to live your values…how you consistently put the good of the team ahead of your own personal welfare.

VC0003 The 9 Deadliest Sins of Communication

Ronnie Moore (Career Track)

3 Video cassettes & workbook

Preventing the breakdowns that can strain relationships…impede teamwork…and bring productivity to a standstill

These videos provide proven, practical solutions for commonplace communication problems.

- Volume 1 - Learn how *Confrontation Phobia* can keep people from saying what's really on their minds and what you can do to help them open up. You'll see why some people hand out *Do Not Disturb* signs and how you can help them become more approachable. Learn what to do so that important information doesn't evaporate into thin air.

- Volume 2 - Learn what to say when people tell you you've lost them. Learn ways to tame people who dominate conversations. Unscramble mixed signals between voice and body language.

- Volume 3 - Learn why mistakes and misunderstanding are caused by sloppy communication. Unmask people who are so good at disguising their true messages that you never know where they stand. Discover effective ways to deal with verbal emotions - especially your own.

VC0004 Taking Control of your Workday

Dick Lohr (Career Track)

3 Video cassettes (3 hrs. & 14 min.) & workbook

How to achieve more in less time with less stress

- Volume 1 - Learn the sources of to-do lists. Prepare time estimates. Determine priorities. Identify and maximize your work time. A 7-step checklist that keeps you on course throughout the day.

- Volume 2 - Determine what is really important. Slicing your time pie to get the most out of it. How to set goals and keep them.

- Volume 3 - Dealing with people who don’t respect your time. Delegation skills that free up your time and challenge your people. How to keep meetings short, result oriented, and start on time.

VC0005 Focused Listening Skills

Sally Scobey (Career Track)

3 Video cassettes (2 hrs. & 46 min.) & workbook

How to sharpen your concentration and hear more of what people are saying

Hearing well doesn't mean listening well. In this three-video series you will learn skills to make you more approachable and more responsive in your professional and personal life.

- Volume 1 - You'll learn new ways to overcome distractions that can prevent you from listening more effectively. You'll gain insights and practical techniques to help you better concentrate and focus your listening skills.

- Volume 2 - You'll learn the critical role listening plays in interpersonal communications. Find out how to clarify and evaluate what speakers are saying. Discover how to understand and recognize what is really being said.

- Volume 3 - Learn how to listen in a way that shows you are receptive to new ideas and information. Discover the important communication differences between men and women…and learn ways to be listened to-and understood-by others.

VC0006 Professional Telephone Skills

Debra Smith (Career Track)

3 Video cassettes (3 hrs. & 4 min.) & workbook

Making every call more positive and productive

- Volume 1 - Why and how to adopt the caller's point of view right from the start. Making quick connections…steps you can take to build rapport with callers. How to screen callers without offending them. Helpful hints to put people on hold and leave them feeling good about it.

- Volume 2 - The 5 main reasons callers complain…and how to respond to each. Emotional trigger words to avoid in phone conversations. Getting through to nonstop talkers without offending them.

- Volume 3 - Handling abusive callers. Eight steps for disarming angry callers. How to tap the hidden benefits of voice mail.

AC0007 Self-Esteem & Peak Performance

Jack Canfield (Career Track)

6 Audio cassettes (6 hrs. & 51 min.)

Live life with energy and optimism…feel good about yourself and others

Self-esteem is when…

- You can't wait to get up in the morning.
- You walk straight, look people in the eye and move with confidence.
- You're handed a difficult assignment and dive into it enthusiastically.
- You know it's safe to be honest in your relationships.
- You feel exhilarated when you work hard.

Think about it: how you feel about yourself affects every single aspect of your life. When your self-esteem is high, you reach peak performance. You can keep your self-esteem high-consistently-by using the specific skills you'll learn in this program. They are deceptively simple, yet most people aren't aware of them.

VC0008 How to Overcome Negativity in the Workplace

Lani Arrendon (Career Track)

4 Video cassettes (3 hrs. & 35 min.) & workbook

Training to help you create a more positive, productive work environment

Don't let negativity drag you down or corrupt your career. One cross word, sullen mood or cynical remark can quickly damage your professional image.

