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How the System Works

Access to our video library is one of the many services that Cascade Employers Association provides its Members. Members agree to pay the return shipping on any videos borrowed; otherwise, the service is **free** to Cascade Members.

Simply contact Cascade to request a video, giving as much advance notice as possible to ensure your video is available. Videos may be kept for one week. Requests for reasonable extended viewing times are granted whenever possible. **Unless extended viewing is granted, please return your rental in a timely manner, as there may be others waiting patiently for it.**

Please return your videos by traceable means. “Traceable means” includes UPS, FedEx, or USPS Express Mail with tracking option (*insured for \$500 per video*). Please return video cases and all written materials with your programs.

Borrowers are responsible for the replacement costs of lost or damaged items. Please contact Cascade immediately if your video has been damaged or lost. We will work with you to arrange for replacing the lost or damaged items.

LEARNING TIPS: Viewers absorb much more if the host:

1. Introduces why the video is being shown and what viewers are expected to notice and share afterward. Ideally, set a goal – which makes noting details into a game. For example: “Note how many times...” or “Afterward, we will discuss what the manager did well and could improve.”
2. Passes out a handout summarizing the video’s key points or lists them on a flip chart.
3. Leads a debriefing on what viewers gained. Different people see different things and react differently. Sharing that adds to the learning. If more than a dozen are present, groups of two to four can share their reactions and observations before asking them to share them with the larger group.

For more detailed guidance, see our video on “How to Use Video in Training.”



Leadership, Supervision, & Team Work

ABILENE PARADOX, THE © 2002 (26 minutes – DVD x2)

The Abilene Paradox is a recognized milestone in training videos. Originally based upon the article of the same name by Dr. Jerry Harvey, it examines one of the core dynamics of group decision-making, and helps managers and their work teams recognize the downside of mismanaged agreement.

This fast-paced presentation will help managers, supervisors, and staff find positive ways to come to effective agreements between individuals and groups, and avoid the trap of moving in directions that are counter-productive to the group's overall purpose.

ART OF RESOLVING CONFLICTS IN THE WORKPLACE, THE © 1992 (37 minutes - VHS)

Produced by Toastmasters International

Growth and change can produce contention and conflict. Watch how others smooth office conflicts and put good business back in the forefront.

Objectives: To establish professional techniques for resolving disputes and refocusing on business issues.

Viewers will learn to:

- Set limits that build mutual respect.
- Use key words and phrases that establish a spirit of cooperation.
- Build win/win relationships.
- Minimize manipulation, stereotyping, harassment, and intimidation.
- Deal with non-performing co-workers.
- Resolve conflicting job assignments.

BE PREPARED TO LEAD (27 minutes - VHS) Produced by Toastmasters International

Leadership development is a process of gaining self-understanding and confidence. Learn how to identify your own leadership style, how to capitalize on its strengths, and how to adapt your style to changing circumstances. Develop essential leadership skills and learn to avoid costly leadership errors.

Learn how to:

- Recognize your leadership potential.
- Build leadership traits.
- Earn the trust of your team.
- Build vision and communication skills.
- Recognize leadership errors.
- Develop your own personal leadership style.



PERFORMANCE REVIEWS:

CONDUCTING HIGH-IMPACT, LOW-STRESS © 2008 (21 minutes – DVD)

Deliver meaningful performance reviews pain free! This best-selling video will help you take the angst out of the review process. You'll learn how to prepare, avoid traps, address goal-setting and much more.

Review the process into four parts:

1. Lay the groundwork for setting up an effective performance review system.
2. Prepare for the performance review meeting.
3. Conducting a successful review meeting.
4. Four common performance review traps.

DELEGATING FOR DIEHARDS:

WORKING TOGETHER TO GET THINGS DONE © 1998 (20 minutes - VHS)

Delegating means relying on someone else to do a job that you're responsible for. It's not easy when time and accuracy are at stake. But to run an organization efficiently, delegating must be a skill everyone masters. Learn the keys to win-win delegation from watching the process unfold in this clever and entertaining how-to video. You'll see the specific steps for success . . . as well as hilarious portrayals of people's deepest fears about delegating.

Viewers will learn how to:

- Analyze their tasks
- Communicate effectively throughout the process
- Select the right delegate
- Ensure successful results and more

EMOTIONAL INTELLIGENCE © 2001 (25 minutes - DVD)

Most of us have been conditioned to leave emotions "at home," believing that, to be effective, we need to base all our team strategies and decisions only upon cold, logical, "intelligence." And yet, as we all know, emotions are a fundamental part of who we are and of working with others – like it or not.

