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Project Space Colony is a training activity in which task teams make decisions about issues that must be considered in the overall design of a future space station. The activity focuses primarily on the human and social aspects of the project and has been designed to appeal to employees at a wide range of organizational levels. Learning content is structured to improve employees’ ability to solve problems, make decisions, resolve conflict and achieve team consensus.

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Fully reproducible masters of all participant and facilitator materials plus PowerPoint® slides. Code: G-811R / $149.95

Order an Electronic Delivery copy of any Activity title for the same price by adding “-ED” to the print version code.
Hunt for T-Rex Exercise
A fast-moving simulation exercise

- Builds leadership skills
- Demonstrates the value of consensus decision making
- Increases team effectiveness
- Captures the imagination and attention of all employees

Focuses on behaviors and practices that are characteristic and required of truly successful leaders. Based on contingency and situational theories. The exercise scenario begins 70 million years ago in the age of dinosaurs and continues through modern times centering on an expedition to find the fossils of Tyrannosaurus (T-Rex). The expedition leader is confronted with a series of leadership challenges that she must successfully meet in order to ensure the success of the project. Exercise participants first make independent decisions for each of the situations the expedition leader faces. They then form teams and try to achieve consensus about the same issues. Helps participants develop leadership diagnostic skills and learn how to determine which approach is most effective for a particular situation. Suitable for all organizational levels. Requires about 1 to 1 1/2 hours.

Fully reproducible masters of all participant and facilitator materials plus PowerPoint® slides. Code: G-809R / $149.95

Lost in Alligator Swamp
Improves listening, information sharing, and problem solving skills

Lost in Alligator Swamp is an action packed training exercise that will help quickly develop essential team interaction skills like effective listening, information sharing, planning, problem solving and much more. The scenario is a search and rescue mission to find a group of boaters who are reported missing after a sudden fast storm swept over a remote section of Manatee National Park where they had been fishing. When the storm hit, the boaters used a cell phone to call the park ranger station and report that they had beached themselves on a small area of relatively dry land. But, they said that they were completely disoriented and had no idea of their exact location and their boat with provisions and camping gear has just drifted away. The mission of exercise participants is to listen carefully to a recording made of the boaters, call for clues as to their possible location, identify the general area where they may be and work out a search and rescue plan. Meanwhile, the boaters must use their wits and limited material resources to survive the dangers of Alligator Swamp! Suitable for any audience. About 1 1/2 hours including debriefing time.

Fully reproducible masters of all participant and facilitator materials with PowerPoint® slides. Code: G-817PP / $149.95

The Net Spy
An intriguing team problem solving exercise

As exercise participants weave through an increasingly tense plot they learn how to hone their analytical and problem solving skills, separate fact from perception and how to deal with others who may have a hidden agenda or who may be withholding crucial decision making information.

The exercise scenario is a special internal task team appointed by senior management to find the person who is breaking into the organization’s top secret data files, copying plans crucial to the organization’s ability to survive in the market place and apparently selling them to government controlled businesses in foreign countries. The suspicion is that the hacker, known only by the code name “Pastorius,” is an insider and may even be one of the members of the special task team! Pastorius must be found and stopped now! Requires 1 1/2 to 2 hrs.

Fully reproducible masters of all participant and facilitator materials plus PowerPoint® slides. ORDER: G-818R / $149.95

Tuscan Shadows
Develops key communication and team skills

Tuscan Shadows is a unique training activity that captivates participants with its colorful, exciting audio/visual format. The activity is in the form of a PowerPoint slide show that tests the ability of employees to observe and memorize pictorial detail and then share their observations with members of their team in an effort to reach team consensus. The scenario for the activity is a visual tour along the many roads that lead to the picturesque region of Tuscany in Italy. Each scene is presented to employees for a limited time and is then followed by a multiple choice test that measures how well employees recall details of the scene. In a subsequent team discussion employees try to reconcile any differences among their observations and agree on a team decision. A comparison of their individual and team scores shows whether they were successful in achieving a synergistic decision.

Excellent for all levels of the organization. Can be conducted in about 1 1/2 to 2 hours including debriefing. Includes slide show file and separate files for fully reproducible activity test answer forms and activity administration manual with facilitator guidelines and scoring information. Use it again and again as often as you want!

Fully reproducible masters of all participant and facilitator materials with PowerPoint® slides. Code: G-821PP / $149.95

Hostage Rescue Exercise
Improves team building and decision making skills

An exciting team building and decision making simulation that is suitable for employees at all organizational levels. The scenario centers on a hostage taking situation by terrorists in a small third world country. Exercise participants take the role of a U.S. Department of State, Office of Security task team that has been assigned to help obtain the release of the hostages. A series of realistic situations confront the task team as it develops strategies aimed at freeing the hostages. In order for the participants to arrive at the correct “life and death” answers, they must not only sharpen their decision making skills but also work together as an effective team!

Detailed administration manual contains background information, administration and scoring instructions, theory and validated rationale for the correct answers. Requires only about 1 to 1 1/2 hours.

Fully reproducible masters of all participant and facilitator materials plus PowerPoint® slides. Code: G-803R / $149.95

Trapped Underground Exercise
A terrific active listening training activity

- Evaluates and develops listening ability
- Improves interpersonal communication
- Sharpens decision making skills
- Improves teamwork

The exercise focuses on a group of tourists who together with their guide are trapped in Cherokee Caverns when an earthquake knocks out the caverns’ electrical system. The group’s guide was seriously injured in the tremor and is now unconscious. But the group has a flashlight and can communicate with rescue workers on the surface via the guide’s walkie talkie. Participants take the role of a team of rescue workers who must pinpoint exactly where the trapped tourists are within the caverns’ miles of marked passages and chambers by listening effectively to the transmitted description of the tourists surroundings. The rescuers must then decide in which of several possible sections of the caverns the tourists are located. Requires approximately 45 minutes to 1 hour.

