

DHRM Video/DVD Inventory
(Updated 11/17/2009)

TITLE	Media	Length	Description
3rd Annual Manager's Conference 5/4/2001 Tape 1	VHS		Video of conference presentations
3rd Annual Manager's Conference 5/4/2001 Tape 2	VHS		Video of conference presentations
3rd Annual Manager's Conference 5/4/2001 Tape 3	VHS		Videos of conference presentations
A Management Responsibility			
A Shopping List for Selection Specialists	VHS	32 Minutes	Ted Darany explains the basic considerations important to those charged with designing written, oral, performance, and assessment center examinations. Ted also discusses effective use of the probationary period.
Abilene Paradox, The	VHS	26 Minutes	A dramatization of Jerry B. Harvey's "Abilene Paradox" parable, describing a phenomenon in which groups continue with misguided activities which no group member desires because no member is willing to raise objections. Addresses the fundamental problem of organizations' tendency toward false consensus. It occurs because many people feel they might be isolated, censured or ridiculed if they voice objections. This often leads groups to act on inappropriate goals and is a setup for organizational failure.
Achieving Communication Excellence (DVD)	DVD	180 Minutes	3 one-hour segments focusing on communication: 1) Listen Up!- listening actively and effectively, 2) Speak Up!- verbal communication and getting your point across, 3) So, How Am I Doing?- giving and receiving feedback.
ADA: Guidelines for Supvrs and Mgrs, The	VHS	24 Minutes	This video provides supervisors and managers with information they need to implement the provisions of the ADA. Included is an explanation of the law, a review of the definition of disability, and the specific requirements placed on the employer. Emphasis is on specific steps that must be taken to comply with the law.
Apollo 13	VHS	140 Minutes	Based on what was to be the third lunar-landing mission, this film shows the trials and tribulations of the Apollo 13 crew, mission control, and families after a near-fatal accident cripples the space vehicle. A mission that couldn't get TV airtime because space flights had become routine to the American public suddenly grabbed the national spotlight. This is a tale of averted tragedy, teamwork, leadership, heroism and creativity.
Avoiding Litigation Landmines	VHS or DVD	30 Minutes	A survival guide for managers, this video uses a compelling dramatization which no manager will be able to forget. When each of the litigation landmines explode, three senior attorneys from Littler Mendelson, the Nations' largest employment and labor law firm, explain the problem. Managers will learn not only how avoid these litigation landmines, but how to turn them into positive tools for unlocking the potential of the individuals within their work force.
Be Prepared for Meetings	VHS	24 Minutes	From the Toastmasters Communications Series, this video instructs viewers how to: Design meetings that match your goals; Start group participation; Maintain pacing; Stay on track; Control problem participants; Get results and close on schedule.
Be Prepared to Speak	VHS	27 Minutes	From the Toastmaster Communication Series, this video instructs viewers how to: Draft a clear, vivid, and persuasive speech; Communicate with voice tones, eye contact, and body language; Make the most of your practice sessions; Build confidence and conviction; Leave your audience with a powerful, lasting impression.
Beyond Impossible	VHS	8 Minutes	When a young boy discovers a rusting Model A in a cornfield, Henry Ford himself appears to espouse his doctrine that nothing is impossible if you think outside your self-imposed limitations. An exciting, story-driven film touting expansive thinking. It challenges viewers to: go beyond their boundaries, discover their capabilities to achieve, self-motivate, problem solve, and believe in themselves.
Bonnie Consolo	VHS	22 Minutes	Bonnie Consolo is like any other suburban housewife and mother; she has children, she does groceries, and she's involved in the everyday concerns and activities that any other suburban housewife and mother engages in. With one difference; Bonnie does not have arms, and her everyday activities - whether she's testing a piece of fruit for ripeness or baking a loaf of bread are done solely with her feet. She's had a lifetime to adapt, and would shrug off any suggestion that her life is informed by the world "disability."
Business of Paradigms, The	VHS	38 Minutes	Futurist Joel Barker helps organizations understand how paradigms influence our perceptions of the world. He takes you around the world to share powerful stories that inspire you to take the next step to learn to view change as an opportunity in your industry, your organization, your own life. This film challenges us to look for new possibilities and see opportunities that we have never seen before.
