

## **Edmonton Catholic Support Staff Association Professional Development Library**

### **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.

### **PB0027 The Road Less Traveled**

*Scott M. Peck, M.D.*

New psychology of love, traditional values and spiritual growth. This is a book which meets our culture directly, encourages us to move forward, and points a trustworthy finger in the direction of wholeness. 315 pages. 1979.

### **PB0028 The Road Less Traveled and Beyond**

*Scott M. Peck, M.D.*

This book encourages spiritual growth in an age of anxiety. In it we are led to a deeper awareness of how to live rich, fulfilling lives in a world fraught with stress and anxiety. Dr. Peck talks about decision making and the choices we have everyday in business and at home, and the ethical choices that may affect the very survival of mankind. 314 pages. 1997.

### **PB0029 The Silent Passage**

*Gail Sheehy*

Gail Sheehy, a member of the board of the New York Menopause Research Foundation, has been at the forefront of the newest research on menopause. Candid, enlightening, inspiring, and witty, with the latest information on everything from early menopause to Chinese medicine and natural remedies. 293 pages. 1998.

**PB0030 Professional Learning Communities at Work**

*Richard Dufour*

Best practices for enhancing student achievement. 338 pages. 1998.

**PB0031 Spontaneous Healing**

*Andrew Weil, M.D.*

How to discover and enhance your body's natural ability to maintain and heal itself. Dr. Weil explains that mechanisms of self-diagnosis and self-regeneration are embedded in every level of our biological organization, ready to become active when the need arises; shows how spontaneous healing has worked to resolve life threatening diseases, severe trauma, and chronic pain. 309 pages. 1995.

**HC0032 Understanding Men's Passages**

*Gail Sheehy*

This book consists of discovering the new map of men's lives. Sheehy explains the concerns of the majority of North Americans; career, sex, aging and death, and has done women a service with this informative book. 292 pages. 1998.

**PB0033 Feel the Fear and Do It Anyway**

*Susan Jeffers, Ph.D.*

"Feel the Fear and Do It Anyway" is a helpful book for anyone who wants to get unstuck and live a happier, more exciting life. Are you fearful of making decisions...asking your boss for a raise...leaving an unsatisfactory relationship...facing the future? Whatever your fear, here is your chance to push through it. 224 pages. 1987.

**PB0034 The Dance of Anger**

*Harriet Lerner, Ph.D.*

A woman's guide to changing the patterns of intimate relationships. "Anger is a signal and one worth listening to" writes Dr. Harriet Lerner in her renowned classic that has transformed the lives of millions of readers. While anger deserves our attention and respect, women still learn to silence our anger, to deny it entirely, or to vent it in a way that leaves us feeling helpless and powerless. 239 pages. 1997.

**PB0035 End the Struggle and Dance With Life**

*Susan Jeffers, Ph.D.*

This book gives inspirational advice that teaches us how to feel calmer and more in control, and excited about life-despite what is happening around us. 253 pages. 1996.

**PB0036 Care of the Soul**  
*Thomas Moore*

A guide for cultivating depth and sacredness in everyday life. The great malady of the twentieth century, implicated in all of our troubles and affecting us individually and socially is "loss of soul". When soul is neglected, it doesn't just go away; it appears symptomatically in obsessions, addictions, violence, and loss of meaning. 312 pages. 1992.

**PB0037 Getting the Love You Want: A Guide for Couples**  
*Harville Hendrix, Ph.D.*

The purpose of this book is twofold: to share with you what the author has learned about the psychology of love relations, and to help you transform your relationship into a lasting source of love and companionship. In short, it's a book about the theory and practice of becoming passionate friends. 296 pages. 1988.

**PB0038 How To Go On Living When Someone You Love Dies**  
*Therese A. Rando, Ph.D.*

This book shows how to grieve in your own way. Mourning the death of a loved one is a process all of us will go through at one time or another. But whether the death is sudden or anticipated, few of us are prepared for it or for the grief it brings. 338 pages. 1991.

**PB0039 Don't Sweat the Small Stuff**  
*Richard Carlson, Ph.D.*

"Don't Sweat the Small Stuff...and It's All Small Stuff" shows you how to keep from letting the little things in life drive you crazy in thoughtful and insightful language...reveals ways to calm down in the midst of your incredibly hurried, stress-filled life. 248 pages. 1997.

**PB0040 Blessings**  
*Julia Cameron*

Contains prayers and declarations for a heartfelt life. A richer and fuller existence lies in wait for those who possess the tools to illuminate the world that surrounds them and to open their eyes to its beauty. 189 pages. 1998.

**PB0041    *The Re-Enchantment of Everyday Life***

*Thomas Moore*

Thomas Moore introduces the idea of applying the principles of caring for the soul to our surroundings and the concrete particulars of our daily life including clothing, food, furniture, architecture, ecology, language and politics. 396 pages. 1996.

**PB0042    *Peace in Every Step***

*Thich Nhat Hanh*

The book illustrates the path of mindfulness in everyday life. Words to connect inner peace with the need for peace in the world in a compelling way. 134 pages. 1991.

**PB0043    *The Wellness Book***

*Herbert Benson, M.D.*

The comprehensive guide to maintaining health and treating stress-related illness. Gives you the opportunity to gain more control over your own well-being. Use of this book, in combination with modern medical treatments, will aid in prevention and treatment of a number of illnesses. 493 pages. 1992.

