

Learning Center				Updated: 12/29/2008	
	Title	Media	Copies	Location	Availability
<b>Computer &amp; Technology</b>					
1	2020 Vision: Transform Your Business Today to Succeed in Tomorrow's Economy	Book	2	1	Available
2	Breaking the Barriers: Distance Learning	Video	1	1	Available
3	Computer Dictionary and Handbook	Book	1	1	Available
4	Computer Keyboarding	Audio	1	1	Available
5	Computers Simplified	Book	1	1	Available
6	Concorde 4500/4200 ZX - End User Training Student Guide	Book	1	1	Available
7	Designing Web-Based Training	Book	4	1	Available
8	Favorite Excel Tips & Tricks	Book	1	1	Available
9	Freelance Graphics - Smarter Sets and Symbols (Lotus)	Book	1	1	Available
10	Freelance Graphics 2.0 for Windows: Advanced	Book	1	1	Available
11	Function Point Analysis	Book	1	1	Available
12	Guide to Unix	Book	1	1	Available
13	Harvard Graphics 3.0 for Windows: Introduction	Book	1	1	Available
14	How to Do Everything with Adobe Acrobat 7.0	Book	1	1	Available
15	HTML & XHTML: The Definitive Guide: Creating Effective Web Pages	B/CDROM	1	1	Available
16	Java for the COBOL Programmer	Book	1	1	Available
17	Learn C Now	Book	1	1	Available
18	Mentor for Excel 2002	CD-ROM	1	1	Available
19	Mentor for Outlook 2002	CD-ROM	1	1	Available
20	Mentor for PowerPoint 2002	CD-ROM	1	1	Available
21	Mentor for Windows XP	CD-ROM	1	1	Available
22	Mentor for Word 2002	CD-ROM	1	1	Available
23	Microsoft Office Outlook 2003: Quick Steps	Book	3	1	Available
24	Microsoft Project 98 Introduction	Book	1	1	Available
25	Microsoft Project Version 2002 - Step by Step	Book	3	1	Available
26	Microsoft Windows XP Professional	Book	1	1	Available
27	Outlook 97 - Basics	Video	1	1	Available
28	Paradox for Windows 4.5 Handbook	Book	1	1	Available
29	Personnet User Guide	Book	1	1	Available
30	Project Management: Using Microsoft Project 2000	Book	2	1	Available
31	Quattro Pro 5.0 for Windows: Beginning Spreadsheet	Book	1	1	Available
32	Satellite Series Training	Video	1	1	Available
33	Socrates: The PictureTel Podium: Demonstration	Video	1	1	Available
34	Technology Today - USDA Target Center	Video	2	1	Available
35	The Art of Videoconferencing	Video	1	1	Available
36	The C Programming Language	Book	1	1	Available
37	The Capability Maturity Model: Guidelines for Improving the Software Process	Book	1	1	Available
38	The Data Warehouse Toolkit: Practical Techniques for Building Dimensional Data Warehouses	Book/CD	4	1	Available
39	The PowerBuilder Construction Kit: Using PowerBuilder to Design and Customize Applications	Book	1	1	Available
40	Using Freelance Graphics 2.0 for Windows	Book	1	1	Available
41	Work Force 2020	Book	5	1	Available
<b>Communication</b>					
43	52 Ways to Re-connect, Follow Up, and Stay in Touch	Book	1	1	Available
44	Business Communication Style Guide	Book / CD	1	1	Available
45	Business Grammar and Usage for Professionals	A/WB	1	1	Available
46	Communicating with Poise and Power	CD	1	1	Available
47	Communication: Unlocking Potential	Audio	1	1	Available
48	Constructive Communication: How to Give it & How to Take it	Video	1	1	Available
49	Effective Reports, Proposals and Memos	Book	1	1	Available

Learning Center			Updated: 12/29/2008		
	Title	Media	Copies	Location	Availability
50	English Handbook: An Authoritative Guide to Grammar, Correct Usage, Punctuation	Book	1	1	Available
51	Giving and Receiving Feedback: Building Constructive Communication	Book	2	1	Available
52	Great Connections: Small Talk and Networking for Business People	Book	1	1	Available
53	Harvey Mackay Rolodex Network Builder	Book	1	1	Available
54	How High Can It Fly? Examining the Evidence on Information Mappings Method of High-Performance Communication	Book	1	1	Available
55	How to Write, Speak and Think More Effectively: Your Complete Course in the Art of Communication	Book	1	1	Available
56	Learn in Your Car Spanish 4/CD Set	CD	1	1	Available
57	Learn to Listen: How to Tune In Before Someone Tunes You Out	Book	1	1	Available
58	Listen Up: Hear What's Really Being Said	Video	1	1	Available
59	Make Your Contacts Count: Networking Know-How for Cash, Clients, and Career Success	Book	2	1	Available
60	Powerful Communication Skills	Video	1	1	Available
61	Professional Telephone Skills	Video	2	1	Available
62	Proofreading and Editing Skills: Volume 1: Perfect Proofreading	Video	2	1	Available
63	Proofreading and Editing Skills: Volume 2: Grammar and Punctuation	Video	1	1	Available
64	Proofreading and Editing Skills: Volume 3: Spelling and Usage	Video	1	1	Available
65	Relationship Strategies	V/CD/WB	1	1	Available
66	Talking from 9 to 5: How woman's & men's conversation styles affect who gets heard, who gets credit, & what gets done	Book	1	1	Available
67	The Art of Giving and Receiving Feedback	Book	1	1	Available
68	The Art of Listening	A/V/WB	1	1	Available
69	The Book of Dude	Book	1	1	Available
70	The Business Writer's Handbook	Book	1	1	Available
71	The Language of Business: Vocabulary Essentials for Today's Business Professionals	A/WB	1	1	Available
72	The Power of Future Conversation	V/WB	1	1	Available
73	The Power of Questions: Lead, Succeed, and Activate Change	Video	1	1	Available
74	<b>Conflict Resolution</b>				
75	8 Steps for Highly Effective Negotiation	Book	1	1	Available
76	Conflict on the Line	Video	1	1	Available