- Volume 1 - Learn 3 common sources of workplace negativity and how to steer clear of them. Simple, effective ways to build your immunity to negative thinking. Develop an optimistic response to any negative situation.

- Volume 2 - How to keep a co-worker's negative mood from affecting your own outlook and performance. Six methods to help you hold people accountable for their negative behaviors (so they are less likely to repeat them). Three essentials for dealing with defensiveness, hostility and complaining.

- Volume 3 - Two ways to turn a would-be argument into a productive problem solving session. What you can do to sway a negative thinker toward a more positive outlook.

- Volume 4 - A quick and easy assessment of a negative workplace. Steps you can take to transform a negative environment into an upbeat, productive workplace.

VC0009 Developing a Customer Retention Program

Lisa Ford (Career Track)

4 Video cassettes (3 hrs. & 42 min.) & workbook

How to increase repeat business and build customer loyalty

- Volume 1 - The bottom line: You can't afford to ignore your customer retention efforts. This program will give you the tools and ideas you need to set up and maintain a retention program that will boost your organization's profits.

- Volume 2 - In this video you will learn root causes for clients leaving, systems that produce industry-leading services, building and managing an outstanding service staff.

- Volume 3 - Learn how to support each other in taking the first steps toward change. This program was developed with key decision-makers in mind.

- Volume 4 - Monitor customer wants and needs. Get people excited to serve. Stay in touch with customers.

VC0010 The Magic of Conflict

Thomas Crum (Career Track)

4 Video cassettes (3 hrs. & 37 min.)

How to turn your life of work into a work of art

- Volume 1 - What not to do when conflict arises…and 3 steps to help you handle it more effectively. How to recognize…and seize…the opportunities to help you handle it more effectively…using the principles of Aikido to achieve balance at work and home.

- Volume 2 - Adaptability: how rigid opinions can cloud your judgement and ways to let them go without compromising your position. How everyday pressures can actually make you more balanced…and better prepare you to stay centered when things go wrong. Healthy ways to express your emotions.

- Volume 3 - Developing common ground and turning a would-be adversary into a cooperative partner. Easy ways to promote authentic connected listening.

- Volume 4 - Creating a plan to confront someone successfully. Communicating to maximize cooperation. Ways to co-create solutions. Why vision and commitments are crucial for positive action.

VC0011 How to be an Outstanding Receptionist

Sandy McKenzie (Career Track)

3 Video cassettes (2 hrs. & 38 min.) & workbook

You are the front line of your organization…make everyday more positive and productive

This three volume video course will give you the concrete skills you need to face your challenges confidently…manage your growing responsibilities with the competence of a professional…and maintain your composure amidst chaos.

- Volume 1 - As a receptionist you are the first person visitors meet when they arrive. Even when the telephone is ringing out of control, visitors are getting antsy, and deadlines are staring you in the face, your work site is counting on you to project a good first impression. It's an awesome responsibility. It's critical that you be positive and productive in every way.

- Volume 2 - Learn how to manage your time, deal with all types of people, handle conflicts with composure and project a first-rate image for your work site.

- Volume 3 - You'll learn ways to:

  - Perfect your telephone skills
  - Project an image that commands respect
  - Improve your customer service
  - Become more that "just a receptionist"

VC0012 Confidence, Composure and Competence for Working Women

Maria Araapakis (Career Track)

4 Video cassettes (4 hrs. & 55 min.) & workbook

How to build self-assurance, develop inner calm, and take action with poise and power

What's the secret to becoming more confident, composed and competent? Believe it or not, you already have the answer within you. It's the untapped power and potential of your own "natural resources".

- Volume 1 - Keep yourself cool under pressure. Find your inner strength in the midst of chaos. Stand your ground with overbearing people.

- Volume 2 - Develop a fundamental acceptance of yourself and enjoy being a confident, composed and competent woman.

- Volume 3 - Today's woman is stronger than ever, yet she is often plagued by self-doubt. This skill-packed video offers attitudinal and behavioral techniques that can help you overcome emotional stress and achieve more success in your personal and professional life. **Con't…**

VC0012 con't.