**PB0044    *When Your Parent Dies***

*Cathleen L. Curry*

A concise and practical source of help and advice for adults grieving the death of a parent. Cathleen Curry provides accessible, easy-to-handle advice drawn from experience and study. She provides practical advice that is thoroughly rooted in spiritual growth and the development of a closer relationship with God. 150 pages. 1993.

**HC0045    *Worry...controlling it and using it wisely***

*Edward M. Hallowell, M.D.*

Dr. Hallowell explains the universal problem of worry in its normal and abnormal forms. His book will be helpful for anyone who has experienced unnecessary worry - and who hasn't. 331 pages. 1997.

**HC0046    *Menopause***

*Miriam Stoppard, M.D.*

This is a complete practical guide to managing your life and maintaining your physical and emotional well being...empowers every woman to take charge of her body and her life.

**HC0047    *The Mother Dance***

*Harriet Lerner, Ph.D.*

This book illustrates how children change your life; gives seldom-heard wisdom, stories, and healing advice; a wise and honest book on parenting; a wonderful, true, touching, practical, spiritual and sanity-saving entertaining book. 317 pages. 1998.

**PB0060    *Your Perfect Right***

*Robert Alberti & Michael Emmons*

A guide to assertive living. An excellent self-help book. 246 pages. 1995.

**PB0061    *Saying "NO" to Negativity***

*Zoie Kaye*

Are you an optimist, a pessimist, or a negativist? Your outlook on life has a considerable influence on how you respond to situations, people, and events, and on how others perceive and respond to you. This book will teach you how to put negative thoughts and behaviors behind you-whether they're your own or coming from the people around you. 68 pages. 1996.

**PB0062    *Productivity Power***

*Jim Temme*

250 Great ideas for being more. Every page is a treasure of brilliant nuggets-a rich idea lode for the serious self-improvement prospector. And it doesn't matter where you start. You can begin reading the book at any point because each of the 250 points is complete in itself. 185 pages. 1993.

**PB0063    *Organized for Success***

*Nanci McGraw*

This book was written for you if you're so disorganized you don't have time to read it. Even taking brief, random glances at the Taking Control Tips throughout each chapter will give you the ammunition you need to begin reclaiming control of the chaos in your life. You'll discover new ways to solve old problems and practical advice to help you. 186 pages. 1995.

**PB0064 Lifescripts**

*Stepher Pollan & Mark Levine*

What to say to get what you want in 101 of life's toughest situations. Each of the 101 Lifescripts provides you with an icebreaker opener, a 'pitch,' and a flowchart of rejoinders to give any response, positive or negative. You'll also find strategic pointers on attitude, timing, preparation, and behavior. From a heart-to-heart chat with a friend to a boardroom confrontation with a CEO, Lifescripts provides a map to navigate successfully through the most complicated and dreaded situations you may face in your career, business, and personal life. 446 pages. 1996.

**PB0069 Wisdom of Depression**

**Jonathan Zuess**

*A Guide to understanding and curing depression using natural medicine*

Depression is not only a chemical imbalance in the brain but the body's response to the need to address imbalance in our whole lives, designed to enhance our ability to focus inward & find solutions to difficult emotional challenges. This book covers alternative therapies such as nutritional supplements, light therapy, music and play, meditation and prayer. 252 pages. 1998.

**PB0070 The Healthy Boomer**

**Peggy Edwards**

*A no-nonsense midlife health guide for women and men*

Provides easy to use decision-making tools, accurate information and practical advice on such topics as male and female menopause, weight control, exercise, healthy eating, midlife stress, healthy relationships, preventing heart disease, and spiritual well-being. 458 pages. 1999.

**PB0071 Healthy Together**

**Christine Langlois**

*A couple's guide to midlife wellness*

Shows how your health and your partner's health are intertwined, and explains how you can maximize your health as a couple. By the Health and Family Editor of Canadian Living Magazine. 288 pages. 2000.

**PB0072 Know Smoking**  
**Simon T. Bryant**

*The whole truth about smoking and quitting*

Helps you to understand why nicotine is addictive, how children are affected, the 6 stages of change, and the correct use of nicotine replacement. Learn how to live smoke-free, control weight, satisfy cravings, handle relapse, and help others. 220 pages. 1997.

**PB0073 The Ties That Bind**  
**Sylvia Bigelsen**

*A survival guide to in-law relationships*

Offers guidelines for all kinds of couples, including engaged couples, newlyweds, parents and grandparents. Offers practical tips and checklists for each member of the family to handle and prevent in-law problems. 255 pages. 1999.

**HC0074 The Best Alternative Medicine: What Works? What Does Not?**  
**Kenneth R. Pelletier**

Offers definitions, background, and examples of specific treatments from many therapies, including naturopathy, homeopathy, acupuncture, traditional Chinese medicine, and dietary and nutritional supplements. 449 pages. 2000.

**PB0075 Natural Health Bible**  
**Edited by Steven Bratman and David Kroll**

*Science based natural health information*

An A-Z guide to over 200 conditions, herbs, vitamins, and supplements, cross-referenced between conditions and treatments. 495 pages. 1999.

**PB0076 Final Gifts**  
**Maggie Callanan and Patricia Kelley**

*Understanding the special awareness, needs, and communications of the dying*

Through the stories of terminally ill patients, you'll learn to appreciate the ways that they communicate their needs and reveal their feelings. By learning how to listen, it is often easier to help them face death with serenity.