77	Coping with Difficult People	Book	1	1	Available
78	Dealing with Different, Diverse & Difficult People	CD	1	1	Available
79	Fear and Anger: Slay the Dragon that Holds You Back	Book	1	1	Available
80	How to Handle Conflict and Confrontation	V/Guide	1	1	Available
81	How to Handle Conflict and Manage Anger	Video	1	1	Available
82	Living and Working with (Sometimes) Difficult People	Audio	1	1	Available
83	Managing Anger	Video	1	1	Available
84	Negaholics: How to Handle Negativity in the Workplace	Video	1	1	Available
85	Pitfalls to Avoid in Dealing with Difficult People	Video	1	1	Available
86	Problem Solving Handbook	Wkbk	3	1	Available
87	Steps of Highly Effective Negotiation	Book	1	1	Missing
88	<b>Customer Service</b>				
89	Building and Customer Driven Organization (Tapes 1-3)	Audio	1	2	Available
90	But I Don't Have Customers	Video	1	2	Available
91	Call Escalation and Management: Guidelines and Responsibilities for Call Escalation	Video	1	2	Available
92	Customer-Centered Growth: Five Proven Strategies for Building Competitive Advantage	Book	1	2	Available
93	Exceptional Customer Service: Handle Customers with Skill and Confidence	Book	2	2	Available

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	Title	Media	Copies	Location	Availability
94	Give 'Em the Pickle "Your business is not what you sell: it's who you serve. So give'em the pickle!"	Book	1	2	Available
95	Give 'Em the Pickle "Your business is not what you sell: it's who you serve. So give'em the pickle!"	V/WB	1	2	Available
96	How to Win Customers and Keep Them for Life	Video	1	2	Available
97	Moments of Magic: Be a Star with Your Customers and Keep Them Forever	Book	1	2	Available
98	Multi-Cultural Customer Service	Book	1	2	Available
99	Power Service: How to Simply Deliver the Best (Tapes 1-8)	Audio	1	2	Available
100	Raving Fans: A Revolutionary Approach to Customer Service	Book	1	2	Available
101	Remember Me	Video	1	2	Available
102	That's Not My Problem	Video	1	2	Available
103	The Customer Call Handling Process	Video	1	2	Available
104	The Difficult Guest: Understanding and Servicing Difficult Customers	V/WB	1	2	Available
105	The Guest: Everything You Already Knew About Great Customer Service	V/Guide	1	2	Available
106	The Hidden Customer: A Film About Internal Customer Service	Video	1	2	Available
107	The Power of Service: The Drive of Attitude	Video	1	2	Available
108	Unlocking the Barriers: Keys to Communicating with Under-Served Customers	Book	1	2	Available
109	Why Have a Help Desk?	Video	1	2	Available
110	<b>Diversity</b>				
111	2003 Black History Month Program: The Souls of Black Folks: Centennial Reflections	Video	1	2	Available
112	A World of Diversity: Leader's Guide	Book	1	2	Available
113	A World of Diversity: Student Handbook	W/bk	1	2	Available
114	Breaking Through the Glass Ceiling	Book	1	2	Available
115	Building a House for Diversity	Book	1	2	Available
116	Clown	Video	1	2	Available
117	Common Ground: Managing and Understanding Workplace Diversity	Book	1	2	Available
118	Complete Collected Poems of Maya Angelou	Book	1	2	Available
119	Diversity in the Workplace	V/Guide	1	2	Available
120	Gay Issues in the Workplace	Book	1	2	Available
121	Handling Diversity in the Workplace: Communication is the Key	Book	1	2	Available
122	How to Deal with Cultural Diversity in the Workplace	V/A/WB	1	2	Available
123	In This Together: An Engaging Look at Harassment and Respect	V/WB/G	1	2	Available
124	It's About Respect: Recognizing Harassment in a Diverse Workplace	V/WB	1	2	Available
125	Let's Talk Diversity for All Employees	Video	1	2	Available
126	Managing a Diverse Work Force: Regaining the Competitive Edge	Book	1	2	Available
127	Pigeon: Holed in the Land of Penguins	V/Guide	1	2	Missing V
128	Redefining Diversity	Book	1	2	Available
129	Respecting Our Differences	Video	1	2	Missing
130	Simple Justice: Program Discrimination Complaints at USDA	Video	2	2	Available
131	Step Up! Speak Up!	V/Guide	1	2	Available
132	The Diversity Advantage	Book	1	2	Available
133	The Diversity Factor	Book	1	2	Available
134	The Dynamics of Diversity	Video	1	2	Available
135	The Power of Words	Video	2	2	Available
136	The Promise of Diversity	Book	1	2	Available
137	Thick Face, Black Heart: The Path to Thriving, Winning, & Succeeding for a New Reality	Book/A	1	2	Available
138	Valuing Diversity: Community Across Cultures (III)	Video	1	2	Available
139	Valuing Diversity: Diversity at Work (II)	Video	1	2	Available
140	Valuing Diversity: Managing Difference (I)	Video	1	2	Available
141	Valuing Diversity: New Tools	Book	1	2	Available
142	Wealth, Innovation and Diversity	V/Guide	1	2	Available

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143	Words of Martin Luther King, Jr.	Book	1	2	Available
144	<b>Ethics</b>				
145	Annual Ethics Training Satellite - Sept. 30, 1994	Video	1	2	Available
146	Doing the Right Thing: Ethics in the Workplace	Book	1	2	Available
147	Ethics Training	Video	1	2	Available
148	Ethics Training: How to Review 450's - October 5, 2000	Video	2	2	Available
149	Ethics Training: How to Run a Financial Disclosure Program - July 13, 1999	Video	1	2	Available
150	Ethics Training: Standards Of Conduct - August 5, 1999	Video	1	2	Available
151	Ethics: Know the Code	Video	1	2	Available
152	Government Ethics	Video	2	2	Available