- Volume 4 - Are you too hard on yourself? Do you sometimes feel that other people expect you to live by their values or measure up to impossible ideals? Pressure like that can be frustrating and draining. Perhaps it's time for you to remember how good you really are. To build on a fundamental acceptance of yourself and enjoy the power of your personal strength.

AC0013 Memory Power

Steve Moidel (Career Track)

6 Audio cassettes (5 hrs. & 38 min.)

Proven techniques for remembering facts, names and numbers-easily and instantly

Improve your concentration and remember more, longer. Do you wish you could recall facts, numbers and names with ease? Remember what you said to whom, when? And where you are supposed to be at any given time? Having a well-tuned memory would make your life easier, both at work and at home.

The good news is, you **can** improve your memory. Research shows that the main cause of a faulty memory is simply a lack of practice. That's why *Memory Power* not only teaches you the techniques that give you a better memory-it also demonstrates easy ways to practice your new skills.

After listening to this program, you'll…

- Remember names and the faces that go with them.
- Recall numbers and data instantly and come across as smarter and more reliable.
- Hold important facts in your memory and use them when needed.

The techniques presented in this program are easy to learn and use.

VC0014 Building Self-Esteem in Your Child

Dr. Susan Baile (Career Track)

2 Video cassettes & workbook

How to give you child a healthy foundation for life

- Volume 1 - Give your child the best possible start. Dr. Baile teaches you to be more conscious of many daily things you can do to support your child's self-esteem. She gives you plenty of practiced-and-proven techniques for giving your children a sense of who they are.

- Volume 2 - Discover the *'cornerstone'* of successful parenting. Focus on what is considered essential to successful parenting.

AC0015 Life by Design

Dr. Rick Brinkman (Career Track)

4 Audio cassettes (4 hrs. & 6 min.)

Making lifestyle choices that contribute to better physical and emotional health

What is *Life by Design*? It's a lifestyle management system that helps you take charge of your well-being. You do this by making conscious choices-in all areas of your life-that promote optimum physical and emotional health. Choices about:

- How you think about yourself, your past and your future.
- How you take care of your body-by the way you eat, exercise and relax.
- How you relate to other people.

Life by Design is based on the research of Dr. Rick Brinkman, a widely known naturopathic physician and counselor. Over the years, he has identified specific attitudes and habits that contribute to overall wellness-and those which diminish it..

As Dr. Brinkman puts it*, "Your life is a sum total of what you choose in every moment."*

VC0016 21 Ways to Defuse Anger and Calm People Down

Michael Staver (Career Track)

2 Video cassettes (3 hrs. & 2 min.) & workbook

Learn peacekeeping skills you'll use to prevent blowups…mediate disputes…and foster teamwork

- Volume 1 - Don't be a victim of other people's heated emotions.

You can learn to manage other people's anger and turn it into a catalyst for positive change. With this video you'll learn:

- The first thing to do when confronted by an angry co-worker.
- How to keep yourself calm when provoked by an angry person.
- Ways to help co-workers sidestep emotions and concentrate on solutions.

- Volume 2 - What does mismanagement anger cost you?

Handled right, anger can actually help you: invite candid feedback…mend relationships…see and correct injustices…solve recurring problems…and increase efficiency. You will learn 21 specific ways to mitigate anger where you work (instead of letting it control you).

- One thing you should always do before jumping into the middle of a conflict.
- How to recognize and reduce "conflict conditions" where you work.
- How to calm people down by moving to a new and neutral environment.
- What to do immediately when hostility gets out of hand.

VC0017 Overcoming Procrastination

Susan Fowler Woodring (Career Track)

1 Video cassettes (1 hr. & 2 min.)

A simple plan to help get you off DEAD CENTER and start right now

You may have reasons to procrastinate. We all do. It's a way to escape unpleasant tasks…to get someone else to do them…or to avoid failure. Whatever the cause, the results of procrastination are the same: frustration, anxiety, missed deadlines. And the worst of all, lost opportunities. *Don't let procrastination keep you from achieving your dreams and goals!* Dreading something is usually harder than doing it. This video program will give you a simple strategy to help you get started on your high priorities immediately. After experiencing this video you will understand why and when you procrastinate. You'll see the price you pay by procrastinating. Then, you'll be able to apply a proven, powerful strategy for getting started on all your tasks promptly and enthusiastically.