Code: G-805PP / $149.95 Fully reproducible masters of all participant and facilitator materials with PowerPoint® slides.
**Change Abilitator**  
LHE INC  
The Change Abilitator identifies six types of concerns people often experience when a change is introduced into their team or organization. The results will give both employees and managers a clear picture of the obstacles they need to overcome to successfully implement change in their organization. The leader's guide enables a trainer to deliver a one day workshop using, scoring, and interpreting the Change Abilitator questionnaire.  
Leader Guide & Questionnaire / Code...CALG / $99.95  
Additional Questionnaires / Pack of 5 / Code...CAQ / $64.95

**Change Management Effectiveness Profile**  
Jon Warner  
This 84-item, self-scoring assessment determines the degree of competence in 7 primary dimensions of change management. Interpretation of scores and coaching tips are provided in the assessment booklet.  
Facilitator Guide & Assessment / Code...CMEPF / $99.95  
Additional Assessments / Pack of 5 / Code...CMEP / $64.95  
Online Assessment / Code...CMEPOL / $24.95

**Communication Effectiveness Profile**  
Jon Warner  
This 84-item, self-scoring assessment simplifies the large and complex subject of communicating with others by assessing discrete behaviors that group into 7 categories of communication competence.  
Facilitator Guide & Assessment / Code...COMEPE / $99.95  
Additional Assessments / Pack of 5 / Code...COMEPE / $64.95  
Online Assessment / Code...COMEPO / $24.95

**Change Management Readiness Survey**  
Patrick Sanaghan, Larry Goldstein, Avik Roy  
The user-friendly survey is designed for change leaders, organizational leaders and managers, and consultants who are not simply tinkering, but changing organizations in powerful ways. Often these change leaders only see part of the picture. This tool will give you a valuable snapshot of how a cross-section of your managers view the change process.  
Survey / Includes 8 Assessments / Code...CMRS / $39.95

**Communication Response Style Assessment**  
Training House  
This assessment identifies a person's relative strength in each of four response modes — critical, advising, empathic, and searching. A series of statements that someone at work might make are presented; beside each are four responses. For each statement you have 3 points to assign, giving them to one or more of the responses, based upon the response(s) that you would be most likely to make.  
Assessment / Pack of 5 / Code...RTHCR / $64.95

**Empathy Construct Ratings Scale**  
Elaine LaMonica Rigolosi  
This 84-item, self-scoring instrument is designed to measure empathy in one’s self or another person. Participants read each statement and use graduated responses (extremely unlike to extremely like) to describe how they perceive themselves or another person to be like the statement. Includes help with interpreting the results.  
Facilitator Guide & Assessment / Code...ECSLGR / $34.95  
Additional Assessments / Pack of 5 / Code...ECRS / $39.95

**Generational Style Assessment**  
Jon Warner & Anne Sandberg  
This 48-item, self-scoring assessment helps participants understand the differences between generations and identify ways to flex their own behavior to work more effectively with or manage people of all ages.  
Facilitator Guide & Assessment / Code...GSAF / $99.95  
Assessment / Pack of 5 / Code...GSA / $64.95

**Assessment of Organizational Readiness for Mentoring**  
Dr. Norman H. Cohen  
The Assessment of Organizational Readiness for Mentoring contains twelve inventories designed to assist coordinators in determining the overall status of preparation and receptivity before launching a mentoring program. Collectively, the inventories highlight and record the essential decisions that must be made in the formative stages of planning a mentoring program.  
40 pp / Paperback with CD / Code...AORM / $64.95

**Coaching Effectiveness Profile**  
Jon Warner  
This 84-item, self-scoring assessment provides a summary rating of coaching competencies including: empowerment, empathy, confrontational levels, and more. The assessment booklet includes coaching tips and development planning.  
Facilitator Guide & Assessment / Code...COAEPE / $99.95  
Additional Assessments / Pack of 5 / Code...COAEF / $64.95  
Online Assessment / Code...COAEPO / $24.95

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Additional Assessments / Pack of 5 / Code...ECRS / $39.95

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Assessment / Pack of 5 / Code...GSA / $64.95

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Facilitator Guide & Assessment / Code...COAEPE / $99.95  
Additional Assessments / Pack of 5 / Code...COAEF / $64.95  
Online Assessment / Code...COAEPO / $24.95

**Principles of Adult Mentoring**  
Dr. Norman H. Cohen  
This 55-item, self-scoring assessment provides mentors with an objective means of assessing their mentoring skills, especially those behavioral competencies that are essential for productive interaction with a diverse group of mentees. The scale measures six distinct and important components of the adult mentoring relationship, which together constitute the complete mentor role.  
Facilitator Guide & Assessment / Code...PAMLG / $99.95  
Additional Assessments / Pack of 5 / Code...PAMA / $64.95
Assessments / Communication – Ethics

**Influence Styles Inventory**
Marshall Sashkin
This 10-minute, self-scoring assessment determines the participant's level of preference for passive, aggressive, or assertive influencing styles. Interpretative and skill building support materials direct the learner to a more productive assertive style. This assessment will give managers an opportunity to analyze their influence styles.

*Trainer Guide & Questionnaire / Code...ISITG / $99.95*
*Additional Questionnaires / Pack of 5 / Code...ISI / $64.95*

**Influencing Style Clock**
The insight every manager and supervisor needs
Jon Warner
This 32-item, self-scoring assessment helps employees identify and improve the ways they influence others at work. It is a powerful tool for leadership training, team building, career counseling, personal development and sales training.

*Facilitator Guide & Assessment / Code...ISKIF / $99.95*
*Additional Assessments / Pack of 5 / Code...ISKI / $64.95*
*Online Assessment / Code...ISKIOL / $24.95*

**Listening Effectiveness Profile**
Jon Warner
This 84-item, self-scoring assessment provides a highly structured process through which to assess an individual’s current capacity to listen attentively and move towards improving key listening skills.

*Facilitator Guide & Assessment / Code...LISEPF / $99.95*
*Additional Assessments / Code...LSEP / Pack of 5 / $64.95*
*Online Assessment / Code...LISEPOL / $24.95*

**Network and Relationship Building Profile**
Jon Warner
This 84-item, self-scoring assessment provides a detailed process for assessing an individual’s existing capacity to network with others and highlights areas where improvements might be possible.