Cause and Effect Diagramming		14 Minutes	This video explores the concept of complex causal relationships by focusing on a team that is analyzing the accuracy of transcriptions. Viewers learn about the elements, how to construct and use the cause and effect diagram in process improvement teams.
Celebrate What's Right w/ the World-Dewitt Jones (DVD)	DVD	22 Minutes	Famous National Geographic photographer Dewitt Jones asks, "Do we choose to see possibilities? Do we really believe they're there?" He assures us that there is always more than one right answer. Celebrating what's right with the world helps us recognize the possibilities and find solutions for many of the challenges before us. This inspirational film utilizes stunning photography and powerful dialogue to help viewers approach their lives with celebration, confidence, and grace.
CBDCOM Domestic Preparedness Training Program	VHS	30 Minutes	
Changing The Rules	VHS	25 Minutes	Based on a real-life case study, Pat Heim hosts this video, designed to help viewers solve gender-related communication problems by identifying the invisible rules men and women play by and by providing effective strategies for more successful communication between them in the workplace.
Clear Vision	VHS	58 minutes	Videotaped keynote presentation, by award winning photographer Dewitt Jones, exploring the fundamentals of creativity – what they are, how they exist in each of us, and how to remove the blocks that keep us from accessing them. Using his own exceptional photographs as examples, Dewitt helps his audiences see the world with new eyes and rediscover their own creative gifts. Recommend showing Dewitt's other films (Everyday Creativity, Focus Your Vision, Celebrate What's Right with the World) as they are more recent and polished.
Conflict Communication Skills	VHS	14 Minutes	

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Consensus Decision Making Tools		23 Minutes	As a process improvement team works to make surgical instruments more available, viewers learn about the concept of consensus decision making and the steps in the decision making tools of multiple voting, rank ordering and structured discussion.
Continuous Performance Appraisal	VHS	20 Minutes	With an appraisal looming, a frustrated manager finds himself at the end of his rope. Help arrives from the magical (and funny) Harry Anderson, who takes the manager through the three steps of the Continuous Performance Appraisal process: Preparation, The Appraisal Meeting, and Follow-through
Creating Satisfied Citizens and Customers	VHS	65 Minutes	
Effective Business Presentations-L. Geisler	VHS	285 Minutes	Three tapes
Emotional Intelligence	VHS or DVD	25 Minutes	This video provides an overview of this breakthrough training topic and includes commentary from numerous EI experts including Daniel Goleman and Peter Salovey. Five EI competencies are introduced: Self-awareness, Selfregulation, Self-motivation, Empathy and Effective Relationships. The program then takes viewers to organizations such as Kaiser Permanente, State Street Bank and Nichols Aluminum where training in emotional intelligence is being used to help employees access the power of emotions to create better, more productive working relationships. Through interviews with various employees, viewers see how EI competencies can be combined with other knowledge and technical capabilities to increase one's overall effectiveness on the job.
Empowered Manager, The	VHS	30 Minutes	Based on the concepts in Peter Block's book by the same title, using the experiences of real people in AT&T's Phone Centers to demonstrate that it is possible to create an entrepreneurial spirit within a large traditional organization. The story focuses on one manager's struggle to empower herself and her people. This video also includes interviews with author, Peter Block, and Bob Martin, Vice President AT&T Phone Centers, and examines an ongoing transition from bureaucratic to participative management.
Essential Blue-eyed, The	VHS	50 Minutes	A filmed exercise conducted by former elementary school teacher Jane Elliott who gained national attention in 1968 when she conducted a discrimination simulation in her small-town Iowa classroom. In this abbreviated exploration, Elliott divides a multiracial group of Midwesterners on the basis of eye color and then subjects the blue-eyed members to a withering regime of humiliation and contempt. We watch grown professionals become distracted and despondent, stumbling over the simplest commands. People of color in the group express surprise that whites react so quickly to the kind of discrimination they face every day of their lives. (50 min + 30 min debrief) Recommend facilitator guide as program can be provocative.