VC0018 Beyond Secretary

Debra Sutch (Career Track)

2 Video cassettes & workbook

The growing role of the administrative assistant

You are essential to your success in your workplace and as you increase your skills, you increase your stature, responsibilities, and your potential.

- Volume 1 - Be known for your expertise. Make presentations with impact. Excel in the numbers side of your job. Solve problems and make decisions faster. Take initiative and get rewarded for it.
- Volume 2 - Protect your time by planning better. Reduce nagging interruptions. Speak with power and authority. Listen to hear what people are really saying. Gain more credibility as your boss's representative.

AC0019 30 Days to Happiness

Liah Kraft-Kristaine (Career Track)

4 Audio cassettes (2 hrs. & 58 min.)

How to set yourself up to win in life

30 Days to Happiness is an enriching audiocassette program that will guide you step-by-step to a more relaxed, fulfilled life. You will be introduced to some little-known jewels of wisdom that will help improve all aspects of your life. And, through personal affirmations and practical daily exercises, you'll begin to see positive results from the very first day. Big things happen when you learn to appreciate all the little things life has to offer. If your life is in need of a change, this program is a perfect place to start.

AC0020 Stress Skills for Turbulent Times

Roger Mellot (Career Track)
4 audio cassettes (4 hrs. & 47 min.)

How to manage the multiple demands facing working women like you!

This refreshing approach to stress management shows you not only how to reduce stress, but also how to function with it. Listen and you'll learn how to:

- Keep your energy level high throughout the day.
- Keep your composure and make better decisions under pressure.
- Relax and renew yourself quickly when you feel frazzled.
- Balance your work and home life, so you can be at your best in both places.

When you put Roger Mellott's proven stress management principles to work, you'll be more motivated and inspired to meet your daily challenges...you'll become less vulnerable to stressful situations…and you'll improve your energy and concentration levels dramatically.

VC0021 Proofreading & Editing Skills

Debra Smith & Helen Sutton (Career Track)
3 Video cassettes (3 hrs. & 24 min.) & workbook

How to achieve total accuracy in written communication

- Volume 1 - Perfect Proofreading

  Spotting and correcting mistakes can't be left to chance. Proofreading requires training and you'll learn new proofreading skills in this video.

- Volume 2 - Grammar & Punctuation

  You'll learn grammar essentials that relate to what you do every day. You'll finally be able to remember grammar "rules" that may not have made sense back when you were in elementary school.

- Volume 3 - Spelling and Usage

  Volume three deals with the most common misspelled words (received vs. recieved) and words often misused (lay vs. lie; disinterested vs. uninterested; infer vs. imply).

PB0022 How to Create High-Impact Letters and Memos

Pat Cramer & Debra Smith (Career Track)
112 pg. Paperback manual

Dozens of examples to help you write more powerful correspondence

This manual will show you specific guidelines for creating business correspondence. You will discover ways to compose letters and memos faster by following proven techniques for planning, organizing, formatting, writing, and editing the most popular office correspondence.

In addition to writing tips and techniques, you will find sample letters and memos covering a variety of situations.

AC0023 Power Talking

George R. Walther (Career Track)

6 Audio cassettes, workbook & reference chart

50 ways to say what you mean and get what you want!

Each of the 50 techniques demonstrates why a common, everyday powerless expression saps your personal effectiveness and shows you the *Power Talking* phrase to use instead. The *Power Talking* principals spur faster career advancement, greater job satisfaction, and heightened professional visibility; as well as yielding personal benefit.

AC0024 The Golden Rule of Schmoozing

Aye Jaye & Penn Jillette (Career Track)

2 Audio cassettes (Approx. 3 hrs.)

"Treat others well and they'll treat you well-that's what The Golden Rule of Schmoozing is all about."