*Facilitator Guide & Assessment / Code...NRBPF / $99.95*
*Additional Assessment / Pack of 5 / Code...NRBP / $64.95*

**Conflict Style Inventory**
Marshall Sashkin
This self-scoring assessment uses responses to 10 mini cases to provide participants with a conflict profile that displays their use of 5 styles: problem solving, smoothing, bargaining, forcing, and avoiding. It simplifies training by orienting most resolution toward the problem solving/collaborative style, which research shows is consistently the most successful strategy.

*Trainer Guide / Code...CSITG / $99.95*
*Inventory / Pack of 5 / Code...CSI / $64.95*
*Managing Conflict Booklet / Pack of 5 / Code...MCC / $64.95*

**Dealing with Conflict Instrument**
Turn Conflict into Opportunity!
Alexander Hiam
This instrument presents five conflict-handling styles that are effective ways of dealing with conflict: accommodate, avoid, compromise, compete, and collaborate. Participants will learn the positive uses of each style and when to deploy them.

*Leader's Guide & Assessment / Code...DCLG / $99.95*
*Additional Assessments / Pack of 5 / Code...DCI / $64.95*
*360° Feedback (6 others) / Pack of 5 / Code...DC360 / $74.75*
*Online Assessment / Code...DCIOL / $24.95*

**Customer Service Commitment Profile**
Jon Warner
This 48-item, self-scoring assessment helps individuals understand how much of a commitment to service excellence is offered to the customer by the organization and by the individual.

*Facilitator Guide & Assessment / Code...CSCP / $99.95*
*Additional Assessments / Pack of 5 / Code...CSPR / $64.95*
*Online Assessment / Code...CSPOL / $24.95*

**Customer Service Skills Profile**
Make great service an everyday occurrence
Jon Warner
This easy-to-use assessment solves one of your biggest headaches in customer service—ensuring consistency in your staff’s performance. How? By giving employees a clear picture of their unique strengths and areas they need to work on—and the motivation to acquire all the skills of an all-around good customer service giver.

*Facilitator Guide & Assessment / Code...SSPR / $99.95*
*Additional Assessments / Pack of 5 / Code...SSP / $64.95*
*Online Assessment / Code...SSPROL / $24.95*

**Diversity and Cultural Awareness Profile**
Jon Warner
This 48-item, self-scoring assessment helps individuals understand the levels of their awareness and commitment toward the diversity of individuals with different backgrounds in their organization.

*Facilitator Guide & Assessment / Code...CDCAP / $99.95*
*Additional Assessments / Pack of 5 / Code...CDCAP / $64.95*
*Online Assessment / Code...CDCAPOL / $24.95*

**Ethical Type Indicator**
Recognize, analyze and resolve ethical dilemmas
Louie V. Larimer
This self-scoring personal assessment instrument measures the extent to which you prefer and use six ethical philosophies when confronted with an ethical dilemma. The instrument consists of 42 statements reflective of one of six ethical theories. The tool is easy to complete and self-scoring takes only a few minutes.

*Facilitator Guide & Assessment / Code...ETHTI / $99.95*
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Leadership Effectiveness Profile
Jon Warner
This is a 96-item, self-scoring assessment of 8 critical leadership competencies: emotional intelligence, contextual thinking, directional clarity, creative assimilation/people enablement, reciprocal communications, change orchestration, drive/persistence.
Facilitator Guide & Assessment / Code...LEP / $99.95
Additional Assessments / Pack of 5 / Code...LEP / $64.95
Online Assessment / Code...LEPOL / $24.95

Managing by Motivation, 3rd Edition
Marshall Sashkin
This 20-item, 15-minute, self-scoring assessment from leadership authority Marshall Sashkin uncovers your motivations, teaching you to use natural instead of external motivators with direct reports.
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The Strategic Acceleration Quotient Assessment (SAQ)
Tony Jeary
For the last decade, Tony Jeary has been coaching and advising the world's top CEOs on how to master Strategic Acceleration—namely, aiding top achievers to get results faster by helping them get clear on what they're doing, focus relentlessly on High Leverage Activities that make the biggest difference, and drive execution at peak levels.
Online Assessment / Code...SAQ / $17.00
SAQ Toolchest / Code...SAQTC / $149.00
SAQ Book / 304 pages / Code...SAQB / $15.95

Profile of Leadership Opportunities
An assessment tool for business leaders
Alexander Hiam
Where can you focus your leadership to improve employee attitudes and make the greatest difference in their performance? This 60-item questionnaire provides the answer for busy leaders—quickly and easily. The leader's guide enables a trainer to deliver up to one day of training covering administration, scoring, interpretation, and action planning with the assessment.
Leader Guide & Assessment / Code...POLOG / $99.95
Assessment / Guide / Pack of 5 / Code...POLO / $64.95

Recognition Practices Inventory
Bob Nelson
This 53-item, self-scoring assessment asks employees to rate the frequency and types of recognition they receive from their managers. Strategies are provided to enable employees to improve the recognition they get from their managers. The organization can learn whether employees are receiving enough recognition to create a motivational climate.
Assessment / Pack of 5 / Code...RPIE / $64.95

Strategic Leader
Alexander Hiam
It is fast becoming the new standard for a 4-quadrant type supervisory leadership assessment. Trainers appreciate its simplicity and ample support materials—without burdensome certification requirements. Supervisors and managers like the emphasis on teaching the appropriate use of four different management styles.
Facilitator Guide & Assessment / Code...SLTIF / $79.95
Additional Assessments / Pack of 5 / Code...SLTI / $74.75
360° Feedback Set / Pack of 5 / Code...SLTIFS / $74.75
Online Assessment / Code...SLTIOl / $49.95