**PB0077 Dr. Rosenfeld's Guide to Alternative Medicine**  
**Isadore Rosenfeld**

Dr. Rosenfeld looks at alternative therapies including acupuncture, aromatherapy, homeopathy, hypnosis, and reflexology, describing their uses, how much scientific evidence exists to support their claims, and whether they actually work. 342 pages. 1997.

**PB0078 A Woman's Guide to Vitamins, Minerals, and Alternative Healing**  
**Sherry Wilson Sultenfuss & Thomas J. Sultenfuss**

Up-to-date information on women's health issues including menopause, osteoporosis, estrogen replacement, breast cancer, and the part that vitamins, minerals, herbs and alternative healing play in maintaining the healthy female system. 324 pages. 1999.

**PB0079 Between Mother & Daughter**  
**Judy Ford and Amanda Ford**

A teenager and her mom share the secrets of a strong relationship as they discuss issues that often lead to conflict and give advice and practical tips on how other mothers and daughters can quit fighting and start cherishing each other. 275 pages. 1999.

**PB0080 I'm With You**  
**M. Catherine Ray**

*A guide through incurable illness for patients, families, and friends*

How to listen on the deepest level, manage family conflict, find outside support, communicate with the medical team, and offer help in a meaningful way. 240 pages. 1997.

**PB0081 Resolving Conflicts at Work**  
**Kenneth Cloke and Joan Goldsmith**

A highly practical guide for resolving conflicts, miscommunications, and misunderstandings at work. Conflict can offer opportunities for personal growth and deeper, more satisfying relationships. 252 pages. 2000.

**PB0082      Conflict Resolution**

**Daniel Dana**

Practical and proactive tools for managers to recognize, prevent and resolve conflicts, including mediation techniques and ways to prevent conflicts from escalating. 169 pages. 2001.

**PB0083      Letting Go of Anger**

**Ron & Pat Potter-Efron**

*The 10 most common anger styles and what to do about them*

Through revealing self-tests and real-life examples, readers learn how to recognize their own anger style and to express anger in healthy and productive ways. 158 pages. 1995.

**PB0084      How to Disagree Without Being Disagreeable**

**Suzette Haden Elgin**

*Getting your point across with the gentle art of verbal self-defense*

With these techniques you will learn to deliver criticism to coworkers or employers, handle aggressive, negative comments about race, politics, or religion, and use language that reduces tension. 190 pages. 1997.

**PB0085      Dr. Weisinger's Anger Work-out Book**

**Hendrie Weisinger**

Use of this workout book can help you develop healthy relationships, reduce stress, teach you how to deal effectively with your feelings, improve your self-esteem, give you better communication skills and increase your work efficiency. 222 pages. 1985.

**PB0086      Retirement Strategies for Women**

**Sandy Cimatori, Beth Grudzinski, Patricia Lovett-Reid**

A financial planning workbook designed especially for women who are approaching retirement. Topics include: Maximizing income by minimizing taxes, preparing a will or power-of-attorney, sharing your assets with children, donating money to charities, protecting your income with life, health & disability insurance. 112 pages. 1997.

**PB0087      **You Will Dream New Dreams****

**Stanley D. Klein and Kim Schive**

*Inspiring personal stories by parents of children with disabilities*

Real-life parents of children with cerebral palsy, Down Syndrome, autism, mental retardation, and other illnesses talk about healing, coping, surviving, and even being happy again. 278 pages. 1997.

**PB0088      **Overcoming Panic, Anxiety & Phobias****

**Shirley Babior and Carol Goldman**

*New Strategies to Free Yourself from Worry and Fear*

An excellent resource that explains how to understand and deal with these disorders. Contains practical strategies to help people help themselves. 161 pages. 1996.

**PB0089      **When Things Fall Apart****

**Pema Chodron**

*Heart advice for difficult times*

Pema Chodron is an American Buddhist nun. Her book includes ways to use painful emotions to cultivate wisdom, compassion, and courage; ways to communicate that lead to openness and true intimacy with others; and practices for reversing our negative habitual patterns. 147 pages. 1997.

**PB0090      **Spiritual Notes to Myself****

**Hugh Prather**

*Essential wisdom for the 21<sup>st</sup> century*

A precious book of practical wisdom on what is essential to live in the way of love, beauty, and inspiration. 151 pages. 1998.

**PB0091      **Chicken Soup for the Soul at Work****

**Jack Canfield**

101 stories of courage, compassion and creativity in the workplace. 330 pages 1996.

**PB0092      101 Secrets for a Great Retirement**

**Mary Helen and Shuford Smith**

*Practical, inspirational & fun ideas for the best years of your life*

Successful retirees secure more than their financial, legal, and medical issues, they learn to make positive transitions, develop vital relationships, seek enriching activities, develop optimum physical and emotional health. 178 pages. 2000.

**PB0093      The Complete Idiot's Guide to Estate Planning in Six Simple Steps for Canadians**

**Edward Olkovich**

Discover ways to understand wills and estates, choose the right executors, provide for your beneficiaries, save income, probate taxes, worry and time. Includes a glossary of terms. 290 pages. 2000.

**PB0094      The Complete Idiot's Guide to Improving Your Memory**

**Michael Kurland and Richard Lupoff**

Includes practical techniques for remembering names, telephone numbers, addresses; suggestions on memorizing a speech; assessing memory-enhancing supplements; changing sleep habits for maximum memory preservation. 376 pages. 1999.