- Captain James A. Lovell, Gemini 7 & 12, Apollo 8 & 13

Schmoozing is all about the authentic practice of treating others well. This audiobook will show you how to:

- Schmooze your boss, co-workers and customers.
- Endear yourself using "Chatch" and "Schmick".
- Schmooze for love.
- Make your first impression a positive, lasting one.

Best of all, you'll discover the tools to developing happier, healthier relationships with your family, friends, co-workers, customers and even people you just met!

VC0026 Wayne Lee…The Hypnotist of the 90's

Wayne Lee
1 Video cassette

E.C.S.S.A. presents Wayne Lee-Hypnotist of the 90's

Sit back and enjoy an evening of humor and stress relief. Enjoy the humor and antics as Wayne Lee hypnotizes Edmonton Catholic Support Staff members at St. Francis Xavier High School in January of 1998.

AC0048 Dynamics of High Self-Esteem

Marvin Fremerman (SkillPath Publications)
1 Audio cassette

Do you see yourself as a happy, confident person, free from inner conflict? The presenter brings an enlightening and thoughtful approach to the subject of self-esteem. These comprehensive visualization exercises help you explore your attitudes, identify self-defeating behaviors, and set a course of action to help you become your personal and professional best.

AC0049 How to Manage Projects

Reich Gardner (SkillPath Publications)
1 Audio cassette

Whether you're learning how to successfully complete projects, or if you're a veteran project manager, you'll learn the fundamentals of planning, how to keep projects on budget and on schedule, how to monitor and control to achieve specific goals, and key ideas about problem solving and troubleshooting. Let these project skills pay big dividends in your career growth.

AC0050 How to Provide Excellent Customer Service

Linda Fracassi (SkillPath Publications)
1 Audio cassette

Quality customer service is more than just a smile or a memo filled with slogans. It means handling unhappy people, solving their problems, and turning them into happy repeat customers. And you can put quality customer service into action now!

AC0051 How to Supervise People

Lori Giovannoni, Lesley Bissett & Carol Reynolds
(SkillPath Publications)
1 Audio cassette

Being a good manager or supervisor means more than just achieving results. You must be organized, positive, a great communicator, a people motivator, and more. This program reviews the skills you need to work with and supervise others. You'll emerge as a top-notch supervisor by applying the techniques reviewed in this valuable program.

AC0052 Management & Supervisory Skills for Women

Lori Giovannoni & Denise Dedley (SkillPath Publications)
1 Audio cassette

Being a good manager or supervisor means more than achieving results-it also means getting results from others. This program reviews the skills you need to work with and supervise others. You'll learn how to build a high-performance team, keep cool under pressure, manage priorities, and avoid the traps that many women managers and supervisors encounter.

AC0053 Managing Multiple Projects, Objectives and Deadlines

Jim Temme (SkillPath Publications)
1 Audio cassette

In business, positive results get recognized. This program take you step-by-step through the process of tackling multiple projects, identifying and eliminating time-wasters, and handling the pressures of juggling people, papers, and deadlines.

AC0054 Positive Supervisory Skills

William Halbert (SkillPath Publications)
1 Audio cassette

This seminar reveals the secrets of supervisory success and shows you the techniques crucial to getting results through people. As you listen, you'll learn strategies for improving your leadership style, how to manage a group and create a team, and how effective an open-door policy can be. *"The key to making any organization strong."* says Halbert, *"is to value people. They in turn, will value the organization and ensure its success."*

AC0055 Power Breaks

Don Kennedy (SkillPath Publications)
1 Audio cassette

When your car won't start and you spill coffee on your clean, white shirt, you know you deserve a break! There are days when you just want to slip away and forget the rest of the world. Regrettably, most of us can only escape mentally-and that's where Don Kennedy steps in! He'll guide you in learning the value of personal reflection, how to control anger, even discovering the joy of serving others.