Everyday Creativity w/ Dewitt Jones (DVD)	DVD	20 Minutes	Famed National Geographic photographer Dewitt Jones stresses that our ability to search for new ideas can mean the difference between success and failure. He challenges such thinking as creativity is a phenomenon, out of the ordinary, or something reserved for a few "artistic types." He uses memorable stories and his own inspirational photos to show us that we can be more creative in everything we do, from problem solving to managing others. You'll feel inspired and encouraged to apply his simple yet powerful creativity techniques to all of your everyday challenges.
Everything You Always Wanted to Know About Supv	VHS	25 Minutes	This video communicates timeless and proven management skills, usable in all types of situations, that raise employee productivity and improve morale. The video addresses how to motivate employees to set and accomplish goals, how to reveal the real importance of every job, how to empower employees to make better decisions, and how to listen, ask questions, and express concern when dealing with employees
Flowchart, The	VHS	13 Minutes	Viewers learn about the concept of flowcharting a process, the elements of a flowchart and development and use of flowcharts through observing a process improvement team working on x-ray scheduling process.
Focus Your Vision w/ Dewitt Jones(DVD)		20 Minutes	Photojournalist, Dewitt Jones uses photography and dialogue to encourage viewers to develop visions and turn them into reality. When we combine our energy and passion with our focused visions, we give ourselves direction and power. When we connect with our visions, and in doing so, release our passion; we have a better understanding of who we are, what we stand for, and where we are going. Dream the dream, find that extraordinary vision, and keep it in focus.
Get the Whole Picture	VHS	22 Minutes	Video offers an advanced view of how to pose probing questions in a behavior-based interview. The core of the video is a discussion of probing strategies. For each strategy, a simulation focuses on a subskill--a total of 11 in all. In a simulation, the viewer is given a specific job task, along with a related interview question. He or she then watches an exchange between interviewer and interviewee. At the end of the exchange, the tape is stopped and the viewer writes a follow-up probe related to the strategy. The video also emphasizes learning how to counter distracting or illegal hooks in a candidate's answers. The methods help interviewers avoid jumping to conclusions or wasting time on inappropriate probes.
Good Enough Isn't Good Enough	VHS	7 Minutes	Five ordinary people take extraordinary steps to insure that the work they do goes beyond good enough. They explain what quality means to them--how it feels from within.
Group Tyranny & the Gun Smoke Phenomenon		15 Minutes	Jerry B. Harvey dispels the myth that peer pressure forces people to act against their better judgment. His example is a lynch mob that's bent on hanging a bank robber down in Abilene. Content of this program encourages viewers to stand up for their beliefs and show that fear of isolation drives people to act differently in groups than they would alone.
Groupthink	VHS	22 Minutes	Using the story of the space shuttle Challenger disaster, and particularly the Thiokol o-ring team, this film explores and demonstrates the phenomenon of groupthink. Portrays group dynamics and behaviors that signal the presence of pitfalls to be avoided. Participants gain an understanding of the eight symptoms of groupthink and strategies for avoiding it.
Handling the Sexual Harassment Complaint		15 Minutes	Trains managers and supervisors to respond correctly and legally to sexual harassment complaints. Offers specific procedures to follow when receiving, investigating, and taking action on a sexual harassment complaint. Companion to "Sexual Harassment in the Workplace: Identify, Stop, Prevent" video. May be somewhat out of date- filmed in 1990

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Helping Hand, The	VHS	40 Minutes	A humorous video starring John Cleese and Robert Lindsay looking at how to coach staff. Coaching is distinct from training which is generally led by a trainer away from the place of work. Coaching is led by the manager/supervisor 'on the job' and is an effective way of developing and motivating staff. It describes the process of helping staff learn by discovery, guided discussion and hands-on experience and why 'coaching' is increasingly being seen as the most guaranteed method ever devised to ensure the improved productivity of your department!" The concerns of managers are discussed as well as the advantages of coaching.
How to Recognize and Confront Subtle Sexual Harassment	VHS	27 Minutes	How to Recognize and Confront Subtle Sexual Harassment provides clear guidelines and dozens of concrete examples to help all employees understand when friendly behavior crosses the line to subtle sexual harassment.
Idea Generating Tools		15 Minutes	This video presents the idea generating tools of brainstorming and nominal group technique. Viewers learn the steps of brainstorming and nominal group technique and the tools' use in process improvement teams. This team looks at the factors affecting the timeliness of surgery starts and the ways to improve surgical instrument availability.