**PB0095      How to Talk So Kids Will Listen & Listen So Kids Will Talk**

**Adele Faber & Elaine Mazlish**

Suggestions to make relationships with children less stressful and more rewarding. Learn to: cope with negative feelings, express anger without being hurtful, encourage willing cooperation, set limits, use alternatives to punishment, resolve conflicts peacefully. 286 pages. 1980.

**PB0096      Personal Finance for Canadians for Dummies**

**Eric Tyson and Tony Martin**

Learn how to: save more of what you earn, reduce spending, get out of consumer debt, make the right investments, select the best financial advisors, buy the right insurance. A practical, easy-to-follow guide. 454 pages. 2001.

**PB0097      **How to Say It to Your Kids****

**Paul Coleman**

*The right words to solve problems, soothe feelings & teach values*

Specific advice and words to help you have discussions with your children about divorce, drugs, sex, and other complicated subjects, using the latest research in family, developmental and educational psychology. 374 pages. 2000.

**PB0098      **Dealing With Difficult People****

**Roberta Cava**

*How to deal with nasty customers, demanding bosses, and annoying co-workers*

Discover the root causes of difficult communications and explore specific situations. Explains common personality conflicts and suggests ways of alleviating problems. 223 pages. 1999.

**PB0099      **The Bully at Work****

**Guy and Ruth Namie**

*What you can do to stop the hurt and reclaim your dignity on the job*

Defines bullies and their targets, describes techniques to use in bully-proofing yourself, and suggests ways to fight back. 287 pages. 2000.

**HC0100      **People Pleasers****

**Les Carter**

*Helping Others Without Hurting Yourself*

If you sometimes feel that others take advantage of your good nature or that satisfying everyone else drains you emotionally, this book is for you! It teaches you to recognize these people pleasing traits and to develop healthy attitudes and behaviours to balance your desire to help and the need to stand up for yourself. 199 pages. 2000.

**HC0101      **The Codependency Conspiracy****

**Dr. Stan J. Katz and Aimee E. Liu**

*How to break the recovery habit and take charge of your life*

Understand why the things you do and the things that happen to you must not be treated as diseases. Discover the only way to solve your problems is to claim responsibility for them – not blame them on codependency. 233 pages. 1991.

**HC0102      **Self Matters****

**Phillip C. McGraw (“Dr. Phil”)**

*Creating your life from the inside out*

Dr. Phil shows you how to determine the way your self-concept came to be by helping you answer these questions: What are the 10 most defining moments of your life? What are the 7 most critical choices you have made to put you on your current path? Who are the 5 most pivotal people in your world and how have they shaped you? Reclaim your authentic self. 314 pages. 2001.

**HC0103      **Letters From Women Who Love Too Much****

**Robin Norwood**

*A closer look at relationship addiction and recovery*

The author answers in detail letters from women who are recovering from relationship addiction, women who choose the wrong men and stay with them no matter how much it hurts. Face the pain of the past to live more fully in the present. 352 pages. 1988.

**PB0104      **Fetal Alcohol Syndrome & Other Alcohol Related Birth Defects****

**Kathy Huebert and Cindy Raftis**

This reference resource was produced by the Alberta Alcohol and Drug Abuse Commission to answer questions about FAS. A good overview for those working with students with FAS. 57 pages. 1996.

**PB0105      **Starting with Women’s Lives/Changing Today’s Economy****

**Suzanne Doerge and Beverley Burke**

*A facilitator’s guide to a workshop used at the CEP Western Region Women’s Conference March 2002*

Describes a method for facilitating workshops on gender relations in today's economy. Participants share experiences of how changes in the economy, especially changes to jobs and the social safety net, have affected them. These experiences are analyzed to see how women's work has been undervalued, underpaid and unpaid. Actions for change are then identified. 94 pages. 2000.

**PB0106      The Tough Kid Social Skills Book**  
**Susan M. Sheridan**

*Part of the "Tough Kid" series*

To help staff implement social skills programs. Provides information on identifying those students needing training, assessing important social skills, leading social skills groups and conducting programs in small group, classroom or school-wide settings. 219 pages. 1997.

**PB0107      The Tough Kid Book: Practical Classroom Management Strategies**  
**Ginger Rhode**

For use in both regular and special education classes, this book gives practical techniques for dealing with difficult students. 120 pages. 1992.

**PB0108      The Teacher's Encyclopedia of Behavior Management**  
**Randall S. Sprick and Lisa Howard**

*100 problems/500 plans for grades K-9*

Common classroom problems are listed alphabetically from absenteeism to work completion. Each entry includes general considerations, model plans and suggested steps for developing and implementing a plan. 873 pages. 1995.

**PB0109      The Tough Kid Tool Box**  
**William R. Jenson, Ginger Rhode, H. Kenton Reavis**

Unique procedures to use in dealing with Tough Kids. Includes the Yes/No Program, Mystery Motivators, Home Notes, self-monitoring, contracting etc. Each section gives a definition and description of the intervention plus instructions for implementing the technique.

**PB0110      The Worry Workbook**  
**Les Carter and Frank Minirth**

*Twelve Steps to Anxiety-Free Living*

Learn to face your fears and replace them with self-confidence, distinguish between what you can and cannot do, develop safe relationships that bring out the best in you, and accept yourself as you are. 257 pages. 2000.