153	Political Ethics for the Federal Employee: Staking Out the High Ground	Book	1	2	Available
154	Values and Ethics	V/WB	1	2	Available
155	You're Got It	Video	1	2	Available
156	<b>Farm Programs</b>				
157	Agriculture Fact Book 1998	Book	1	3	Available
158	Commodity Operations: Linking American Agriculture to the World	Video	2	3	Available
159	Financial Management - Video Conference - June 27, 2994	Video	1	3	Available
160	Freight Claims: 1982 Revision	Book	1	3	Available
161	Measuring Farm Stored Commodities	Video	1	3	Available
162	New Crops, New Uses, New Markets: 1992 Yearbook of Agriculture	Book	1	3	Available
163	NRCS & FSA All Employee Satellite Video Teleconference	Video	1	3	Available
164	Partners with the Land: The Conservation Reserve Enhancement Program	Video	4	3	Available
165	Pride & Shared Mission: Agriculture Marketing Service	Video	1	3	Available
166	Research for Tomorrow: 1986 Yearbook of Agriculture	Book	1	3	Available
167	Rural Youth Loans: A Chance to Grow	Video	1	3	Available
168	Sowing the Seeds of Success - USDA	Video	2	3	Available
169	The 1996 Farm Bill	Book	1	3	Available
170	The Farmer's Wife	Video	1	3	Available
171	<b>Health and Safety</b>				
172	A Breath of Fresh Air	Video	2	3	Available
173	Adult Children of Alcoholics	Book	1	3	Available
174	Aids: Answers and Breakthroughs: Changing Faces	Video	1	3	Available
175	Aids: Answers and Breakthroughs: Ending the Epidemic	Video	1	3	Available
176	AIDS: Everything You or Your family Need to Know... But Were Afraid to Ask	Video	2	3	Available
177	American Diabetes Association: Complete Guide to Diabetes	Book	1	3	Available
178	Arthritis: APDA Meeting 1997	Video	1	3	Available
179	Biggest Barrier: Changing Attitudes About Disability	Video	2	3	Available
180	Blood Borne Pathogens: Protect Yourself	Video	1	3	Available
181	Cholesterol: Understanding is the Key	Video	1	3	Available
182	Circle of Hope: Our Stories, Addition and Recovery	Book	1	3	Available
183	Codependent No More: How to Stop Controlling Others and Start Caring for Yourself	Book	1	3	Available
184	Coping with Stress: Creating All-Around Wellness	Video	1	3	Available
185	Creating Love: The Next Great Stage of Growth	Book	1	3	Available
186	Daybreak: Mediations for Women Survivors of Sexual Abuse	Book	1	3	Available
187	Depression	Video	1	3	Available
188	Depression: The Dark Side of the Blues	Video	1	3	Available
189	Diabetes	Video	1	3	Available
190	Diet and Weight Management: What Really Works	Video	1	3	Available
191	Disaster Preparedness	Video	1	3	Available
192	Drug Abuse in the Workplace: An Employer's Guide for Prevention	Book	1	3	Available
193	Eating for Life	Video	1	3	Available
194	Employee Education: Ergonomics and Your Health	Video	1	3	Available

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	Title	Media	Copies	Location	Availability
195	Employee Education: Safety in the Office: Practical safety tips for preventing accidents in the office.	Video	1	3	Available
196	Enable: People with Disabilities and Computers	Video	2	3	Available
197	Ergonomics: Video Display Terminals	Video	1	3	Available
198	FedSource Employee Assistance Program	Video	1	3	Available
199	Fire Extinguishers: Fight or Flight	V/Guide	1	3	Available
200	Fire: High Rise Evacuation	Video	1	3	Available
201	Glad to the Bone	Video	1	3	Available
202	Guide to Healthy Restaurant Eating: What to eat in America's most popular family and chain restaurants	Book	1	3	Available
203	Healing the Child Within: Discovery and Recovery for Adult Children of Dysfunctional Families	Book	1	3	Available
204	Healthy Exercise	Video	1	3	Available
205	HIV/AIDS Education Training 10/94	Video	1	3	Available
206	Homecoming: Reclaiming and Championing Your Inner Child	Book	1	3	Available
207	I'm Blessed to be Depressed: Stories to Move You from Stressed to Blessed!	Book	1	3	Available
208	Introducing High School/High Tech	Video	1	3	Available
209	Keeping Your Family Together When the World is Falling Apart	Book	1	3	Available
210	Managing Stress	Wkbk	1	3	Available
211	Managing Stress	A/V/WB	1	3	Available
212	Menopause and the Time Before Menopause at Time of Diagnosis	V/WB	1	3	Available
213	No More Mr. Mean Screen	Video	1	3	Available
214	Osteoporosis: They Myth	Video	1	3	Available
215	Preventing Office Fires	Video	1	3	Available
216	Preventing Sexual Harassment In USDA - It's the Law!	Book	1	3	Available
217	Putting Your Best Foot Forward: Preventing Slips, Trips & Fall in the Workplace	Video	1	3	Available
218	Safe Driving in Hazardous Conditions	Video	1	3	Available
219	Safe Passage: Recovery for Adult Children of Alcoholics	Book	1	3	Available
220	Safety on the Job: Slips, Trips and Falls	Video	1	3	Available
221	Safety Partner	Video	1	3	Available
222	Second Chances: Men, Women and Children a Decade After Divorce	Book	1	3	Available
223	Sexual Harassment in the Workplace... Identify. Stop. Prevent.	Video	1	3	Available
224	Sexual Harassment? You Decide. Real Situations for Discussion	Video	1	3	Available
225	Shame and Guilt: Masters of Disguise	Book	1	3	Missing
226	Shared Rights/Shared Responsibilities I	Video	1	3	Available
227	Shared Rights/Shared Responsibilities II	Video	2	3	Available
228	Smoking: Everything You and Your Family Need to Know	Video	1	3	Available