If You Can't Stand Up, Stand Out: The Mike Schlappi Story	VHS	8 Minutes	This video shows excerpts from presentations made by Mike Schlappi, who chose to develop a positive "attitude therapy" approach after a shooting accident left him partially paralyzed. A motivational piece.
I'm in Charge	VHS	33 Minutes	
Increasing Emotional Intelligence (DVD)		180 Minutes	3 one-hour segments designed to increase viewer's ability to manage emotions at work. The segments include: Stay in Control-managing emotions at work, Half Full or Half Empty-choosing to be positive, Big Picture- keeping things in perspective.
Intent Vs. Impact	VHS	68 Minutes	Shows managers, supervisors, and employees how to recognize the differences between friendly behavior and subtle sexual harassment. Explains the laws and policies that govern sexual harassment and how to resolve such incidents within an organization. Some content may be out of date- filmed 1986
Invisible Rules: Men, Women and Teams	VHS	33 Minutes	Dr. Pat Heim a leading expert in the areas of management and gender differences, explains some of the Invisible Rules between men and women that are a part of the workplace. The premise is that men and women grow up in different cultures and as a result have different rules regarding what is considered "appropriate" adult behavior. Unfortunately neither gender is aware of these disparate norms and rules, and often misread what is being communicated. These dynamics can often backfire across cultures. By making these Invisible Rules visible, Dr. Heim provides the basis for better understanding, communication and teamwork.
Item Construction & Analysis the Beginning	VHS	31 Minutes	Ted Darany discusses the major theoretical components of item analysis, while demonstrating uses of Discrimination Index, Percent Correct, and Item-Total Correlation calculations in written testing.
Item Construction & Analysis the Sequel	VHS	31 Minutes	Ted Darany continues to demonstrate practical item construction applications. Dr. Robert Ebel provides an academic foundation for written testing and shares his many insights into written test theory.
Joel Barker's Leadership	VHS	29 Minutes	Joel Barker presents the definition of a leader as someone who people will follow to places they would not go alone. Using inspiring locations and vivid stories, Barker motivates every leader, and aspiring leader, to develop the skills needed to lead his or her organization into the 21st century using five lessons: Focus on the Future, Fundamentals of Change, Complex Systems, Leadership Styles, Creating a Vision
Leadership and the New Science (DVD)		23 Minutes	Based on the best-selling book by Dr. Margaret Wheatley, this program explains that chaos is a necessary and creative force that creates order. Viewers learn about sharing information to empower people and organize tasks, developing relationships to energize teams and achieve peak performance, and more.
Leadership and Self-Deception	VHS	16 Minutes	This video addresses the #1 obstacle to organizational effectiveness--self-deception. Simply put, self-deception is the problem of not being able to see that you are the problem. For instance: Think about the most difficult person you've ever had to work with. What made them difficult? Did they consider themselves a problem? Chances are, they did not. Despite the fact that you (and everyone else around them) could see they were a problem, they couldn't see it. This film illustrates this concept by presenting an unforgettable video re-enactment matched with a comprehensive workshop. The video and workshop exercises offer a poignant look at how self-deception prevents us from seeing the obvious solution to some of our biggest workplace problems, providing tools for analyzing and solving problems, at their core.
Leadership Challenge, The	VHS	55 Minutes	Bestselling authors James M. Kouzes and Barry Z. Posner introduce their groundbreaking leadership model -- The Five Practices of Exemplary Leadership. Approaching leadership as a measurable, learnable, and teachable set of behaviors, the authors introduce powerful cases that clearly demonstrate how individual leaders are able to accomplish the extraordinary. Using real-life examples, each of the five scenarios presented highlight one of The Five Practices.
Legal Briefs: Recruiting and Hiring	VHS	17 Minutes	With straightforward language and real-world examples this video addresses the most common and dangerous potholes managers face-and presents specific actions any manager can implement to keep themselves and your organization out of court. Viewers learn how to verbally describe a job position and avoid omitting, exaggerating, or implying, how to advertise a position and avoid illegal or discriminatory language, how, and what, to prepare for interviews-and avoid illegal questions, how to avoid reverse discrimination, and how to provide equal opportunity in recruiting and hiring
Line Between Success & Failure, The	VHS	30 Minutes	Consultant Ed Cole discusses the trade-offs necessary to determine an examination pass point that is both rational and reasonable. Using a prepared example, he discusses statistical and EEO concerns which must be considered in setting pass points.