**PB0111      Boundaries**  
**Dr. Henry Cloud and Dr. John Townsend**

*When to say yes, when to say no, to take control of your life*

Having clear physical, mental, emotional and spiritual boundaries is essential to a healthy, balanced lifestyle. These biblical based insights will help you set healthy boundaries with parents, spouses, children, friends, and co-workers. 304 pages. 1992.

**PB0112      Parents' Guide to Teen Health**  
**Paul C. Reisser**

*Raising physically and emotionally healthy teens*

Includes valuable information about the important physical and emotional developments between childhood and adulthood, strategies for building strong relationships with teens, and details of some risky areas: eating disorders, drugs, depression, and sexual activity. 261 pages. 2001.

**PB0113      Breaking the Patterns of Depression**  
**Michael D. Yapko**

Learn to manage difficult situations, solve problems effectively, anticipate the likely consequences of your actions, think and act in a powerful, goal-oriented fashion, balance different areas of your life, and use your self-knowledge to stay out of hurtful situations. Learn to control depression rather than having depression control you. 360 pages. 1997.

**PB0114**      **Boundaries With Kids**  
                  **Dr. Henry Cloud and Dr. John Townsend**

*When to say yes, when to say no, to help your children gain control of their lives*

Raise your children to take responsibility for their actions, attitudes, and emotions. Learn how to: set limits and still be a loving parent; bring control to an out-of-control family life; apply the ten laws of boundaries to parenting; define legitimate boundaries for your family. Biblical based insights. 223 pages. 1998.

**PB0115**      **Bullying at School**  
                  **Dan Olweus**

*What we know and what we can do*

The definitive book on bully/victim problems in school and effective ways of counteracting and preventing such problems. It contains practical advice on how to implement a whole school approach to bullying. 140 pages. 1993.

**HC0119**      **The Ex-wife Syndrome**  
                  **Sandra S. Kahn**

*Cutting the Cord and Breaking Free After the Marriage Is Over*

The author guides readers through the therapeutic process she developed to help women psychologically bound to their ex-husbands. This enables women to move beyond the divorce and into their new life. 248 pages. 1990.

**HC0120**      **Handbook of School-Based Interventions**  
                  **Jeffrey J. Cohen and Marian C. Fish**

*Resolving Student Problems and Promoting Healthy Educational Environments*

Describes interventions for virtually every major problem behaviour students may exhibit from kindergarten through grade 12. The book focuses on reducing problem behaviour and promoting a more healthy school environment. 512 pages. 1993.

**PB0121      Parenting Adolescents**  
**Kevin Huggins**

Examines the ties between rearing mature, Christlike kids, and developing maturity, wisdom, and Christlikeness in your own life. Becoming a better parent is impossible without first considering who you are as a person. 258 pages. 1989.

**PB0122      Ritalin Is Not the Answer Action Guide**  
**David B. Stein**

A behavioural program filled with self-tests, specific step-by-step guidelines, checklists and exercises. 177 pages. 2002.

**HC0127      Sweatshops**  
**Maquila Solidarity Network (and others)**

An entire binder of information about sweatshops, workplaces in which workers are subjected to extreme exploitation, including the absence of a decent living wage or benefits, poor working conditions and arbitrary discipline. Includes sweatshop fashion show information and script.

**HC0128      Tools for Troublemakers**  
**Communications, Energy and Paperworkers Union (CEP)**

Information binder from the Western Region Women's Conference, held March 2002 in Vancouver, B.C. Topics include: Strategic Planning, Civil Disobedience, Dealing with the Media, Corporate Globalization.

**HC0129      Maquila Solidarity Network (MSN) Update**

The Maquila Solidarity Network is an organization of over 400 groups and individuals across Canada which promotes solidarity between Canadian labour, women's and social movement groups and Mexican, Central American and Asian counterparts to raise standards and improve working conditions in sweatshops around the world. This binder contains the Update, a quarterly publication of MSN, plus current information on MSN campaigns.

**HC0130      “You Have to Say I’m Pretty, You’re My Mother”  
Stephanie Pierson & Phyllis Cohen**

*How to help your daughter learn to love her body and herself*

Practical advice on everything from eating disorders to body piercing and promiscuity. Includes lists, sample dialogues, resources, and a chapter especially for fathers. 255 pages. 2003

**HC0131      **Massage: A Step-by-Step Guide**  
Yvonne Worth**

This short illustrated introduction guides the reader through methods and techniques of massage. Includes information on the use of oils. 57 pages. 1997.

**HC0132      **The Book of Yoga**  
Christina Brown**

*Bringing the body, mind and spirit into balance and harmony*

This well-illustrated book covers the history and philosophy of yoga, physical, breathing and relaxation techniques, mantras and chanting, and meditation, all designed to help you de-stress, improve self-awareness, and gain muscular tone and suppleness. 160 pages. 2003.

**PB0133      **Eldercare for Dummies**  
Rachelle Zukerman**

*Friendly, practical advice to help you take care of your elderly relatives*

Provides strategies to assess an older person’s needs, arrange for care, ensure their safety, enhance their quality of life, respect their dignity, manage physical disabilities, and evaluate nursing homes. 356 pages. 2003.

**PB0134      **One God, Shared Hope**  
Maggie Oman Shannon**

*Twenty threads shared by Judaism, Christianity, and Islam*

A synthesis of the common threads of spiritual wisdom found in the holy scriptures of the three major world religions. 150 pages. 2003.