229	Stress Management	V/WB/G	1	3	Available
230	Stress Management for Professionals	Video	1	3	Available
231	Stress: You're in Control	V/WB	1	3	Available
232	Surviving the Big One: How to Prepare for a Major Earthquake	Video	1	3	Available
233	The 36-Hour Day: A Family Guide to Caring for Persons with Alzheimer's Disease, Related Dementing Illness and Memory Loss in Later Life	Book	1	3	Available
234	The Courage to Heal: A Guide for Women Survivors of Child Sexual Abuse	Book	1	3	Available
235	The Dance of Intimacy: A Woman's Guide to Courageous Acts of Change in Key Relationships	Book	1	3	Available
236	The New Fit or Fat: The phenomenal best seller that guides your from fatness to fitness	Book	1	3	Available
237	The Power and Use of Humor	A/Video	1	3	Available
238	The Safety Secret	Video	1	3	Available
239	The Sibling Bond: The first major account of the powerful emotional connections among brothers and sisters throughout life	Book	1	3	Available
240	The Winning Combination: Seat Belts	Video	1	3	Available

Learning Center				Updated: 12/29/2008	
	Title	Media	Copies	Location	Availability
241	Type Talk: The 16 Personality Types that Determine How We Live, Love and Work	Book	1	3	Available
242	What Happened to Mommy?	Book	1	3	Available
243	Workplace Violence - Closed Caption 7/19/00	Video	2	3	Available
244	Workplace Violence: Understanding, Preventing & Surviving	Video	1	3	Available
245	Your Health Back	Video	2	3	Available
246	<b>Human Resources</b>				
247	Activity-Based Cost Management in Government	Book	1	4	Available
248	Benefits Orientation Video for New Federal Employees	V/B/G	1	4	Available
249	Benefits... Get Serious	Video	2	4	Available
250	Common Sense Government: Works Better and Costs Less by Al Gore	Book	1	4	Available
251	Competency-Based Human Resource Management: Discover a New System for Unleashing the Productive Power of Exemplary Performance	Book	9	4	Available
252	Evaluation and Control of Training	Book	1	4	Available
253	Federal Employee Retirement System "F.E.R.S."	Video	1	4	Available
254	Federal Employees Almanac 2000	Book	1	4	Available
255	Federal Employees Career Transition Handbook	Wkbk	7	4	Available
256	Federal Long Term Care Satellite Broadcast	Video	2	4	Available
257	Harvard Business Review on Human Relations	Book	1	4	Available
258	How to Train with Video	Video	1	4	Available
259	Human Resource Champions: The Next Agenda for Adding Value and Delivering Results	Book	2	4	Available
260	Human Resources Scorecard: Measuring the Return on Investment	Book	1	4	Available
261	In Search of Excellence: Lessons from America's Best-Run Companies	Book	2	4	Available
262	Now That I'm Out, What Do I Do?	Book	2	4	Available
263	Office of Workers Compensation Program	Video	1	4	Available
264	OPM Long Term Care 03/06/02	Video	1	4	Available
265	Organizational Consulting - How to be an Effective Internal Change Agent	Book	1	4	Available
266	Overview of the Thrift Savings Plan 2001	Video	4	4	Available
267	Position Management or Position Madness	Video	1	4	Available
268	Public Management Information Systems	Book	1	4	Available
269	Saving Bond 2000 - Secretary Dan Glickman	Video	1	4	Available
270	Stepping into Retirement	Video	2	4	Available
271	Stepping Out of Your Federal Career: April 1, 1998 Human Resources Forum	Video	1	4	Available
272	Strategic Human Capital Management: Creating Value Through People	Book	1	4	Available
273	The Book of Answers for Federal Employees & Retirees 2008 Edition	Book	1	4	Available
274	The HR Value Proposition	Book	1	4	Available
275	The Politics of the Administrative Process	Book	2	4	Available
276	The Workforce Scorecard: Managing Human Capital to Execute Strategy	Book	1	4	Available
277	Training Solutions 2004: USDA Graduate School	Book	1	4	Available
278	Training Solutions 2006: USDA Graduate School	Book	6	4	Available
279	You and Your Career: Self-Directed Search (Form R)	Wkbk	1	4	Available
280	<b>Interviewing</b>				
281	Behavior-Based Interviewing: Selecting the Right Person for the Job	Book	1	4	Available
282	Effective Interviewing Skills: Strategies that Get Results	Video	1	4	Missing
283	Interviewing: More Than a Gut Feeling	Wkbk	1	4	Available
284	More Than a Gut Feeling I	Video	1	4	Available
285	More Than a Gut Feeling II Course Materials	Wkbk	4	4	Available
286	More Than a Gut Feeling III	V/WB	1	4	Available
287	Successful Interviewing	Video	1	4	Available
288	Working the Personal Presentation Puzzle	Book	1	4	Available
289	<b>Legal Issues</b>				
290	Deposition Preparation	Video	1	4	Available
291	EEO Pitfalls: Educating Federal Managers to Avoid Complaints	Video	1	4	Available

Learning Center			Updated: 12/29/2008		
	Title	Media	Copies	Location	Availability
292	Freedom of Information Act Guide & Privacy Act Overview - September 1998 Edition	Book	1	4	Available
293	Introduction to Civil Rights	Video	3	4	Available
294	Laws Enforced and Federal Sector (Tapes 1-8)	Audio	1	4	Available
295	Lets Talk Benefits: An Introduction to Federal Benefits and the Decisions You Need to Make as a New Employee	Video	1	4	Available
296	Simple Justice	Video	2	4	Available
297	The Complete Guide to Human Resources and the Law	Book	1	4	Available
298	The Quest for Empowerment	Video	1	4	Available
299	USDA Civil Rights Forum with Secretary Dan Glickman	Video	1	4	Available