AC0056 Powerful Proofreading and Editing Skills

Michelle Fairfield Poley (SkillPath Publications)
1 Audio cassette

Being a good proofreader and editor means more than simply knowing the rules-it also means applying what you know, skillfully and professionally. You'll learn up-to-date guidelines for punctuation, handy spelling tips, editing skills that make you (and your boss) look good. By mastering these skills, you'll feel more confident as a proofreading and editing expert in your organization.

AC0057 Reading Essentials: How to Read Faster and Improve Your Retention

Lori Giovannoni (SkillPath Publications)
1 Audio cassette

Increasing your ability to read, understand, retain, and recall information gives you an important edge vital to your career. By employing the techniques in this program, you'll be able to keep up with the business reading you must do and have time left over for the pleasure reading you want to do. Plus, your memory, comprehension, and study skills will be sharper, so you'll get more out of all your reading.

AC0058 Setting and Achieving Goals

Nanci McGraw (SkillPath Publications)
1 Audio cassette

"Add zip to the trip!" That's SkillPath trainer Nanci McGraw's personal motto and one that's served her well. In this live seminar presentation, Nanci shares her powerful tips and strategies for adding zip to your trip and living your dreams by accomplishing your goals. You'll be inspired by her boundless enthusiasm, personal stories, and obvious belief in the power of goal setting.

AC0059 Women's Barriers to Effectiveness

Carol Reynolds (SkillPath Publications)

1 Audio cassette

Do you feel like your career is on hold? Carol Reynolds is a master at empowering people to triumph over challenges. In *Women's Barriers to Effectiveness* she shares the secrets that will help you. Learn how you can project a positive self-image and build a network of professional contacts that will nurture and support your career advancement.

AC0065 Principles of Stress Management

Vera Peiffer

1 Audio cassette (90 minutes) 155.9 PEI

Do you have a stress-prone personality? This tape explores the different ways you can react to stress and includes exercises to help you relax. It is essential that we learn how to deal with stress in a positive way to ensure good health and general well-being.

AC0066 Codependent No More

Melody Beattie

6 Audio cassettes 152.4 BEA

How to stop controlling others and start caring for yourself

Contains dozens of real-life examples, personal reflections, exercises, and self-tests to help you recover your own life. If you are struggling with a relationship involving alcoholism or other compulsive behaviours, this program points the way to healing.

AC0067 Playing It by Heart

Melody Beattie

2 Audio cassettes 152.4 BEA

Taking care of yourself no matter what

Fear is the common reason that draws people back into controlling or victim patterns of behaviour. This program helps listeners navigate the course between fear of involvement on one hand and entanglement in relationships on the other.

AC0068 Breathing: The Master Key to Self-Healing

Andrew Weil
2 Audio cassettes 612.2 WEI

Breathing correctly is crucial to the body's ability to heal and sustain itself. Dr. Weil presents 8 breathing exercises that can increase energy, lower blood pressure, improve circulation, and beat anxiety disorders without drugs.

AC0116 The Tough Kid Audio Series: Level 1: Basic Systems for Tough Kids

Ken Reavis, Ginger Rhode, William R. Jenson
2 audio cassettes (55 mins.)

For Grades 1-8. Designed to help you better teach, work with, and positively influence the "tough kids". Program 1: Tough Kids Are Our Strongest Weakness: Do's and Don'ts of Successful Schools; Program 2: Closer and Quieter vs. Further and Louder; Program 3: Positives: The Heart of an Effective Classroom for Tough Kids; Program 4: Additional Positive Stuff that Works. Continues in Level 2.

AC0117 The Tough Kid Audio Series: Level 2: Advanced Systems For Tough Kids

Ken Reavis, Ginger Rhode, William R. Jenson
2 audio cassettes (48 mins.)

For Grades 1-8. Continued from Level 1. Program 5: The Fair Pair: Social Skills and Teaching Appropriate Behavior; Program 6: Homenotes; Program 7: Advertising for Success and Self-Monitoring Programs; Program 8: Lessons Learned.

AC0118 Focusing on Feeling Good

Michael D. Yapko
4 audio cassettes + manual

A Skill-Building Experiential Self-Help Program for Managing Depression

A series of self-help exercises for managing depression. Topics include: Importance of goals to overcome past & present hurts; Develop the flexibility to learn new skills; Learn what is and is not in your control; Build & maintain self-protective boundaries; Resolve feelings of guilt; Slow down body & mind to get some sleep; Think in terms of preventing depression.