In CRM's new program, *Emotional Intelligence*, you will learn that emotions are far more than just the "distraction" to our work lives that we've been conditioned to believe. In fact, emotions have immense practical value in helping individuals and organizations be more adaptable and ultimately more successful.



EMPLOYEE 101: RESPECTING THE TEAM © 1998 (18 minutes - VHS)

This video combines humor, expert testimonials, and eye-popping computer animation to create a training tool that is effective, fun to watch, and memorable!

Designed for employee orientation as well as team building. This video covers the following areas:

- The Basics
- Creating a professional appearance.
- The importance of punctuality.
- Respecting The Team
- Common courtesy builds team trust.
- Harassment of any type must be avoided.
- Getting Informed
- Team members need information to be effective.
- Increasing Your Value To The Team
- Become a truly outstanding employee!
- Look for opportunities to excel!

EXECUTIVE BRIEFINGS: HOW GREAT COMPANIES ACHIEVE EXTRAORDINARY RESULTS WITH ORDINARY PEOPLE © 2001 (52 minutes - VHS)

Lecture. How can corporations get the most out of their employees? Charles O'Reilly, of Stanford University challenges the prevailing wisdom that companies must chase and acquire top talent in order to remain successful. He argues instead that the source of sustained competitive advantage already exists within every organization. O'Reilly's prescription for an overheated labor market: abandon the obsession with hiring high-priced stars and instead motivate ordinary people to build a great company and achieve extraordinary results.

HOW TO MAKE QUALITY . . . FAIL © 1999 (20 minutes - VHS)

You're about to experience a very funny story about the sad facts behind many quality initiatives that haven't fulfilled their promise. But dreams of higher productivity, reduced costs, a more wonderful workplace and happier customers as a result of effective quality programs can indeed come true - once people see that commitment is everything and quality isn't just one more passing fad!

- Reveals the attitudes and pitfalls that can kill quality programs
- Inspires new appreciation for quality and the need to make it succeed

IN THIS TOGETHER © 1999 (18 minutes - VHS/DVD)

From Gossip to Sexual Harassment, this entertaining program polls viewer's opinions on a wide variety of issues surrounding Respect and Harassment.

- When does being in a bad mood equal disrespect?
- What happens if your "free speech" offends someone?
- What is the rule when it comes to sexual attraction at work?

This program ends with a brief but clear legal definition of harassment. In addition, two universal policy statements for employees are presented.



LEADERSHIP CHALLENGE, THE © 2003 (27 minutes - VHS)

Extensive research and analysis led Kouzes and Posner to identify five practices common to all great leaders and to publish their findings in what has become a best-selling book of the same name. Taught in college undergraduate, graduate and executive courses around the globe, it is an excellent curriculum for increasing trust, efficiency and productivity, whether in the classroom, boardroom, factory or community.

Viewers will observe the action of leaders as varied as a Farm Credit Services VP asking for feedback from his employees; a Stanford University student development director preparing students for community service; the CEO of a newly merged and morale-burdened Sinai-Grace Hospital turning things around; a ReGen CEO empowering a committee of workers to choose a new employee health insurance plan; and a senior manager at FedEx exploring how to keep staff motivated through recognition. Each of these remarkable leaders moves structures, staff – and themselves – from ordinary to extraordinary.

They do so by putting into action the five Leadership Practices:

- Modeling the Way
- Inspiring a Shared Vision
- Challenging the Process
- Enabling Others to Act
- Encouraging the Heart

LEADERSHIP PICKLES, THE © 2005 (16 minutes - VHS)

Spread enthusiasm, inspire confidence, and demonstrate integrity! What Bob Farrell did for customer service in the runaway hit “Give ‘em the Pickle,” he is now doing for leadership. In this fun and exciting new film, Bob combines his passion for serving others with powerful leadership stories to create a memorable and motivating message for leaders of all kinds. Just as customers need pickles (those special things you do for them to keep them coming back) your employees need their pickles too. They need and want certain things from you as their leader. Being a leader is a tough job. It requires you be the best you can be. This program will inspire you and provide the concepts you need to succeed.