Learning Style Questionnaire
Chris Hutcheson
This easy-to-use self-scoring assessment measures a participant's preferred method of learning in four different learning styles: participating, reflecting, structuring, and experimenting.
Leader's Guide & Questionnaire / Code...LSILG / $99.95
Additional Questionnaire / Pack of 5 / Code...LSI / $64.95

Learning Styles Profile
Jon Warner
Create learning situations where employees will succeed
This 40-item, self-scoring assessment is an ideal activity to review the concepts of adult learning. By making participants aware of the strengths and weaknesses in their own learning styles, learning in all formats can be facilitated.
Facilitator Guide & Assessment / Code...LSQF / $99.95
Additional Assessments / Pack of 5 / Code...LSQ / $64.95

Competent Supervisor Questionnaire
Empower supervisors to focus on what is really important
Jon Warner
This self-scoring questionnaire can be completed in just a few minutes. Participants review 25 typical workplace scenarios and choose the actions they would take in these situations. The booklet includes rich interpretation and planning notes to help participants transform what they’ve learned into a plan for developing their own effective supervisory style.
Trainer's Guide & Assessment / Code...CSQF / $99.95
Additional Assessments / Pack of 5 / Code...CSQ / $64.95

Complete Management Skills Assessment Kit
12 Reproducible Instruments for Trainers
Mike Woodcock
This great resource contains 12 fully reproducible assessments with facilitator notes, scoring instructions, theory, and overhead masters. Assessments are included for change agent style, change leader audit, consultant skills, senior manager skills, influencing, motivation audit, stress audit, trainers skills and more.
400 pp / 3-ring binder / Code...CMAK / $149.50
Management Development Questionnaire
Jon Warner
The MDQ is a valid, 160-item, self-scoring management assessment which measures the degree of competence in 20 management competencies grouped in 5 clusters: leadership, managing change, planning and organizing, interpersonal skills, and results orientation. The Question booklet provides the implications of high and low scores and development suggestions.
Facilitator Guide & Assessment / Code...MDQF / $99.95
Additional Assessments / Pack of 5 / Code...MDQ / $64.95

Problem-Solving & Decision-Making Profile
Jon Warner
This 84-item, self-scoring assessment determines an individual's use of four problem-solving competencies grouped in 7 problem solving competencies including risk assessment, data gathering, weighing alternatives and more.
Facilitator Guide & Assessment / Code...PSDPF / $99.95
Additional Assessments / Pack of 5 / Code...PSDP / $64.95

Time Management Effectiveness Profile
Jon Warner
This 84-item, self-scoring assessment measures proficiency in 7 time management competencies. The questionnaire booklet provides time management best practices and development planning worksheets.
Facilitator Guide & Assessment / Code...TMEPF / $99.95
Additional Assessments / Pack of 5 / Code...TMEP / $64.95
Online Assessment / Code...TMEPOL / $24.95

Assertiveness Style Profile
Jon Warner
This 32-item, self-scoring assessment reveals an individual's use of four distinct assertiveness styles: aggressively controlling, firmly asserting, passively observing, and warmly proposing. Full interpretation and explanatory notes are also included for personal action planning and improvement.
Facilitator Guide & Assessment / Code...APROF / $99.95
Additional Assessments / Pack of 5 / Code...APRO / $64.95

DISCStyles Assessment
Understanding Behavioral Styles for Improved Communications!
Russell Watson
The HBDI Press DISCStyles assessment has been crafted specifically to assist organizations in understanding how behaviors impact the success of their employees—and how it all links to the bottom line.
Assessment / Pack of 5 / Code...DISC / $75.00
Online Assessment / Code...DISCO / $75.00

Emotional Intelligence Profile
Tune in More Effectively with Emotional Intelligence
Jon Warner
This 32-item, self-scoring assessment will identify your most pronounced natural tendency to be reflective, conceptual, organized, or empathetic. After you understand your own predisposition you are better able to learn the behaviors needed to appropriately use all four styles. Includes coaching suggestions and many tips.
Facilitator Guide & Assessment / Code...EINTAF / $99.95
Additional Assessments / Pack of 5 / Code...EINT / $64.95
Online Assessment / Code...EINTOL / $24.95

INSIGHT Inventory
Understanding yourself and others
Patrick Handley
In less than 30 minutes the INSIGHT Inventory teaches participants self awareness of their primary behavioral styles enabling them to communicate with less conflict and with greater appreciation of differences. Provides both work style and personal style profiles.
Manual / 45-minute DVD / PowerPoint / Code...IT / $295.00
Assessments / 16-pp guide / Pack of 5 / Code...IIF / $89.75
Form B / 6-page guide / Pack of 5 / Code...IIFB / $74.75
INSIGHT Other (360-degree) / Pack of 5 / Code...IIFS / $79.75

La Monica Empathy Profile
Elaine LaMonica Rigolosi
This 30-item self-scoring instrument is used to rate another person's level of empathy on five key modes: nonverbal behavior; perceiving feelings and listening; responding verbally; respect of self and others; openness, honesty and flexibility. It quickly generates insights that deliver results. The person rated considers how well they: listen; behave in a crisis; use body language; communicate; and more.
Profile / Pack of 5 / Code...LAMEP / $99.95
Profile / Others / Pack of 5 / Code...LAMEPO / $64.95
### Personal Creativity Assessment

**Alexander Ham**

The 62-item, self-scoring assessment reports the respondents' positive or negative posture on 31 creativity barriers and enablers. The resulting creativity profile outlines how to lower barriers and improve enablers in order to facilitate more productive, directed creativity.

**Facilitator Guide & Assessment / Code...PCALG / $99.95**

**Additional Assessments / Pack of 5 / Code...PCA / $64.95**

### Sales Effectiveness Profile

**Jon Warner**

This 84-item, self-scoring assessment provides an objective process for sales people to identify their weaknesses and hone the skills and competencies they need in order to be successful.

**Facilitator Guide & Assessment / Code...SEPF / $99.95**

**Additional Assessments / Pack of 5 / Code...SEP / $64.95**

**Online Assessment / Code...SEPO / $24.95**

### Personal Style Assessment

**Training House**

This is a powerful and easy to complete personality assessment based on Jung psychological types of Sensor, Intuitor, Thinker, and Feeler. The assessment teaches participants to work together more effectively by understanding different behavioral styles.

