

**Here are 149 categories of 5 to 100 titles per category.
 Check the ones you want to preview and send us the sheet.
 We will recommend the best choices for your needs.**

- | | | |
|----------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Adversity | <input type="checkbox"/> Customer Satisfaction | <input type="checkbox"/> Hospitality |
| <input type="checkbox"/> Aids | <input type="checkbox"/> Customer Service (external) | <input type="checkbox"/> Hotel (Customer Service) |
| <input type="checkbox"/> Alliance Building | <input type="checkbox"/> Customer Service (internal) | <input type="checkbox"/> Human |
| <input type="checkbox"/> Americans With Disabilities Act | <input type="checkbox"/> Decision Making | <input type="checkbox"/> Influence |
| <input type="checkbox"/> Animation | <input type="checkbox"/> Delegation | <input type="checkbox"/> Internal Security |
| <input type="checkbox"/> Assertiveness | <input type="checkbox"/> Disaster Preparedness | <input type="checkbox"/> International |
| <input type="checkbox"/> Attitude | <input type="checkbox"/> Discipline | <input type="checkbox"/> Interpersonal Relations |
| <input type="checkbox"/> Back Care | <input type="checkbox"/> Discrimination | <input type="checkbox"/> Interviewing Skills |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Diversity | <input type="checkbox"/> Intrapreneurship |
| <input type="checkbox"/> Behavior Modification | <input type="checkbox"/> Downsizing | <input type="checkbox"/> Japanese Management |
| <input type="checkbox"/> Benchmarking | <input type="checkbox"/> Drug/Alcohol Abuse | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Blue-Collar/Manufacturing | <input type="checkbox"/> E-Mail | <input type="checkbox"/> Legal Issues |
| <input type="checkbox"/> Body Language | <input type="checkbox"/> EEO | <input type="checkbox"/> Listening |
| <input type="checkbox"/> Business "Gurus" | <input type="checkbox"/> Emotional Intelligence | <input type="checkbox"/> Management |
| <input type="checkbox"/> Career Development | <input type="checkbox"/> Employee Assistance | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Case Studies | <input type="checkbox"/> Employee Relations | <input type="checkbox"/> MBO |
| <input type="checkbox"/> Change | <input type="checkbox"/> Employee Retention | <input type="checkbox"/> Meeting Openers/Coffee Breaks |
| <input type="checkbox"/> Character | <input type="checkbox"/> Empowerment | <input type="checkbox"/> Meeting Skills |
| <input type="checkbox"/> Coaching | <input type="checkbox"/> Ergonomics | <input type="checkbox"/> Memory |
| <input type="checkbox"/> Coffee Breaks | <input type="checkbox"/> Ethics | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Collection | <input type="checkbox"/> Etiquette | <input type="checkbox"/> Motivation |
| <input type="checkbox"/> Commitment | <input type="checkbox"/> Exhibit Skills | <input type="checkbox"/> Motivation (Self) |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Facilitate | <input type="checkbox"/> Negotiating |
| <input type="checkbox"/> Competition | <input type="checkbox"/> Feedback | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Field Customer Service | <input type="checkbox"/> New Employees |
| <input type="checkbox"/> Conflict | <input type="checkbox"/> Finance | <input type="checkbox"/> Non-Narration |
| <input type="checkbox"/> Continuous Improvement | <input type="checkbox"/> First Aid | <input type="checkbox"/> One-On-One Training |
| <input type="checkbox"/> Correctional Facilities | <input type="checkbox"/> Gender Differences | <input type="checkbox"/> Orientation |
| <input type="checkbox"/> Courtesy | <input type="checkbox"/> Generation Issues | <input type="checkbox"/> Outplacement |
| <input type="checkbox"/> Creativity/Innovation | <input type="checkbox"/> Goal Setting | <input type="checkbox"/> Peer-To-Peer |
| <input type="checkbox"/> Criticism | <input type="checkbox"/> Government Regulations | <input type="checkbox"/> Perception |
| <input type="checkbox"/> Cultural Issues | <input type="checkbox"/> Health/Hospital Care | <input type="checkbox"/> Performance Appraisal |

Name: _____ Company: _____

Address: _____ City/State/Zip: _____

Tel: _____ Fax: _____ E-mail: _____



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| <input type="checkbox"/> Performance Management | <input type="checkbox"/> Retail | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Personal Growth | <input type="checkbox"/> Retirement | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Personal Situation | <input type="checkbox"/> Risk Taking | <input type="checkbox"/> Telephone Customer Service |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Safety | <input type="checkbox"/> Telephone Skills |
| <input type="checkbox"/> Presentation Skills | <input type="checkbox"/> Sales Management | <input type="checkbox"/> Termination |
| <input type="checkbox"/> Problem Employee | <input type="checkbox"/> Sales Time Management | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Secretarial/Administrative | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Productivity | <input type="checkbox"/> Security | <input type="checkbox"/> Train the Trainer |
| <input type="checkbox"/> Project Management | <input type="checkbox"/> Self Development | <input type="checkbox"/> TQM |
| <input type="checkbox"/> Project Planning | <input type="checkbox"/> Self Directed Workteams | <input type="checkbox"/> Union |
| <input type="checkbox"/> Quality | <input type="checkbox"/> Self Management | <input type="checkbox"/> Value |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Selling Skills | <input type="checkbox"/> Value Programming |
| <input type="checkbox"/> Recruiting | <input type="checkbox"/> Service Reps | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Reengineering | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Voicemail |
| <input type="checkbox"/> Relationship | <input type="checkbox"/> Situational Leadership | <input type="checkbox"/> Women in Business |
| <input type="checkbox"/> Respect/Harassment | <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Workplace Violence |
| <input type="checkbox"/> Responsibility | <input type="checkbox"/> Stress | <input type="checkbox"/> Work Redesign |
| <input type="checkbox"/> Retaliation | <input type="checkbox"/> Supervisory Skills | <input type="checkbox"/> Writing |

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With over 4,000 titles, 149 categories, and up to 100 titles per category, we're the best source for you. It's the place to look **FIRST** for self-development and group HRD/Training materials in VHS, DVD, and On-line formats.