**PB0135**      **1000 World Prayers**  
                  **Marcus Braybrooke**

A selection of prayers from different world traditions, organized thematically and focusing on contemporary concerns. Special emphasis is placed on prayers for the needs of the world, for peace and justice, for the hungry, for the protection of the environment. 373 pages. 2003.

**PB0136**      **I'd Say Yes, God, if I Knew What You Wanted**  
                  **Nancy Reeves**

*Spiritual discernment*

Real-life stories from 75 men and women open up a world of spiritual discernment practices, inviting you to find one that works for you. The book draws on faith traditions such as Baha'i, Buddhist, Christian, Islamic, Jewish, Sikh etc. Suitable for individuals or group settings like workshops or retreats. 224 pages. 2001.

**PB0137**      **Teen Torment**  
                  **Patricia Evans**

*Overcoming verbal abuse at home and at school*

Explores how verbal abuse affects parents, teachers, peers and the abusers themselves, how teens become verbal abusers, and how to detect this hurtful behaviour early on. 303 pages. 2003.

**PB0138**      **The Art of Assisting in the Classroom**  
                  **Beatrice Gursky**

*A practical guide filled with tips and tools for School Assistants*

Includes: self-evaluation of skills, checklists, organizers, reproducibles, links to additional resources, tools and strategies, tips for energizing, communicating, inclusion, teamwork and assistance for students with special needs. 161 pages. 2003.

**PB0139      Assisting in the Language Arts Classroom**  
**Beatrice Gursky**

*Strategies for paraprofessionals: A handbook of tips and techniques*

Themes include: Facilitating language learning & students' learning styles, motivating learners, attending to student needs, process and mechanics of writing, children's literature, art of speaking and listening. 162 pages. 2003.

**PB0140      The Bully Free Classroom**  
**Allan L. Beane**

*Over 100 tips and strategies for K-8*

Offers ways to change bullying behaviour and prevent potential victims from being bullied. Provides tools for teachers and parents to help students learn to resolve conflicts. 168 pages. 1999.

**PB0141      Assert Yourself!**  
**Lisa Contini**

*Developing power-packed communication skills to make your points clearly, confidently, and persuasively*

This practical guide will show you how to give and receive feedback, get what you want, assert yourself nonverbally, assert yourself in meetings, and deal with difficult personalities. A SkillPath publication. 101 pages. 1996.

**PB0142      Learning to Laugh at Work**  
**Robert McGraw**

*The power of humor in the workplace*

This book will help you put an appealing polish on your professional presence, put others at ease in difficult situations, develop self-confidence and win the respect of your friends and co-workers. A SkillPath publication. 68 pages. 1995.

**PB0143      Great Openings and Closings**  
**Mari Pat Varga**

*28 ways to launch and land your presentations with punch, power, and pizzazz!*

Use these techniques in all work situations: training your team, reporting to the boss, presenting a proposal to a new client, or delivering the keynote speech at a convention. A SkillPath publication. 91 pages. 1996.

**PB0144      Making Your Mark**  
**Deborah Shouse**

*How to develop a personal marketing plan for becoming more visible and more appreciated at work*

Learn to identify the people who can best help you be successful, network and brainstorm with mentors and coaches, create the image you want, and put your plan into action. A SkillPath publication. 76 pages. 1995.

**PB0145      Breaking the Ice**  
**Deborah Shouse**

*How to improve your on-the-spot communication skills*

Understand your own “Ice-Q”, overcome your fears, and create grand openings. A SkillPath publication. 79 pages. 1994.

**PB0146      A Winning Attitude**  
**Michelle Fairfield Poley**

*How to develop your most important asset*

Your outlook on the world has a profound influence on the results you experience in your life. Includes checklists and worksheets and a quick test to determine how well your present attitude is serving you. A Skill-Path publication. 77 pages. 1992.

**PB0147      Defeating Procrastination**  
**Marlene Caroselli**

*52 fail-safe tips for keeping time on your side*

Each week you receive one tool that can make the difference between procrastination and progress: eg. Do the least appealing tasks first. A SkillPath publication. 187 pages. 1997.

**PB0148      Having Something to Say When You Have to Say Something**  
**Randy Horn**

*The art of organizing your presentation*

The author provides the tools and skill-building exercises that help you identify your presentation's "pain points", tune in to your creativity, reinforce your main purpose, deal with unexpected questions and objections, and develop powerful analogies to add life to your information. A SkillPath publication. 197 pages. 1997.

**PB0149      Letters and Memos**  
**Dave Davies**

Learn how to find your natural writing style, break bad habits, self-edit and proofread, write with warmth and sincerity, say more with less. A SkillPath publication. 162 pages. 1997.

**PB0150      Stress Control**  
**Steve Bell**

Includes stress control timeouts, positive attitude tools, assertiveness techniques, diet and nutrition guidelines, progressive relaxation and relaxation imagery, and deep-breathing exercises. A SkillPath publication. 149 pages. 1996.

**PB0151      The Innovative Secretary**

**Marlene Caroselli**

Explore 25 traits that define the innovative secretary such as: regarding problems as opportunities, being self-confident about ideas, being able to handle multiple assignments, and having the courage not to conform. 178 pages. 1996.

**PB0153      Breaking Free From Anger & Unforgiveness**

**Linda Mintle**

Learn to express anger in a healthy way that brings positive results. Examine biblical guidelines for expressing anger. 100 pages. 2002.