**Assessment / Pack of 5 / Code...RSV / $64.95**

### DecideX Instrument

**Strategic Decision Making Instrument**

**Gary Salton**

DecideX is a 24-item, self-scoring assessment designed to engineer optimal work groups, developed from the work of Dr. Gary J. Salton. Designed for work groups to use assessment results to engineer more effective working teams and recognize the value of each team members unique perspective.

**Instrument / Pack of 5 / Code...DX / $64.95**

### Psychological Type Indicator

**The Test Agency**

The Psychological Type Indicator is a carefully crafted personality measure that is designed to give individuals guidance about their Jungian psychological type using the sixteen types INTJ, ENTP, etc. first presented by Carl Jung. The focus of the PTI is on providing individuals and their managers with an understanding of personality and its effect on performance.

**Facilitator Guide & Assessment / Code...PTITM / $99.95**

**Additional Assessments / Pack of 5 / Code...PTI / $75.00**

**Online Assessment / Code...PTIOL / $49.95**

### Teambuilding Effectiveness Profile

**Jon Warner**

This 84-item, self-scoring assessment can be used to facilitate team building using the forming, storming, norming, and performing model. The questionnaire booklet covers all stages of team formation.

**Facilitator Guide & Assessment / Code...TEPF / $99.95**

**Additional Assessments / Pack of 5 / Code...TEP / $64.95**

**Online Assessment / Code...TEPOL / $24.95**

### Creativity & Innovation Effectiveness Profile

**Help employees discover their creative potential**

**Jon Warner**

This 84-item, self-scoring assessment provides a structured process for assessing individual creativity to help improve business skills like pattern breaking, developing novel solutions or methods, creative perseverance, willingness to experiment, and nourishing new ideas. All critical skills in a competitive marketplace.

**Facilitator Guide & Assessment / Code...CIEPF / $99.95**

**Additional Assessments / Pack of 5 / Code...CIEP / $64.95**

### Negotiation Styles Profile

**Unlock your natural power to persuade others**

**Jon Warner**

This 32-item, self-scoring instrument identifies the benefits of using a particular style and helps clarify the link between behavior and its consequences. The Facilitators Guide enables a trainer to deliver a half day workshop interpreting results and leading skill building exercises on the best use of each style.

**Facilitator Guide & Assessment / Code...NSIF / $99.95**

**Additional Assessments / Pack of 5 / Code...NSI / $64.95**

**Online Assessment / Code...NSIOL / $24.95**

### The Exceptional Team Survey

**Patrick Sanaghan, Larry Goldstein, Andi Trump**

The survey is designed to be completed by the team leader and all members of the team. Participants will be asked to respond to a 60-statement questionnaire. The results will clearly reveal your team's strengths and weaknesses in six critical characteristics of exceptional team performance.

**Survey / Includes 8 Assessments / Code...ETS / Price $39.95**

### Assessment of Competencies for Instructor Development

**Training House**

Gain insight into your ability to arrange learning experiences and deliver instructions effectively. The competencies focus on factors that make for a good instructor—the ability to analyze a learner’s needs, set the learning contract, instruct both inductively and deductively, and the ability to stay learner-centered rather than becoming information-centered.

**Assessment / Pack of 5 / Code...RACID / $64.95**
Goal/Objective Setting Effectiveness Profile
Jon Warner
This 84-item, self-scoring assessment helps individuals gain awareness of their ability in measurement, focus, planning, target setting, and more. The assessment booklet includes an individual development planning template.
Facilitator Guide & Assessment / Code...GOSPF / $99.95
Additional Assessments / Set of 5 / Code...GOSP / $64.95

Training House Assessment Kit
25 reproducible assessment exercises, self-inventories, tests, and surveys
Training House
This collection of self-assessment exercises was created to provide every manager and supervisor with professional-development materials designed for high performance. Each self-assessment is accompanied by information explaining how the scores should be interpreted.
200 pp / 3-ring binder / Code...RTHRA / $195.00

Personal Stress and Well-Being Assessment
Jon Warner
This 84-item, self-scoring assessment enables an individual to learn to manage stress effectively through a detailed understanding of seven stress handling competencies.
Facilitator Guide & Assessment / Code...PSWAF / $99.95
Additional Assessments / Pack of 5 / Code...PSWA / $64.95
Online Assessment / Code...PSWAOL / $24.95

The Assessment Book
Roger Kaufman, Ph.D.
This book contains seven self-assessments designed to help you define the issue of what to accomplish before deciding how to accomplish it. With these seven assessments, you can collect, analyze and interpret the data necessary to confirm your suspicions before making recommendations. Each assessment uses a unique dual response what is and what should be format with performance-related questions.
130pp / Paperback / Code...THAB / $29.95

Managerial Assessment of Proficiency (MAP2)
Improve performance while saving training dollars
Refilmed and updated in 2014, there is no better assessment of managerial competence available than The Managerial Assessment of Proficiency—MAP2. MAP2 is an online, video-based, objective assessment of a manager’s proficiency in 12 fundamental competencies and 10 styles/values.
Online / Code...MAP2OSA / $150.00

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- No minimum purchase requirements
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William J. Rothwell
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By Glenn Parker

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Sheila Thomas
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Alexander Hiam
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David Driskill
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Additional Workbooks / Pack of 5 / Code...SPLLPDPW / $74.75
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Jon Warner

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Alexander Hiam

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Alexander Hiam

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Sharon Fisher

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Human Technology Corporation