Making Your Case	VHS	25 Minutes	This video demonstrates the ways in which presenters can go wrong and shows how they can soon be put right. It is designed to inspire confidence in an area where confidence is rarely found. Our heroine is a young manager (Suzie Blake) preparing for her first presentation to the company's board. Her confidence level is not high. On the eve of the big day, she dreams she is Alice in Wonderland - making a presentation to those most merciless of critics, the King and Queen of Hearts and their court. They pounce on Alice's three crucial mistakes - poor presentation, confused structure and nervous delivery - but fortunately the Mad Hatter is on hand to offer timely advice. On waking, Alice remembers her lessons and makes a presentation that goes 'like a dream' - a perfect model for any presenter who needs to persuade people to adopt a course of action.

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Managing Your Own Productivity (DVD)	DVD	180 Minutes	08/12/08 PP: This DVD doesn't work any more. Can't access all 3 hours. As it plays it goes out of sync. 3 one-hour segments designed to increase viewer's productivity. Segments include: 1) Have a Plan. Work a Plan.- planning and organizing for results, 2) What Should I Do First?- effectively managing priorities, 3) It Takes A Team!- working with others to achieve results
Meetings, Bloody Meetings	VHS	31 Minutes	Too many meetings are genuine nightmares. They lack preparation, direction, and worst of all, results. This awardwinning program, remade in 1993, is essential viewing for anyone who chairs meetings. You'll learn how to make your get-togethers shorter, more focused, and more productive. And John Cleese ensures you get plenty to laugh at along the way.
Minimizing the Risk			
More Than a Gut Feeling III (DVD&Video)	VHS or DVD	32 Minutes	Two strangers strike up a conversation about interviewing practices while sitting next to each other on an airplane. Will has had previous problems hiring the "right" person because he doesn't know what questions to ask during an interview. Ann gives specific examples of how she uses behavioral-style interviewing to avoid making conclusions based on her gut feeling. Will follows Ann's techniques and successfully conducts his own interview. Techniques demonstrated.
Motivation	VHS	28 Minutes	
Multi Cultural Workplace	VHS	32 Minutes	
NASPE PSA Public Employee Recognition	DVD	< 1 Minute	Idea for 15 second PSA
Nightline: The Deep Dive	VHS	23 Minutes	IDEO, a product design company in Palo Alto, California, which is run by Stanford engineering professor Dave Kelly, is known for its unconventional - though effective - management style. To demonstrate IDEO's innovative approach to industrial design for this ABC Nightline segment, reporter Jack Smith dared IDEO to redesign the supermarket shopping cart in five days. Originally broadcast on July 13, 1999. Closed captioned.
Now, That's Service!			
Paradigm Mastery w/ Joel Barker: Change & Leadership	VHS	33 Minutes	Futurist Joel Barker goes beyond the basics in a five-part video program designed to help you explore the impact paradigms have on your world and help you develop the hands-on skills needed to create an environment open to change. Filmed in a rustic lodge in Washington state, Barker explores key paradigm concepts with 20 participants. Together, they learn how to apply these concepts to the workplace. This part Barker discusses the relationship between leadership and change. He helps everyone in your organization understand their roles during change, how change relates to their customers and the importance of anticipation. Leaders will discover why they should honor unsolved problems.
Paradigm Mastery w/ Joel Barker: The Paradigm Effect	VHS	28 Minutes	Futurist Joel Barker goes beyond the basics in a five-part video program designed to help you explore the impact paradigms have on your world and help you develop the hands-on skills needed to create an environment open to change. Filmed in a rustic lodge in Washington state, Barker explores key paradigm concepts with 20 participants. Together, they learn how to apply these concepts to the workplace. This part you will learn why good people miss great opportunities. Discover how paradigms can trap you, then find out how to avoid the trap and see past your own paradigms.