**PB0154      Breaking Free From a Negative Self-Image**

**Linda Mintle**

Understand how a negative self-image develops. Use break free strategies to change your view and actions. Learn to live as a reflection of God's image. 96 p. 2002.

**PB0155      Breaking Free From Depression**

**Linda Mintle**

Recognize triggers that lead to depression and discover tools to escape it. Stand on God's Word and find strength for every situation. 98 pages. 2002.

**PB0156      Breaking Free From Stress**

**Linda Mintle**

Understand stress and how it operates in your life. Identify the physical and emotional signs of being overstressed. Apply biblical stress-free strategies to specific problems. 98 pages. 2002.

**PB0157      Getting Unstuck**  
**Linda Mintle**

Written from a Christian viewpoint, this book deals with the depression, anxiety and pain that can block your way to a full, productive life. The stories and insights will show how to recognize when you're stuck and what keeps you there, learn new strategies that will move you forward, and how to accept loss as change. 279 pages. 1999.

**PB0158      Discipline Without Tears**  
**Rudolph Dreikurs**

*A reassuring practical guide to teaching your child positive behavior*

Strategies for dealing with a wide range of childhood misbehaviors. 96 pages. 1974.

**PB0159      Children: The Challenge**  
**Rudolf Dreikurs**

*The classic work on improving parent-child relations*

An easy, step-by-step program on how to cope with the common childhood problems that occur from toddler through preteen years. Win your children's cooperation and consideration, put a stop to senseless accidents and carelessness, deal with jealousy and fighting, downgrade bad habits, and overcome your own fears. 335 pages. 1992.

**PB0160      Kids Are Worth It!**  
**Barbara Coloroso**

*Giving your child the gift of inner discipline*

Examines the difference between encouragement and rewards, discipline and punishment. Parents will learn how to empower and influence their children instead of controlling them. Advice on topics from toilet training to drug abuse. 326 pages. 2001.

**HC0161      The Yoga Directory**  
**Linda Doeser**

Includes learning poses, further poses, and yoga in practice.  
208 pages. 2003.

**PB0162      Office Ergonomics**  
**Canadian Centre for Occupational Health and Safety**

Injuries and illnesses related to poor ergonomic conditions can be prevented by making the workplace and the work organization fit the physical and mental ability of each individual worker. Includes explanations of ergonomic hazards and ways to correct them. 119 pages. 2002.

**PB0163      School Workers Health and Safety Guide**  
**Canadian Centre for Occupational Health and Safety**

This guide covers workplace conditions and work practices involved in teaching programs, extracurricular activities, and facility maintenance in schools. Learn to recognize hazards, prevent accident and injury, deal with accidents and emergencies. 161 pages. 2001.

**PB0165      You Can't Be Serious! Putting Humor to Work**  
**Michael Kerr**

Over 200 ideas on adding humor to your workplace. Use in conjunction with a two CD audio set of the same title (AC0164).  
222 pages. 2001.

**PB0168      Building Moral Intelligence**  
**Michele Borba**

*The 7 essential virtues that teach kids to do the right thing*

Step-by-step guide to raising moral kids using the essential virtues of empathy, conscience, self-control, respect, kindness, tolerance, and fairness. 316 pages. 2001.

**PB0169**      **No More Misbehavin'**  
**Michelle Borba**

*38 difficult behaviors and how to stop them*

Failproof discipline for parents of kids from 3-12 to change behaviors including: anger, anxiety, biting, bossiness, bullied, bullying, chore wars, defiance, lack of friends, lying, stealing, tattling, tantrums, and whining. 337 pages. 2003.

**PB0170**      **Educating Oppositional and Defiant Children**  
**Philip and Nancy Hall**

Using stories based on actual classroom cases, the authors offer practical advice on teaching oppositional students. 205 pages. 2003.

**PB0171**      **Stories of Awe & Abundance**  
**PB0174**      **Jose Hobday**

Sister Jose Hobday, guest speaker for Faith Development Day 2003, communicates her relationship with and commitment to God, family, and community. Her stories, based on her own experience growing up as a Native American Catholic in the American Southwest, explore Native American spirituality, living simply, women in the church, and peace and justice. 122 pages. 1995.

**PB0172**      **Leadership through Knowledge: Negotiating Shorter Hours**  
**Communications, Energy and Paperworkers Union of Canada**

This manual has been prepared as an aid to collective bargaining on overtime, hours of work and schedules. 43 pages. 2003.

**PB0173**      **Hot Stuff to Help Kids Chill Out: The Anger Management Book**  
**Jerry Wilde**

A very practical and easily understood book that shows kids how they create their angry feelings and how they can help themselves calm down. 58 pages. 1997

**PB0175      *The Secret Life of the Dyslexic Child*  
                  Robert Frank**

Provides insight into the struggle dyslexic children have with reading, writing, memory, and following directions, and shows, step by step, the best ways to help them reach their full potential. 260 pages. 2002.

**PB0176      *The Worried Child: Recognizing Anxiety in Children and Helping Them Heal*  
                  Paul Foxman**

This guide helps adults show children how to handle worries and fears by: increasing bonding and security, communicating and disciplining correctly, and managing the impact of TV, movies, Internet and video games. 292 pages. 2004.

**PB0177      *Coping with Depression in Young People: A Guide for Parents*  
                  Carol Fitzpatrick**

Helps parents come to terms with depression in their children. Deals with issues like drug and alcohol use, suicide and self-harm, and other mental health problems, while providing guidance on what help and treatments are available and helping the whole family cope. 141 pages. 2004.