300	<b>Mentoring</b>				
301	Brainwaves Map Test Prep: April 1 (Elementary School)	Video	1	5	Available
302	Brainwaves Map Test Prep: April 1( Middle School)	Video	1	5	Available
303	Brainwaves Map Test Prep: April 8 (Elementary School)	Video	1	5	Available
304	Brainwaves Map Test Prep: April 8 (High School)	Video	1	5	Available
305	Brainwaves Map Test Prep: April 8 (Middle School)	Video	1	5	Available
306	Brainwaves Map Test Prep: March 11 (Elementary School)	Video	1	5	Available
307	Brainwaves Map Test Prep: March 11 (High School)	Video	1	5	Available
308	Brainwaves Map Test Prep: March 11 (Middle School)	Video	1	5	Available
309	Brainwaves Map Test Prep: March 18 (Elementary School)	Video	1	5	Available
310	Brainwaves Map Test Prep: March 18 (Middle School)	Video	1	5	Available
311	Brainwaves Map Test Prep: March 25 (Elementary School)	Video	1	5	Available
312	Brainwaves Map Test Prep: March 25 (Middle School)	Video	1	5	Available
313	Brainwaves Map Test Prep: March 4 (Elementary School)	Video	1	5	Available
314	Brainwaves Map Test Prep: March 4 (High School)	Video	1	5	Available
315	Brainwaves Map Test Prep: March 4 (Middle School)	Video	1	5	Available
316	Coach Talk	Video	1	5	Available
317	Coaching and Counseling	Video	1	5	Available
318	Mentoring: A Practical Guide	Book	1	5	Available
319	Process: Dealing with Daily Changes	Video	1	5	Missing
320	When the Coach is You! Skills for Helping Others Learn What You Already Know	V/WB	1	5	Available
321	<b>Negotiating</b>				
322	Effective Negotiating (Tapes 1-11)	Audio	3	5	Available
323	Give and Take: The Complete Guide to Negotiating Strategies and Tactics	Book	1	5	Available
324	Negotiating Your Success: Quick Reference Guide	Book	1	5	Available
325	The Negotiating Game: How to Get What You Want	Book	2	5	Available
326	The Practitioner's Guide to Federal Sector Negotiability	Book	2	5	Available
327	<b>Performance &amp; Organizational Development</b>				
328	Achieving Excellence	Video	1	5	Available
329	Analyzing Performance Problems: or You Really Oughta Wanna	Book	2	5	Available
330	Comprehensive Project Management: Strategies for Running Your Projects More Efficiently and Effectively	A/WB	1	5	Available
331	Coping with Change in the Workplace	Video	1	5	Available
332	Do Less, Achieve More: Discover the Hidden Power of Giving In	Book	1	5	Available
333	Excelling	Video	1	5	Missing
334	High-Performance Government: Structure, Leadership, Incentives	Book	1	5	Available
335	How Am I Doing	V/WB	1	5	Available
336	How to De-Junk Your Life: Keys to Taking Control, Getting Organized and Getting It All Done	V/WB	1	5	Available
337	How to Get Things Done: An Achiever's Guide to Better Time Management	V/WB	1	5	Available
338	How to Get Things Done: An Achiever's Guide to Time Management	V/A/WB	1	5	Available
339	Improve Profits and Productivity	Video	1	5	Available
340	Inspire and Motivate through Performance Reviews	CD	1	5	Available

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341	Lean Six Sigma	Book	2	5	Available
342	Lean Six Sigma for Service	Book	3	5	Available
343	Lean Six Sigma That Works	Book	2	5	Available
344	Organized Files and Records: Shortcuts to Creating and Maintaining	V/WB	2	5	Available
345	Organizing Your Office for Success: Expert Strategies That Can Work for You	Book	1	5	Available
346	Practicing Organization Development: A Guide for Consultants	Book	1	5	Available
347	Productive Workplaces: Organizing and Managing for Dignity, Meaning, and Community	Book	1	5	Available
348	Public Service Performance	Book	1	5	Available
349	Quality: The Big Picture	Video	1	5	Available
350	Quality: You Don't Have to Be Sick to Get Better	V/Book	1	5	Available
351	Simple Tools for a Complex World: Maximizing Personal Performance	Video	1	5	Available
352	Strategic Planning: Charting a Plan for the Future	Video	1	5	Available
353	Strategy Maps: Converting Intangible Assets into Tangible Outcomes	Book	2	5	Available
354	Successfully Managing Your Job and Yourself	Video	1	5	Available
355	The Androgynous Manager: Blending Male and Female Management Styles for Today's Organization	Book	1	5	Available
356	The Black Book of Executive Politics by "Z"	Book	1	5	Available
357	The Effective Executive	Book	1	5	Available
358	The Inventive Organization: Hope and Daring at Work	Book	3	5	Available
359	The Personal Efficiency Program: How to Get Organized to Do More Work in Less Time	Video	1	5	Available
360	<b>Presentation, Facilitation &amp; Meeting Management</b>				
361	Basic Facilitator Development Course Manual	Guide	1	5	Available
362	Basic Facilitator Development Course Manual for Participants	W/bk	2	5	Available
363	Communication Skills: Managing Meetings	Video	1	5	Available
364	Effective Meeting Skills: A Practical Guide for More Productive Meetings	Book	1	5	Available
365	Effective Presentation Skills: A Practical Guide for Better Speaking	V/WB	1	5	Available
366	Facilitating with Ease! Core Skills for Facilitators, Team Leaders and Members, Managers, Consultants, and Trainers	Book / CD	1	5	Available
367	How to Make Meetings Work	Book	1	5	Available
368	How to Make More Powerful Presentations	Audio	1	5	Available
369	How to Make Winning Presentations	V/Book	1	5	Available