Paradigm Mastery w/ Joel Barker: The Paradigm Curve	VHS	28 Minutes	Futurist Joel Barker goes beyond the basics in a five-part video program designed to help you explore the impact paradigms have on your world and help you develop the hands-on skills needed to create an environment open to change. Filmed in a rustic lodge in Washington state, Barker explores key paradigm concepts with 20 participants. Together, they learn how to apply these concepts to the workplace. This part find out where your paradigm and your competition's paradigm are in their life cycles. Pinpoint the ideal window of opportunity to affect the shift in any paradigm. Discover why your most aggravating problems are really the keys to your next paradigm and your future.
Paradigm Mastery w/ Joel Barker: Paradigm Hunting	VHS	20 Minutes	Futurist Joel Barker goes beyond the basics in a five-part video program designed to help you explore the impact paradigms have on your world and help you develop the hands-on skills needed to create an environment open to change. Filmed in a rustic lodge in Washington state, Barker explores key paradigm concepts with 20 participants. Together, they learn how to apply these concepts to the workplace. This part explores what to do when you are stuck in a paradigm. Barker suggest two simple steps to get people involved in discovering the future: Learn how to form a paradigm hunting team, Discover how to engage each person in the search for the next paradigm.
Paradigm Mastery w/ Joel Barker: Paradigm Partners	VHS	30 Minutes	Futurist Joel Barker goes beyond the basics in a five-part video program designed to help you explore the impact paradigms have on your world and help you develop the hands-on skills needed to create an environment open to change. Filmed in a rustic lodge in Washington state, Barker explores key paradigm concepts with 20 participants. Together, they learn how to apply these concepts to the workplace. This part you'll learn how to identify the three paradigm partners in your organization. Although each views the world through very different eyes, each has a critical role. Find out how their roles can measure the ways each reacts to change.
Peacock in the Land of Penguins	VHS	10 Minutes	Animated video featuring Perry the Peacock which illustrates in an insightful, inspiring and non-threatening way employee empowerment, effective communication and team building skills within the context of diversity. When Perry and his exotic feathered friends arrive in the homogenous Land of Penguins they have trouble fitting in, despite their talent and intelligence. However, when Perry and his friends save the island from an attacking pack of wolves, the penguins realize that in their ever-changing world, all birds would have to appreciate each other's skills and contributions.
Performance Management and Review Program	VHS	42 Minutes	
Power Dead Even Rule, The	VHS	36 Minutes	Dr. Pat Heim explores the different cultures men and women grow up in, the "rules" each culture uses to define appropriate adult behavior, and why these cultures clash and what to do about it. Pat Heim is a nationally acclaimed consultant in the fields of leadership, team building and gender differences. This video aims to get people to laugh and talk about the culture differences between men and women as the first step in dealing with these differences.

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Power of Vision, The	VHS	30 Minutes	Futurist Joel Barker shows why a shared vision makes decision-making easier, why effective visions are never expressed in numbers and why a vision must be inspiring enough to challenge each member of the vision community to grow and reach beyond their previous limits. Using the stories of Victor Frankl's Auschwitz survival and Harlem's PS 121 success, Barker inspires viewers to think together, dream together and act together to make a difference in the world.
Preventing Sexual Harassment: A Mgt Responsibility - The Risk	VHS	28 Minutes	
Preventing Sexual Harassment: A Mgt Responsibility - Minimizing the Risk	VHS	26 Minutes	
Principles and Ethics	VHS	30 Minutes	
Productivity & the Self-fulfilling Prophecy: Pygmalion Effect	VHS	29 Minutes	Interviews with authorities, animation and live-action sequences are used to present the theory and practical applications of the Pygmalion effect - the influence of expectation alone, whether positive or negative, on behavior. Shows how important an understanding of this effect is to modern management.
Quality in the Office	VHS	22 Minutes	
Remember the Titans	DVD	114 Minutes	After leading his team to 15 winning seasons, football coach Bill Yoast is demoted and replaced by Herman Boone, tough opinionated and as different from the beloved Yoast as he could be. How these tow men overcome their differences, and turn a group of hostile young men into champions, plays out in a remarkable and triumphant story full of soul and spirit.
Resolving Conflicts	VHS	22 Minutes	
S.A.F.E. Fleet	VHS	56 Minutes	
Selection Specialist's Erector Set	VHS	25 Minutes	Ted Darany defines and discusses the concepts necessary for conducting professional quality examinations in the employee selection process. Ted discusses the issues of test quality, relevance, fairness, efficiency and others.