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Training House
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This ½ day, trainer led workshop includes a leader’s guide, participant materials, DVD video footage, and PowerPoint® slides. Managers will learn several important communication skills including: Applying the funnel technique to elicit information; interviewing skills; fact-finding skills; and using non-directive techniques to elicit hard-to-get information.
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This ½ day, instructor led workshop includes a leaders guide, participant booklet, DVD video footage, and PowerPoint® slides. Managers will learn important planning and organizing techniques including: How to involve employees in planning, a 4-stage cycle for project management; supervising through goals instead of activities; analyzing work flow; and preparing PERT and Gantt charts.
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Training House
This ½ day, instructor-led workshop includes a leaders guide, participant booklet, DVD video footage, and PowerPoint® slides. Managers will learn several important goal setting skills including: involving the workgroup in goal setting; developing standards for all work; overcoming resistance to goal setting; and prioritizing goals.
Instructor Guide, DVD & PowerPoint® / Code...ESGD2 / $500
Additional Participant Workbook / Code...ESGW2 / $20.00

Managing to Excel: Thinking Clearly & Analytically w/DVD
Training House
This ½ day, instructor-led, interactive workshop includes a leaders guide, participant booklet, DVD video footage, and PowerPoint® slides. Managers will learn several important analytical thinking skills including: the appropriate use of inductive and deductive reasoning; testing the validity of a proposition; problem solving; and breaking down propositions into premises and arguments.
Instructor Guide, DVD & PowerPoint® / Code...ETCAD2 / $500
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Managing to Excel: Time Management & Prioritizing w/DVD
Training House
This ½ day, instructor-led workshop includes a detailed leaders guide, participant materials, DVD video footage, and PowerPoint® slides. Managers will learn time management behaviors including: preparing a daily to do list; prioritizing activities; controlling telephone time; reducing disruptions; and using meetings to save time instead of waste it.
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Training House
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Problem Solving Tools and Techniques Courseware
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Facilitators guide for the project manager’s partner
Michael Greer
This Facilitators Guide enables a trainer to lead project management novices through the completion of a fully articulated project plan. This workshop teaches project management techniques to managers who need to plan and manage projects during the training. Participants use the Project Managers Partner as their personal project plan guide during the training, and after.
240 pp / 3-ring binder / Code...PMWGP / $195.00

Project Management Toolkit
Clay Durr
The Project Management Tool Kit is a comprehensive resource that identifies the competencies for successful project managers and organizations; provides reproducible assessments to measure organization and individual strengths; facilitates developmental action planning; includes comprehensive facilitator instructions including handouts for a half- and full-day training program; and has self-instructional job aids and a case study.
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Critical skills for the 21st century trainer
Alex Douds
This comprehensive 2-day workshop includes lesson plans, instructor guidance, slides, and participant materials to train trainers to become internal consultants. Ideal for adding value to the training mission and developing key skills in training staff to make them more effective facilitators, internal partners, and change agents who focus on performance.
Instructor Guide / 250 pp / 3-ring / Code...SICW / $99.95
Additional Coursebooks / 200 pp / Code...SICWPC / $50.00
Accountability for Results
Maximizing engagement and performance
Tom Westbrook and Lee Johnson

The Accountability for Results process is a specific set of behaviors and techniques applied consistently to achieve results. The process is step-by-step, systematic and easy-to-implement and enables any leader to translate the concept of accountability into measurable results. Plus, the highly interactive course uses case studies and video vignettes to bring the concepts to life and generate lively discussion among participants.

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Janus Performance Management System
Volume 1, CD
Performance is job #1
Jon Warner

Volume 1 includes seven modules that enable you to implement the Janus Performance Management System by training managers about the process and the use of Janus tools that make performance management seamless and custom fit to each individual and each individual work unit.

205pp /3-ring binder w/CD / Code…JPMV1 / $495.00

Janus Performance Management System
Volume 2, CD
Jon Warner

Volume 2 provides tools for conducting appraisals and complete training modules for training supervisors and managers to implement an effective performance appraisal and development process. Three mini training workshops include: Conducting an end of cycle performance appraisal; career planning and development; and performance action planning.

353pp / 3- ring binder w/CD / Code…JPMV2 / $495.00

Janus Performance Management System
Volume 3, CD
Jon Warner

Volume 3 enables you to create job specific, competency based appraisals by selecting from 36 competencies and 216 questions designed to assess performance in those competencies. Additionally there are 216 pages of coaching recommendations to develop behaviors that were assessed as sub-standard.

310pp /3-ring binder w/CD / Code…JPMV3 / $495.00

Committing to a Team Approach Courseware
Human Technology Corporation

A customizable, interactive, experiential, soft skills training program that comes complete as Microsoft Word files, but can also be edited to match your specific situation. Comes complete with Instructor Guide; Participant Coursebook; Pre- and Post-Tests; Evaluations; Trainer’s Quick-Start; PowerPoint® presentation; Pre-course assignment; Workshop outline; Lesson plans; Customization rights. This 4-hour workshop will energize newly formed teams by helping members explore team roles as well as four stages of team development.

Code…TCTACWD / $295

Communicating Effectively in Teams Courseware
Human Technology Corporation

A customizable, interactive, experiential, soft skills training program that comes complete as Microsoft Word files, but can also be edited to match your specific situation. Comes complete with Instructor Guide; Participant Coursebook; Pre- and Post-Tests; Evaluations; Trainer’s Quick-Start; PowerPoint® presentation; Pre-course assignment; Workshop outline; Lesson plans; Customization rights. This 8-hour workshop systematically presents core communication skills to improve key skills within the context of achieving team goals.

Code…TCETCWD / $295

Creating a Shared Team Purpose Courseware
Human Technology Corporation

A customizable, interactive, experiential, soft skills training program that comes complete as Microsoft Word files, but can also be edited to match your specific situation. Comes complete with Instructor Guide; Participant Coursebook; Pre- and Post-Tests; Evaluations; Trainer’s Quick-Start; PowerPoint® presentation; Pre-course assignment; Workshop outline; Lesson plans; Customization rights. This 2-hour workshop will help team members establish a mission that can be used to guide the formulation of goals and objectives.