**PB0178      *The Explosive Child*  
                  Ross W. Greene**

Explosive children frequently display severe noncompliance, temper outbursts, and verbal or physical aggression. This practical guide will help reduce hostility and antagonism between child and adult, focus less on reward and punishment and more on communication and collaborative problem solving, develop skills to handle frustration better. 336 pages. 2001.

**PB0179      *8 Minute Meditation: Quiet Your Mind, Change Your Life*  
                  Victor Davich**

A meditation program for busy people to help quiet the mind, lower stress level and convey a sense of peace.

**PB0180      *Flip the Switch: 40 Anytime, Anywhere Meditations*  
Eric Harrison**

40 specially designed meditations for those short time gaps in even the busiest day e.g. while standing in line at the bank, rebooting your computer, folding laundry, working out at the gym.

**PB0181      *Simple Living: The Path to Joy and Freedom*  
Jose Hobday**

Simple living is the story of the life of Native American and Franciscan sister Jose Hobday. It is a way of life, an attitude. Sister Hobday was the keynote speaker at Faith Development Day 2003. 92 pages. 1998.

**PB0182      *Keep Your Kids Safe on the Internet*  
Simon Johnson**

Easy to understand instructions, money and time saving tips, and practical advice from a parent to safeguard children against threats lurking on the Internet, including pedophiles, cyber-stalkers, cyber-bullies, pop-ups, pornography, viruses, hackers, spyware and adware. 316 pages. 2004.

**PB0183      *Meditations for Women Who Do Too Much*  
Anne Wilson Schaeff**

Each day of the year offers a quote, a meditation, information (reaction to the quote), and a short, reflective sentence for healing and moving on.

**PB0184      *Saving Ourselves: A Basic Reference Manual for CEP Health and Safety Activists*  
Communications, Energy and Paperworkers Union of Canada**

Part of the "Leadership Through Knowledge" series.

**PB0195      *Teams Work: Teachers and Assistants Creating Success*  
Carol Johnson, Chaos Consultation**

Information for both the teacher and assistant in the classroom that will help you make a difference in the lives of students. Focuses on communication and clear job roles. Permission is given to photocopy any part of the book. 66 p. 2003.

**PB0196      Walking the Union Walk: Stories from CEP's First Ten Years**  
**Jamie Swift**

*NEW*      Stories from the first decade of the Communications, Energy and Paperworkers Union of Canada (CEP), the union of the Edmonton Catholic Support Staff Association, Local 52A. 198 p. 2003.

**PB0197      Education for Changing Unions**  
**Bev Burke**

In order for unions to survive in the global economy, the workers must be educated and empowered. This book provides information on designing and delivering education to union members. 277 p. 2002.

**PB0198      Business Communication Style Guide**  
**SkillPath Publications**

*The practical guide to clarity, readability and correctness in business writing*

Each section has an introduction, rules, explanations and examples. Bonus sections on graphics, prepress and printing guide, and career success handbook. Includes a CD-ROM to help maximize usage of the style guide. 370 p. 2005.

**PB0199      Networking**  
**SkillPath Publications**

*How to creatively top your people resources.*

Includes 15 common barriers (excuses) to networking, 16 rules of networking etiquette, 10 ways to improve your networking skills. 61 p. 1993.

**PB0200      Moving Mountains**  
**Canadian Union of Postal Workers' Special Needs Project**

*Work, family and children with special needs*

In 1996 the Canadian Union of Postal Workers began a project to support its members who had children with special needs. This is an in-depth look at the project, with many personal stories of those who were helped. 64 p. 2002.

**PB0202      Feng Shui Your Workplace for Dummies**  
**Holly Ziegler and Jennifer Lawler**

Apply the basic principles of Feng Shui to design a comfortable, welcoming work environment that increases harmony, relieves tension, boosts your productivity and performance, and maximizes positive energy. 256 p. 2003.

**PB0203      Power Phrases!**  
**Meryl Runion**

Book + searchable multimedia CD

*The perfect words to say it right and get the results you want*

A toolbox of perfect expressions to get your point across. Learn the exact words to use to assure understanding, clear up conflict, establish a connection, get what you want and refuse what you don't want. 320 p. 2005.

**PB0204      The Power of Positivity**  
**Joel and Ruth Schroeder/SkillPath Publications**

*Eighty ways to energize your life*

Practical advice to boost your enthusiasm while getting you through negative situations and boring tasks. 90 p. 1997.

**HC0208      6<sup>th</sup> National CEP Women's Conference Oct. 16-18, 2005**

Includes conference summary by delegates Joanne Howell and Cheryl Andrews plus materials from their workshops: Looking at the 'F' Word: Feminism 101, and Working for Economic Justice: A Women's Agenda.

**HC0211      Simply Pilates**  
**Jennifer Pohlman**

1 DVD (42 minutes) + 64 page book

Beginner level exercises are grouped for different body areas like spinal mobility, abdominal strengthening, posture awareness etc., are clearly explained and illustrated, and can be easily performed at home with nothing more than an exercise mat. The DVD provides a step-by-step guide through a complete workout.

**PB0219**

**Allen Carr's Easy Way to Stop Smoking**

**Allen Carr**

*New*

The author, a former chain smoker of 30 years, describes his method of quitting smoking: once you understand the nicotine addiction and the real reason you smoke, it will be easy to stop smoking. 170 pages. 2004.