Serving Utah: A State Gov't Team			
Driver Safety	DVD	13 Minutes	
Sexual Harassment in the Workplace	VHS	20 Minutes	Designed to be shown to all employees. Explains what sexual harassment is, how to stop it, and how to prevent it. Promotes the concept that sexual harassment of any type is a form of discrimination and does not have to be tolerated by either management or employees. Companion to "Handling the Sexual Harassment Complaint" video. Somewhat out of date- filmed 1990
Sexual Harassment Retraining Video 1999	VHS	54 Minutes	
So You Think You Need Analysis	VHS	26 Minutes	Karen Coffee, a practicing authority on job analysis, outlines the many approaches available to accomplish this often overlooked step in professional selection work. Karen discusses the advantages and disadvantages of each approach.
Standard Deviates in Our Lives	VHS	29 Minutes	Ted Darany explains basic statistical concepts which are critical to analyzing employee selection test results. Using examples, Ted simplifies reliability and standard deviation, while presenting ways to evaluate a test's true adequacy.
Supervising the Drug Free Workplace	VHS	18 Minutes	
Team Meeting Skills	VHS	18 Minutes	This video introduces the concept of a meeting as a process to be defined and improved. In the film, a team is meeting to improve the process of preparing operating rooms for surgery. After watching the video, viewers will be able to use the seven-step meeting process, use special meeting roles to improve meeting effectiveness and describe the importance of using a defined meeting process that includes steps and roles.
Three-Dimensional Interview, The	VHS	28 Minutes	This video uses the dimensions of Capability (knowledge and skills), Commitment (attitude and motivation), and Chemistry (personality, values and work styles that best "fit" the organizational culture) to frame appropriate interview preparation. Viewers learn three key types of interview questions and when to use them in an interview, learn to develop questions based on a job description and three-dimensional candidate profile, learn to conduct a consistent, structured, in-depth interview, provide candidates with an accurate picture of the job and organizational culture, and ensure candidates are evaluated fairly, legally and objectively.
Time Management	VHS	42 Minutes	
Time Management - Getting the Monkey Off Your Back	VHS	30 Minutes	Uses real monkeys to illustrate William Oncken Jr.'s thoughts on the transfer of responsibilities from one person to another. This video shows how to coach and counsel employees so that managers can concentrate on managing.
TQM: Tape 1			
TQM: Tape 2	VHS	55 Minutes	
True Colors	VHS	19 Minutes	In this startling expose, Diane Sawyer explores skin color prejudice in America with the help of two friends virtually identical in all respects but one-- John is white, Glen is black. Together they take part in a series of hidden camera experiments exploring people's reactions to each in a variety of situations. Diane Sawyer concludes TRUE COLORS with a discussion with John and Glen about the outcome of these experiments and their experiences with discrimination in daily life.
Valuing Diversity	VHS	30 Minutes	
What's Work Got to Do With It-FMLA	VHS	16 Minutes	Explains an organization's obligations and rights under the Family and Medical Leave Act.
Workplace Hustle, The	VHS	33 Minutes	Focuses on a problem systemic in the American work environment - the sexual harassment of working women. Explores the issues in a direct and candid manner designed to inform and motivate the viewer. Features Lin Farley, author of the book "Sexual Sha kedown", and Ed Asner as spokesperson. This video was produced in 1980 and contains out-of-date info.
Workteams and The Wizard of Oz	VHS	18 Minutes	Ken Blanchard leads viewers through MGM's classic 1939 motion picture--using it as a powerful tool for proving that teams can reach their goals no matter how diverse their members or how difficult the undertaking.

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12 Danger Zones- Hiring	DVD	25 Minutes	Steers supervisors safely through the interview maze and helps them avoid common errors involving pregnancy, workers' comp histories, religious preferences (both the supervisor's and the applicant's), physical impairment, and unintentional discrimination. And it provides clear advice on how to communicate with rejected applicants without raising the legal threat level.
12 Danger Zones- Documentation & Evaluations	DVD	25 Minutes	Prevent problems. Protect your organization. Train supervisors to properly evaluate employee performance issues, communicate findings, and prepare accurate written records in a way that discourages would-be plaintiffs.