370	Inspire Any Audience: Proven Secrets of the Pros for Powerful Presentations	Book	1	5	Available
371	Instructors and Their Jobs	Book	1	5	Available
372	Measuring Instructional Intent: or Got a Match?	Book	1	5	Available
373	Meeting Robbers	V/WB	1	5	Available
374	Powerful Presentation Skills (Vol. 1-3) How to Get a Group's Attention, Hold People's Interest and Persuade Them to Act	Video	1	5	Available
375	Preparing Instructional Objectives	Book	1	5	Available
376	Present with Confidence: Fear No More!	Video	1	5	Available
377	Speak to Win: An Executive Program to Maximize Personal Impact (Tapes 1-12)	A/WB	1	5	Available
378	The Art of Discussion Leading	Video	1	5	Available
379	The Learning Paradox: Gaining Security by Rediscovering the Joy of Learning	Book	2	5	Available
380	The Winning Trainer: Winning Ways to Involve People in Learning	Book	1	5	Available
381	Working the Personal Presentation Puzzle	Book	1	5	Missing
382	<b>Self Help</b>				
383	A New Attitude: Achieve Personal & Professional Success by Keeping a Positive Mental Outlook	Video	1	6	Available
384	A Woman's Wisdom	Audio	1	6	Available
385	Activating Attitude!	Video	1	6	Available

Learning Center			Updated: 12/29/2008		
	Title	Media	Copies	Location	Availability
386	Assertive Skills: 12 Step Action Steps to Creative Visibility & Take Charge of Your Life	V/WB	1	6	Available
387	Assertiveness: The Right Choice	Audio	1	6	Available
388	Attitude is Everything: A Tune-Up to Enhance Your Life	A/V/WB	1	6	Available
389	Attitude the Choice is Yours	Wk/bk	1	6	Available
390	Backing Down Standing Up: Assertiveness is a Six-Letter Word	Audio	1	6	Available
391	Baseball Bouillabaisse and the Best of Class	Book	1	6	Available
392	Being Assertive	Video	1	6	Available
393	Business Casual: The Training Edge	Video	1	6	Available
394	Celebrate What's Right with the World	V/Book	1	6	Available
395	Chicken Soup for the Soul Live! Volume I	Video	1	6	Available
396	Chicken Soup for the Soul Live! Volume III	Video	1	6	Available
397	Creative Problem Solving and Decision Making	Book	1	6	Available
398	Culture Shift: The Employee Handbook for Changing Corporate Culture	Book	1	6	Available
399	Defeating Procrastination	Book	1	6	Available
400	Discovering Your Purpose	Book	1	6	Available
401	Don't Send Your Turkeys to Eagle School	Book	1	6	Available
402	Either Way You're Right	Video	1	6	Available
403	Emotional Intelligence	Wk/bk	5	6	Available
404	Excellence	Book	1	6	Available
405	Excelling in a Changing World	Video	1	6	Available
406	Feeling Good About Yourself and Your Job	Video	1	6	Available
407	Fish! Catch the Energy Release the Potential	Video	1	6	Available
408	From the Big Screen to the Real World: Lesson for Life and Business from Hollywood	Book	1	6	Available
409	Go for the Gold: Adding Richness to Your Life	Audio	2	6	Available
410	Goals: Setting and Achieving Them on Schedule	Video	1	6	Available
411	Going for the Gold	Book	1	6	Available
412	Heads Up! A Zillion Ways to Survive Negativity in Your Life	Book	1	6	Available
413	Helping Adults Learn	Book	1	6	Available
414	How Adults Learn	Book	1	6	Available
415	How to Fireproof Your Career: Survival Strategies for Volatile Times	Book	5	6	Available
416	How to Stop Worrying and Start Living	Book	1	6	Available
417	Lead on the Creative Edge: Gaining Competitive Advantage Through the Power of Creative Problem Solving	Video	1	6	Available
418	Life 101: Everything We Wish We Had Learned About Life in School - But Didn't	Book	1	6	Available
419	Lighten Up!	Video	1	6	Available
420	Managing Change and Transition	Video	1	6	V Missing
421	Managing Change and Transition	V/A/G	3	6	Available
422	Managing Your Documentation Projects	Book	1	6	Available
423	Organized for Success!	Book	2	6	Available
424	Perception	Video	1	6	Available
425	Please Understand Me: Character and Temperament Types	Book	2	6	Available
426	Productivity Power	Book	2	6	Available
427	Promoting Yourself in the Workplace: How to Quietly Help Yourself While Helping Others	Audio	1	6	Available
428	Self-Esteem: The Power to Do Your Best	V/WB	1	6	Available
429	Solutions: To be the difference maker in the personal, family and business lives of enough people to make a positive defense in America and the world	Audio	1	6	Available
430	Stop Screaming at the Microwave: How to Connect Your Disconnected Life	Book	1	6	Available
431	Strategic Organizational Change: A Practitioner's Guide for Managers and Consultants	Book	1	6	Available

Learning Center				Updated: 12/29/2008	
	Title	Media	Copies	Location	Availability
432	Stress Control	Book	2	6	Available
433	Success Is Not an Accident: Change Your Choices, Change Your Life	Book	1	6	Available
434	Thank God It's Monday: How to Build a Motivating Workplace	Video	1	6	Available
435	The 7 Habits of Highly Effective Families	Book	1	6	Available
436	The 7 Habits of Highly Effective People	CD	1	6	Available
437	The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change	Cassette	1	6	Available
438	The Art of Assertiveness Preview Combination	Video	1	6	Available
439	The Awesome Practice of Adult Education	Book	1	6	Missing
440	The Corporate Culture Survival Guide	Book	1	6	Available
441	The Fear of Success	A/V	1	6	Available
442	The Goals Program: Strategies for Success	Video	1	6	Available