VC0123 Literacy and Life Long Learning: The CEP Experience
Communications, Energy and Paperworkers Union
1 video cassette (20 minutes)

CEP members talk about their experiences in "Literacy and Essential Skills" development programs from coast to coast. Literacy is a union issue because it is an enabling and empowering issue, a social issue, a health issue, a democratic issue and an economic issue.

VC0124 Beyond McWorld: Challenging Corporate Rule
1 video cassette (35 minutes)

Based on the Global Teach-In held in Toronto in 1997, this video tackles the issues of economic justice and environmental sustainability in this world of globalization and corporate rule. A must for those wanting to keep aware of
today's issues.

VC0125 Fast Forward: A Fresh Look at Fetal Alcohol Syndrome
Access Network
1 video cassette (29 minutes) + study guide

Explores strategies and approaches that can make a difference in the lives of those who live with Fetal Alcohol Syndrome. Includes real life stories of Ray, Sadie, Naomi and Sindy, who have FAS. The guide is designed for use in a workshop or classroom setting; its pages may be reproduced as overheads or handouts. Includes glossary, questionnaire, and additional resources page.

VC0126 Gossiping, Taunting, Bullying: It's All Harassment
Sunburst Technology
1 video cassette (24 minutes) + student workshop guide

This video is designed to help students in grades 5-9 learn appropriate responses if they are the victims of, or witnesses to, bullying is all its forms. The video opens with short clips of students describing incidents of gossiping, taunting, and bullying.

AC0152 The Indispensable Assistant
SkillPath Publications
2 audio cassettes + booklet

After hearing this program, you will know how to control multiple priorities, keep things running smoothly when the boss is gone, delegate effectively, get help when you need it and reduce your stress.

CD0164 You Can't Be Serious! Putting Humor to Work
Michael Kerr
2 audio CDs

Discover why humor truly is the best medicine when it comes to creating healthier, more productive and truly inspiring workplaces. Program 1: Putting Humor to Work. Program 2: Laughing for the Health of It. Use with the book of the same name (PB0165).

VC0166 Mickey Mouse Goes to Haiti: Walt Disney and the Science of Exploitation
1 video (18 mins.) from the National Labor Committee

VC0167 Bully POV
1 video (22 mins.)

In this video four bullies tell what motivates them and why they intimidate others, including one former bully who explains why he stopped. For Grade 7 and up.

VC0185 Literacy is a Union Issue
1 video (15 mins.)

Produced by the Alberta Federation of Labour, this video contains basic information about literacy, ideas and success stories from around the province.

VC0186 A-Channel Strike: Struggle for Respect
1 video (21 mins.)

CD0187 Ocean Surf: Timeless and Sublime
1 compact disc (72 mins.)

An authentic, digital recording of the ocean surf. The sound of waves lapping onto rocks and sweeping across the sand will provide a therapeutic, calming effect when played quietly, or provide an invigorating experience when played at a higher volume. From the Solitudes Nature Sound Collection by Dan Gibson, this CD features only the sound of the surf with no wildlife or musical accompaniment.

CD0188 Algonquin Suite
1 compact disc (53 mins.)

Also from the Solitudes Nature Sound collection, this CD explores the unique wilderness of one of Canada's natural sanctuaries. Music and nature sounds interweave.

DVD0189 An Expression of Faith…Rejoicing in Our Family
1 DVD

Produced by Edmonton Catholic School District in August 2004.

VC0190 Making Every Minute Count
1 video (38 mins.)

This film takes a look at the emerging field of pediatric palliative care. Five terminally ill young people who tell their stories about being alive and their approach to death. Families and professionals can share in decision making, addressing fears of death, and providing hope. 2004

VC0191 Life's a Twitch
1 video (30 mins.)

Duncan McKinley has Tourette Syndrome. He spent years researching TS and, after finishing his doctorate in psychology, presents workshops across the country. This video takes a look at his world. 2002.