Code…TCSTCWD / $295

Evaluating Team Performance Courseware
Human Technology Corporation

A customizable, interactive, experiential, soft skills training program that comes complete as Microsoft Word files, but can also be edited to match your specific situation. Comes complete with Instructor Guide; Participant Coursebook; Pre- and Post-Tests; Evaluations; Trainer’s Quick-Start; PowerPoint® presentation; Pre-course assignment; Workshop outline; Lesson plans; Customization rights. This 2-hour workshop provides team members with an analytical framework for thoroughly evaluating nine critical dimensions of team effectiveness.

Code…TETPCWD / $295
**Making Team Decisions Courseware**
Human Technology Corporation
A customizable, interactive, experiential, soft skills training program that comes complete as Microsoft Word files, but can also be edited to match your specific situation. Comes complete with Instructor Guide; Participant Coursebook; Pre- and Post-Tests; Evaluations; Trainer’s Quick-Start; PowerPoint® presentation; Pre-course assignment; Workshop outline; Lesson plans; Customization rights. In this 2-hour workshop, team members learn four basic decision-making approaches and identify why consensus decision making is most beneficial in a team setting.

Code...TMTDCWD / $295

**Making Team Meetings Work Courseware**
Human Technology Corporation
A customizable, interactive, experiential, soft skills training program that comes complete as Microsoft Word files, but can also be edited to match your specific situation. Comes complete with Instructor Guide; Participant Coursebook; Pre- and Post-Tests; Evaluations; Trainer’s Quick-Start; PowerPoint® presentation; Pre-course assignment; Workshop outline; Lesson plans; Customization rights. This 2-hour workshop addresses why meetings should be called, how to prepare for them, and most importantly, how to conduct them effectively.

Code...TMTWCWD / $295

**Planning for Team Results Courseware**
Human Technology Corporation
A customizable, interactive, experiential, soft skills training program that comes complete as Microsoft Word files, but can also be edited to match your specific situation. Comes complete with Instructor Guide; Participant Coursebook; Pre- and Post-Tests; Evaluations; Trainer’s Quick-Start; PowerPoint® presentation; Pre-course assignment; Workshop outline; Lesson plans; Customization rights. This 2-hour workshop enables team members to set goals and objectives that are in direct support of the team’s purpose.

Code...TPTRCWD / $295

**Solving Team Problems Courseware**
Human Technology Corporation
A customizable, interactive, experiential, soft skills training program that comes complete as Microsoft Word files, but can also be edited to match your specific situation. Comes complete with Instructor Guide; Participant Coursebook; Pre- and Post-Tests; Evaluations; Trainer’s Quick-Start; PowerPoint® presentation; Pre-course assignment; Workshop outline; Lesson plans; Customization rights. With this 3-hour workshop, teams will learn to use a team problem solving process while working on an actual problem the team currently faces.

Code...TSTPCWD / $295

**Utilizing Team Members Abilities Courseware**
Human Technology Corporation
A customizable, interactive, experiential, soft skills training program that comes complete as Microsoft Word files, but can also be edited to match your specific situation. Comes complete with Instructor Guide; Participant Coursebook; Pre- and Post-Tests; Evaluations; Trainer’s Quick-Start; PowerPoint® presentation; Pre-course assignment; Workshop outline; Lesson plans; Customization rights. This 4-hour workshop provides a framework to identify individual team members’ strengths to more efficiently achieve team objectives.

Code...TUTMCWD / $295

**Leaders without Titles Participant Manual**
Stephen J. Sampson
What does it mean to lead? Are there natural born leaders? Can leadership be taught? Throw out everything you thought you knew. This companion workshop for Leaders without Titles puts into practice many of the concepts discussed in the book through self-assessments, modeling and practice. It challenges the way we determine who our leaders should be and uncovers the factors that really influence the ability to lead.

Code...LWOTPM / $39.95

**Rapid Skill-Builder Series Library: Complete 2-Volume Set**
Jon Warner
The Rapid Skillbuilder Library: 2-Volume Set comes complete with one copy of all 42 of the Rapid Skillbuilder Series. Each Volume includes 21 different Skillbuilders. Each Rapid Skillbuilder provides an individual with a thorough overview, techniques, and methods to improve in the competency.

2 Volume Set / 504 pp / 3 ring binder / Code...RSLIB / $199.95
Train-the-Trainer, 3rd Edition
A proven workshop for teaching non-professional trainers
Penny L. Ittner & Alex F. Douds
This proven workshop for teaching non-professional trainers to develop and conduct effective training is back. Train-the-Trainer Workshop, 3rd Edition is thoroughly revised and updated, making it the most complete and current training of its kind available today. This powerful workshop will help you bring your managers, team leaders and other non-trainers quickly up-to-speed in the basic skills required to develop and conduct training confidently, competently and with ease.
250 pp / 3-ring binder w/CD / Code...TTW13 / $99.95
Additional Coursebook / 200 pp / Code...TTWC3 / $49.95

The Complete Guide to Wellness
Richard Bellingham, Ed.D.
The Complete Guide to Wellness is the culmination of over 20 years of applied research in over 100 companies. The materials in this book were first tested in hospital settings under physician supervision and were later implemented in companies with leading behavioral psychologists and organizational change experts. The Complete Guide to Wellness includes all the reproducible materials you need to run either a self-study or group program on any of the topics covered.
600 pp / 3-ring binder / Code...CGW / $199.95

Human Diversity Workshop
George Banks
This 2-day, trainer led course is a how-to workshop for developing skills for working with individuals from diverse backgrounds. Participants will learn how to prevent bias and discrimination and tap into the human potential of their diverse workforce. The activities in this workshop provide a forum for participants to practice their interpersonal, goal-setting, and decision-making skills in a number of diversity scenarios.
Facilitator & Participant Guide / Code...HDWF / $495.00
Additional Coursebooks / Code...HDWC / $100.00

The Project Manager’s Partner, 2nd Edition
A step-by-step guide to project management
Michael Greer
This guide can be used as a stand alone or as the participants booklet with the title Project Management for Workgroups. It is organized around 20 key project manager actions and results with the majority devoted to providing new project managers with the tools to get quality results.
160 pp / Paperback / Code...PMP2 / $39.95

Grand Canyon Adventures
Realistic, video-based simulations
Take participants on an unforgettable learning adventure! Set in the Grand Canyon, these stimulating group activities provide an adventurous backdrop for enthusiastic participant involvement and memorable skill building.