443	The Modern Practice of Adult Education	Book	1	6	Available
444	The Power of Humor, Glad to the Bone	Video	1	6	Available
445	The Question Behind the Question: Practicing Personal Accountability in Business and in Life	Book	1	6	Available
446	The Seven Habits of Highly Effective People	Video	1	6	Available
447	The Sky's the Limit	Video	1	6	Available
448	The Speed of the Leader Determines the Rate of the Pack	Book	1	6	Available
449	The Stress of Organizational Change	Book	2	6	Available
450	The Success Principles by Jack Canfield & Jane Switzer	Audio	1	6	Available
451	Thriving on Change: Turning Challenge into Success	Book	1	6	Available
452	Thriving on Chaos (Tapes 1-12)	Audio	1	6	Available
453	Time Management	Book	1	6	Available
454	Total Time Management (Tapes 1-11)	A/WB	1	6	Available
455	Whale Done! The Power of Positive Relationships	W/bk	6	6	Available
456	What You Are is What You Choose	Video	1	6	Available
457	When I Say No I Feel Guilty	Video	1	6	Available
458	Who Moved My Cheese?	WB/G	1	6	Available
459	Worksmarts: How to Get Along, Get Noticed and Get Ahead	V/WB	1	6	Available
460	You Just Have to Laugh and I Can Prove It	Book	3	6	Available
461	<b>Sign Language</b>				
462	American Sign Language (Units 10-18)	Video	1	6	Available
463	American Sign Language (Units 19-29)	Video	1	6	Available
464	American Sign Language: Curriculum and Methods	Video	1	6	Available
465	American Sign Language: Grammar and Culture	Video	1	6	Available
466	American Sign Language: Tales from "The Green Books"	Video	1	6	Available
467	Hearing Impaired Tape	Video	1	6	Available
468	Learning American Sign Language	Book	16	6	Available
469	Learning American Sign Language	Video	1	6	Available
470	The Joy of Signing	Book	6	6	Available
471	<b>Supervisory &amp; Leadership Development</b>				
472	1001 Ways to Reward Employees	Book	1	7	Available
473	Achieving Credibility	CD	1	7	Available
474	Banishing Bureaucracy: The Five Strategies for Reinventing Government	Book	1	7	Available
475	Building Trust: A Manager's Guide for Business Success	Book	2	7	Available
476	Business Sense: Exercising Management's Five Freedoms	Video	1	7	Available
477	Coaching for Development: Skills for Managers and Team Leaders	Book	2	7	Available
478	Comprehensive Project Management: Prepared Especially for PPL	WB	1	7	Available
479	Coping with Supervisory Nightmares	Book	1	7	Available
480	Creating an Environment of Achievement: Residential Program for New Supervisors	Video	2	7	Available
481	Creating and Motivating a Superior, Loyal Staff	Book	1	7	Available
482	Delegate for Results: How to Get More Done Through Others	Book	2	7	Available

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	Title	Media	Copies	Location	Availability
483	Diagnosing and Changing Organizational Culture: Based on the Competing Values Framework	Book	1	7	Available
484	Effective Coaching, Build Better Employees	CD	1	7	Available
485	Empowering Employees: Enhance Productivity and Motivate	V/A/WB	1	7	Available
486	Empowering Others	Video	1	7	Available
487	Empowering Yourself	Video	1	7	Available
488	Exam Cram 2: PMP - Project Management Professional	Book	4	7	Available
489	Excellence in Government: Total Quality Management in the 1980's	Book	1	7	Available
490	First, Break All the Rules	Book	4	7	Available
491	Gallup University "Building a Stronger Workplace"	Video	1	7	Available
492	Gallup: Q12 Impact: Building a Stronger Workplace	WB	1	7	Available
493	Getting Results: A Guide for Federal Leaders and Managers	Book	1	7	Available
494	Harvard Business Review on Management	Book	1	7	Available
495	High Impact Leadership (Tapes 1-3)	Video	1	7	Available
496	Hot Topics: Flashcards for PMP Exam	Book	1	7	Available
497	How to be an Effective Supervisor	Wkbn	1	7	Available
498	How to Delegate Work and Ensure It's Done Right	Video	1	7	Available
499	How to Excel as a Team Leader	CD	1	7	Available
500	How to Get Results with People	Video	3	7	Available
501	How to Stand Out as Manager or Supervisor	CD	1	7	Available
502	How to Supervise & Produce Real Results	CD	1	7	Available
503	How to Supervise People	Video/Book	2	7	Available
504	Interpersonal Managing Skills	Book	1	7	Available
505	Leadership and Self-Deception: Getting Out of the Box	WB	4	7	Available
506	Leadership and Self-Deception: The hidden key to improving results.	V/G/CD	1	7	Available
507	Leadership When the Heat's On	Book	1	7	Available
508	Love 'Em or Lose 'Em: Getting Good People to Stay	Book	1	7	Available
509	Love the Battle	Video	1	7	Available
510	Management-Minded Supervision	Book	1	7	Available
511	Managing at the Speed of Change	Video	1	7	Available
512	Managing Multiple Projects, Objectives & Deadlines	CD	1	7	Available
513	Managing People Through Change	Video	1	7	Available
514	Managing Technological Change	Video	1	7	Available
515	Managing Unacceptable Employee Behavior	CD	1	7	Available
516	Managing the Workforce of the 90's: What Needs to Change and Why	Video	1	7	Available
517	Mapping Work Progress	Book	1	7	Available
518	Motivating and Rewarding Employees	V/A	1	7	Available
519	On Leadership	Book	1	7	Available
520	Performance Standards Made Simple	Book	1	7	Available
521	PMP Exam Prep: A Course in a Book	Book	1	7	Available
522	Positive Performance Management: A Guide to "Win-Win" Reviews	Book	1	7	Available