VC0192 David with F.A.S.
1 video (45 mins.)

This personal video, shot by David himself, along with experiences of his family, takes a hard look at the consequences of this widespread health issue. 1996

VC0193 Beyond the Blues: Child and Youth Depression
1 video (56 mins.)

Through the personal stories of 3 young people, this documentary traces the journey of depression, from early signs and symptoms, to assessment, diagnosis and treatment. 2004

CD0194 The Best of Solitudes
2 CDs (62 and 71 mins.)

The best of Dan Gibson's Solitudes series for relaxation. Includes nature and music recordings.

CD0201 12 Secrets to High Self-Esteem
Presented by Linda Larsen
6 audio CDs, 1 workbook CD

The tools and tactics you need to positively change the ways you see yourself, present yourself, and allow others to treat you. Print the workbook to use along with the audio CDs.

DVD0205 Words of My Perfect Teacher
1 DVD (103 minutes)

Features Dzongsar Khyentse Norbu, one of the world's great Buddhist masters, but not a typical teacher. This is the poignant, often hilarious story of students who follow him and his teachings. A National Film Board presentation. 2004.

DVD0206 OCD: The War Inside
1 DVD (70 minutes)

The personal stories of several people with Obsessive Compulsive Disorder. A National Film Board presentation. 2001.

VC0207 Saving Alice – CEP
1 video

A Western Region production depicting the ongoing crisis of the Doman Industries-owned pulp mill in Port Alice, B.C. Staff & members try to find a long term solution to challenges facing the mill, the community and the members of CEP Local 514. 2003.

VC0209 Making Every Moment Count
1 video (38 minutes)

5 young people in palliative care speak about being alive and their approach to death. Their stories
are combined with interviews to show how families and professionals can share in decision making, address fears of death and provide hope. 2004.

VC0210 Kids Talkin' About Death
1 video (20 minutes)

Made especially for children aged 9-12, this video looks at how kids see and interpret death, from coping with the loss of a parent to helping a grieving friend. A user guide is printed on the inside of the video jacket. 2005.

DVD0212 Keeping Fit in Your 50s: Flexibility
New 1 DVD (81 mins.)

Includes: Insights into the importance of flexibility training in your 50s, questions and answers, workout essentials for a changing body, 40 minute core routine, introductory pilates and yoga workouts. 2003.

DVD0213 Yoga for Beginners
New 1 DVD (1 hr. 40 mins.) + handbook (46 p.)

A complete range of basic moves, including standing, seated, inverted and relaxation poses. Learn the master poses and how to weave the poses in succession. 2002.

DVD0214 15-Minute Workouts for Dummies

New 1 DVD (65 mins.)

4 easy-to-follow workouts for abs, arms, buns and thighs. Step-by-step instructions for 26 toning and shaping exercises. Two sets of 3-8 pound dumbbells are recommended. 2003.

DVD0215 Struggle for Control: Child and Youth Behaviour Disorders

New 1 DVD (58 mins.)

This documentary discusses the causes, symptoms, community resources and treatments for Attention Deficit Hyperactivity Disorder, Oppositional Defiant Disorder, and Conduct Disorder through the personal stories of 4 youth. Viewers see how these disorders affect the life of a child at home, at school, and the whole family. 2006.

DVD0216 XS-Stress: Teens Take Control

New 1 DVD (34 mins.)

Insight into the stresses in young people's lives and the coping strategies they've come up with to deal with them. Stresses include new responsibilities, juggling school, family and friends, dating, work, exams, extracurricular activities. Told by 3 youths with no adult experts. 2005.

DVD0217 Fighting Their Fears: Child and Youth Anxiety

New 1 DVD (57 mins.)

Through interview with experts and 3 young people, this documentary outlines the causes, symptoms and treatments for anxiety disorders, with emphasis on early identification and intervention. 2004.

DVD0218 Autism: The Road Back

New 1 DVD (55mins.)

Charts the journeys of 3 families whose children have Autism Spectrum Disorder (ASD), and provides guidance for the first six years of their child's life. 2003.