Use Grand Canyon Adventures for active learning in
- Creativity and Problem Solving
- Teamwork
- Conflict Resolution
- Collaboration
- Leadership
- Consultation

Grand Canyon Adventures were researched on location and written by Carmine Consalvo.
More than the usual consensus-building activities
The creative design of the participant scenario booklets gives these learning activities a distinct advantage over other consensus-building simulations by supporting participants throughout the activity with helpful techniques and key learning points.
Nine related activities provide new training flexibility
The Grand Canyon Adventures package includes interrelated activities on problem solving, collaboration, and consensus decision making, which makes the program extremely flexible. Use all nine activities with your entire team, or split up your group to focus on individualized skill development with a single activity.

Inspiring video gets participants involved
Start your session with The River Song, a 40-minute DVD that sets the scene for the simulations. It is an all-original, breathtaking video tour of the sites within the Grand Canyon where the simulations take place. It will motivate and focus participants on the activities, and ensure high-impact learning.

Grand Canyon Complete Package includes:
- Nine different simulations
- Scenic full color video or DVD, The River Song
- Comprehensive Leader’s Guide that includes detailed debriefing suggestions, instructions for leading adventure simulations, and valuable tips on involving and motivating participants.

The Nine Team Building Simulations
- Overboard in the Roaring River: Action Plan
- Lava Falls: Determining the Essentials
- Up Deer Creek Without a Boatman: Problem-Solving Analysis
- Stranded in Grand Canyon: A Creative Problem-Solving Adventure
- Incident at Elves Chasm: Action Plan—Consensus and Consultation
- Incident at Elves Chasm: Priority Setting—Consensus and Consultation
- Hiking Out of Lava Falls: A Creative Problem-Solving Adventure
- Up Deer Creek Without a Boatman: Collaboration
- Overboard in the Roaring River: The Confluence of Crisis and Management

Complete Package: 40-minute DVD with Leader’s Guide and ten of each Participant Booklet
Code...GCAPD (DVD) / $499.95
Customizable Soft Skills Training

HRD Press Courseware

Customizable Courseware Series

Professional Skills Series

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Performance Skills Teams Series

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Managing to Excel2® Series

Managing to Excel2
A complete trainer-led development curriculum for 12 fundamental managerial/supervisory competencies.

Each workshop uses a short DVD presentation that depicts typical management interactions during which the use of a specific competency occurs. Workbook exercises are designed to help participants identify the basic skills and techniques associated with each competency. Participants then practice and apply the new skills via role-play, case method, script analysis, games/simulations, self-inventories, and other hands-on learning activities.

Features:
- Workshops are stand-alone or training can be targeted with results from The Managerial Assessment of Proficiency (MAP2).
- Each workshop includes a competency modeling video, as well as a PowerPoint® presentation, Leader’s Guide for the trainer, and Participant Workbook.
- Competency definitions were developed from management research undertaken at leading US corporations including: AT&T, IBM, Exxon, Ford, Kodak, and Martin Marietta.
- Each workshop is designed with a ½-day training format enabling training flexibility for busy, overloaded managers, or more time for additional experiential skill development.

Benefits:
- Experiential workshops are focused on just a few key learning outcomes, which enables real skill building to occur, instead of information overload.
- Managing to Excel training provides managers with a foundation of timeless skills. These competencies are basic and they underpin all superior performance.
- Teaches behavioral skills and techniques to improve a competency
- Establishes a climate of participation and improved teamwork
- Provides a solid basis for mentoring and coaching relationships
- Encourages new managers to work to their full potential
- Helps managers to respond to the need for increased productivity
- Demonstrates the power of training to yield bottom-line results
- Revitalizes the organization with a new commitment to excellence

Newly Refilmed and Revised in 2014!

The 12 Competency Workshops

Administrative Competencies: Managing Your Job
EPAS2 Workshop: Planning & Scheduling Work
EPASW2 Participant: Planning & Scheduling Work
ESG2 Workshop: Setting Goals & Standards Workshop
ESGW2 Participant: Setting Goals & Standards
ETM2 Workshop: Time Management & Prioritizing
ETMW2 Participant: Time Management & Prioritizing
License the Managing Your Job Series
Code…MYJWD / $2000

Cognitive Competencies: Thinking Clearly
EISP2 Workshop: Identifying & Solving Problems
EISPW2 Participant: Identifying & Solving Problems
EMD2 Workshop: Making Decisions & Weighing Risks
EMDPW2 Participant: Making Decisions & Weighing Risks
ETCA2 Workshop: Thinking Clearly & Analytically
ETCAW2 Participant: Thinking Clearly & Analytically
License the Thinking Clearly and Deciding Series
Code…TCDWD / $2000

Communication Competencies: Relating to Others
EGC2 Workshop: Giving Clear Information
EGCPW2 Participant: Giving Clear Information
EGUI2 Workshop: Getting Unbiased Information
EGUPW2 Participant: Getting Unbiased Information
ELO2 Workshop: Listening & Organizing
ELOPW2 Participant: Listening & Organizing
License the Relating to Others Series
Code…RTOWD / $2000

Supervisory Competencies: Building the Team
EAP2 Workshop: Appraising, People & Performance
EAPPW2 Participant: Appraising, People & Performance
EDC2 Workshop: Counseling & Disciplining Employees
EDCW2 Participant: Counseling & Disciplining Employees
ETC2 Workshop: Training, Coaching & Delegating
ETCPW2 Participant: Training, Coaching & Delegating
License the Building the Team Series
Code…BTTWD / $2000

ORDER INDIVIDUAL WORKSHOPS
Each workshop comes with Facilitator’s Guide, DVD and one Participant’s Guide / $500.00
Additional Participant’s Books / $20.00

e-mail reviews@hrdpress.com
or call 1-800-822-2801 ext. 1133
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