12 Danger Zones- Discipline	DVD	25 Minutes	Walks supervisors through a simple 3 step disciplinary process and shows them how to make it work. They learn how to earn respect for themselves and your organization through professionalism of language and action. And they learn how to deal with problem employees quickly and with the least disruption. Plus, they learn key points about fundamental rights and responsibilities that come with the authority of management. And they get insights into the skills required to safely demote, suspend, and fire any member of the workforce.
12 Danger Zones- Firing	DVD	25 Minutes	Supervisors learn how conditions like ADD, depression, and learning disabilities are driving a new wave of lawsuits over termination. They'll understand the special steps invoked with terminating an employee recently on medical leave or who has filed for workers' comp. This video also covers the 5 most common mistakes supervisors make (#1: lying to avoid hurt feelings, and how to get over it) and provides a handy 6-part termination tip sheet every supervisor can use to limit lawsuits and make an awkward situation as smooth as possible.
12 Danger Zones- Sexual Harassment	DVD	25 Minutes	Supervisors learn the crucial duties they now have under the law and the key things they must do to stop inappropriate behavior or language before it explodes into a damaging court battle or expensive settlement. Plus, they'll learn how to spot the newest forms of sexual harassment and take appropriate action.
12 Danger Zones- Other Harassment	DVD	25 Minutes	Supervisors learn about the many forms harassment can take and how to prevent the workplace from becoming tainted with hostility and resentment. Dramatized examples of harassment are followed by a clear explanation of why the action was illegal and what a supervisor should do in response. Supervisors will learn how to differentiate between the hypersensitive and truly harassed, between the illegal and the merely offensive, and between the politically incorrect and the legally explosive.
12 Danger Zones- Discrimination	DVD	25 Minutes	Supervisors become aware of the "protected classes"- the 6 specific factors they must never consider when making a decision. It explains how to apply the American with Disabilities Act when assigning tasks. It also will show them how to respect religious differences.
12 Danger Zones- FMLA	DVD	25 Minutes	This video identifies the 4 basic FMLA "triggers". Plus, supervisors learn how to recognize a serious health condition and how to avoid any action or statement that could be construed as retaliation for taking FMLA leave. Supervisors view dramatizations of 5 different FMLA situations and learn the best way to react to each.
12 Danger Zones- Safety & Workers Compensation	DVD	25 Minutes	This video reveals the key things supervisors must do to train, inspect, discipline, evaluate, and communicate in ways that dramatically reduce the risk of workplace accidents. It also shows precisely what to do to prevent recurrence of an accident if one does take place. Supervisors learn how to counter that perception through fair and even management techniques. Plus, they get 7 proven steps for reducing accidents in the workplace.
12 Danger Zones- Wage & Hour & Labor Law	DVD	25 Minutes	Supervisors learn how to classify workers as exempt and non-exempt, why it's so important that everyone observe break times, and why promises of future comp time is no way to avoid time-and-a-half. Supervisors also learn to spot and react correctly to concerted activity to avoid charges of violating federal labor law. Why can't they prohibit employees from comparing wages? When is it OK to stifle offensive language? What's the difference between concerted activity and insubordination?
12 Danger Zones- Privacy	DVD	25 Minutes	This video reveals the 3-step process to determine if certain information is protected by law. It teaches supervisors how to spot and discourage the spread of information about an employee's medical, financial, and family status. And it reveals supervisory rights and obligations regarding employee communication, e-mail and Internet use, and expectation of privacy.
12 Danger Zones- Violence	DVD	25 Minutes	Supervisors learn the best way to prevent violence is to address behavior that can lead to violence. They're trained to spot 4 danger signals to watch for in employees and how to defuse violence before it erupts. They'll also learn about the legal fallout from violent acts, like negligent supervision and retention claims, which can land them, and your organization, in hot water. And they'll learn how to react to the problem that's sadly growing at an alarming rate, domestic violence in the workplace.
Beyond Sexual Harassment (DVD)	DVD	20 Minutes	
Defensive Driving Program	VHS	30 Minutes	
Delivering Feedback (C.E.D.A.R)	DVD	20 Minutes	

Titles listed in green type have supplemental materials available also.