523	Power of Professionalism	Video	1	7	Available
524	Project Management: Volume One: Planning and Organizing	Video	1	7	Available
525	Project Management: Volume Two: Tracking, Control and Follow-Up	Video	1	7	Available
526	Reengineering Survival Guide: Managing and Succeeding in the Changing Workplace	Book	1	7	Available
527	Reframing Organizations: Artistry, Choice, and Leadership	Book	1	7	Available
528	Reinventing Government: How Entrepreneurial Spirit is Transforming the Public Sector	Book	4	7	Available
529	Reinventing Organizational Learning	Video	1	7	Available
530	Seamless Government: A Practical Guide to Re-engineering in the Public Sector	Book	1	7	Available
531	Supervision: Concepts and Practices of Management	Book	1	7	Available

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	Title	Media	Copies	Location	Availability
532	Taking Charge: Strategic Leadership in the Middle Game	Book	1	7	Available
533	The Diamond Touch: How to Get What You Want by Giving People What They Desire Uniquely	Book	4	7	Available
534	The Effective Public Manager: Achieving Success in a Changing Government	Book	1	7	Available
535	The Front of the Class	DVD	1	7	Available
536	The Front of the Class	Book	1	7	Available
537	The Leadership Pickles	Book	1	7	Available
538	The Leadership Pickles	DVD	1	7	Available
539	The Leadership Pickles Leader's Guide	DVD	1	7	Available
540	The Manager's Balancing Act	V/A/WB	2	7	V Missing
541	The New Supervisor: Skills for Success	V/A/WB	1	7	Available
542	The One Minute Manager	Audio	1	7	Available
543	The PMP Exam: How to Pass on Your First Try	Book	3	7	Available
544	The Pygmalion Effect: Managing the Power of Expectations	CD/V/WB	1	7	Available
545	The Supervisor's Guide to Federal Labor Relations	Book	1	7	Available
546	The Unconscious Conspiracy: Why Leaders Can't Lead	Book	1	7	Available
547	Think Like a Manager	Book	1	7	Available
548	Turning Dreams into Success: Lessons from the Ground Up	Book	1	7	Available
549	Unleashing the Power of Everyday Leadership	Book	1	7	Available
550	Unleashing the Power of Everyday Leadership	Book	1	7	Available
551	When All Else Fails: Finding Solutions to Your Most Persistent Management Problems	Book	3	7	Available
552	Would I Follow Me? Inspire People to Follow You with Their Hearts and Minds	DVD/WB	1	7	Available
553	<b>Teamwork</b>				
554	50 Activities for Team Building	Book	1	8	Available
555	Building Relationships: Effective Strategies for How to Work With People	Book	1	8	Available
556	Creating Teamwork (Tapes 1-4)	Audio	1	8	Available
557	Excellence in the Public Sector	Video	2	8	Available
558	Gung Ho! Turn on the People in Any Organization	Audio	1	8	Available
559	How to Coach an Effective Team: Leadership that Gets Results	V/WB	1	8	Available
560	How to Work with People: Understanding Team Dynamics	V/WB	1	8	Available
561	Joining Together: Group Theory and Group Skills	Book	2	8	Available
562	Love Them or Hate Them? The Dilemmas of Team Based Organization	Video	1	8	Available
563	Self-Directed Work Teams: The New American Challenge	Book	1	8	Missing
564	Self-Managing Teams: Creating and Maintaining Self-Managed Work Groups	Book	1	8	Available
565	Supreme Teams: How to Make Teams Really Work	V/WB	1	8	Missing
566	Tap the Power of Teamwork	Video	1	8	Available
567	Team Building: Why Teams Work; Why Teams Don't Work	A/V/WB	1	8	Available
568	Team Re-Construction: Building a High Performance Work Guide During Change	Book	1	8	Available
569	Team! Successful Team Roles and Responsibilities	Video	1	8	Available
570	Teamwork: Teamwork in the Federal "Government" - May 3, 1995	Video	1	8	Available
571	The Future of Staff Groups: Daring to Distribute Power and Capacity	Book	1	8	Available
572	The Memory Jogger: A Pocket Guide of Tools for Continuous Improvement and Effective Planning	Book	2	8	Available
573	The Team Building Tool Kit: Tips, Tactics, and Rules for Effective Workplace Teams	Book	4	8	Available
574	The Team Handbook	Book	1	8	Available
575	The Team Memory Jogger: A Pocket Guide for Team Members	Book	1	8	Available
576	The Team Net Factor: Bringing the Power of Boundary Crossing Into the Heart of Your Business	Book	1	8	Available
577	The Unified Team: A Leader's Plan for Promoting, Protecting and Restoring Team Unity	V/WB	1	8	Available

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	Title	Media	Copies	Location	Availability
578	Workteams and the Wizard of Oz	V/WB	1	8	V Missing
579	<b>Miscellaneous Videos</b>				
580	Anne Barab: Laugh Grow Learn	Video	1	8	Available
581	Bodine Balasco: Keynote Speaker/Entertainer	Video	1	8	Available
582	Chuck Hickok: Motivational Speaker/Corporate Entertainer	Video	1	8	Available
583	Erick Burton, CSP: The Leadership Accelerator Video Demo	Video	1	8	Available
584	James F. Henning, PhD: Video Brochure	Video	1	8	Available
585	Lola D. Gillebaard: The Awesome Power of Humor	Video	1	8	Available
586	Marilyn Sherman: Preview Video	Video	1	8	Available
587	Rex Havens: "Everything I Needed to Know I Learned from My Wife"	Video	1	8	Available
588	Ronald R. Wills: Get Acquainted Video	Video	1	8	Available
589	Suzie Humphreys: "I Can Do That"	Video	1	8	Available
590	Thom McKinney: We All Have the Power	Video	1	8	Available
591	Tim Bays: Musically Speaking	Video	1	8	Available