LEGAL ISSUES FOR MANAGERS © 1997 (23 minutes – VHS/DVD)

Find out what can happen when employees or potential employees feel the smack of inequality. In this video, three various work-related situations demonstrate how for some individuals, “It’s just not fair,” and paints a truthful representation of the legal consequences managers and organizations can face when people feel they’ve been treated wrongly. Explaining the defensive importance of consistent documentation and recognizable fair treatment, these hard hitting role-plays and narrated scenes lay out a six step action plan for keeping your organization out of battling court cases!



MEETINGS, BLOODY MEETINGS © 1976 (30 minutes - VHS)

This comical dramatization depicts the trials of a British boss who lacks the skills to run an effective meeting. After this vision, you will remember what not to do as well as tips on how to energize your team.

MORE THAN A GUT FEELING © 2000

(28 minutes – VHS: Manufacturing version, DVD: Office Version also in Portuguese and Spanish)

An excellent videotape that teaches participants how to conduct good job selection interviews — interviews that are reliable, legal, predict job performance, and that are "more than a gut feeling." It focuses on planning, developing questions, arranging the environment, conducting the interview, asking follow-up questions, as well as rating and evaluation techniques. This video has won the national award for "Best Training Videotape of the Year," twice.

ONE MINUTE MANAGER VIDEOTAPE SERIES, THE

This four-part set of videotapes and workbooks helps to build skills in goal-setting, praising, reprimanding, and leadership.

PART ONE: THE ONE MINUTE MANAGER © 1982

(50 minutes - VHS)

- How to set clear goals and performance standards;
- How to create an environment in which people motivate themselves; and,
- How to reprimand and discipline effectively.

PART TWO: PUTTING THE ONE MINUTE MANAGER TO WORK © 1984

(60 minutes - VHS)

- Activators — how supervisors and managers get good behaviors going.
- Identifying performance measurements.
- Tracking performance progress.
- Setting performance goals.
- Giving performance feedback.
- Recognizing good performance.
- Correcting poor performance.

PART THREE: BUILDING ONE MINUTE MANAGEMENT SKILLS © 1985

(49 minutes - VHS)

- Setting effective goals - making sure people are clear about what is expected of them.
- Giving praise - catching people doing "right" and giving them positive recognition for good performance.
- Giving reprimands - giving constructive feedback in an effective way.



PART FOUR: LEADERSHIP AND THE ONE MINUTE MANAGER © 1986

(82 minutes - VHS)

- The theory and language of situational leadership.
- Skills in applying your leadership style.
- Methods and styles of directing, coaching, supporting, and delegating.

PASSION FOR EXCELLENCE, A © 1986 (63 minutes - VHS)

Tom Peters zeros in on how you can:

- Lead employees to give 1000 percent;
- Gain a competitive advantage by putting the customer first;
- Generate innovation and speed in your organization; and,
- Shape Company values through leadership.

POSITIVE DISCIPLINE: HOW TO RESOLVE TOUGH PERFORMANCE PROBLEMS QUICKLY... AND PERMANENTLY © 2006 (24 minutes – DVD x2)

While being a leader has many advantages, it comes with the task of monitoring employee performance and addressing performance problems when they arise. Through this video, participants will learn and put into practice five key steps that allow them to confidently address employee performance issues and achieve better outcomes.

The five key steps covered are:

1. Identify the problem
2. Analyze the problem's severity
3. Discuss the problem with the employee
4. Document the discussion
5. Follow up to monitor results

PRACTICAL COACH: ENCOURAGING, CORRECTING AND CHALLENGING YOUR TEAM, THE © 1997 (24 minutes – VHS/DVD)

This everyday guide gives three examples of way to let your team know they matter. Beautifully done, it mixes a narrator with a personal style, dramatizations and specific steps for effective coaching. Highpoints include good and bad ways to tell employees their “aroma is too noticeable” and how to deal with someone who has been late four times this month.



PYGMALION EFFECT, THE © 2001 (25 minutes - DVD)

It's a fact. Limited expectations bring limited results; high expectations lead to exceptional results. The phenomenon is known as the Pygmalion Effect and it has been documented numerous times in both business and education.

The good news is that you can teach your managers how to create the positive results of the Pygmalion Effect with their employees, improving productivity and morale in the process. CRM's revised **Pygmalion Effect** training program clearly illustrates that the way we view subordinates can completely change the outcome of any given project.

In the DVD, trainees get a complete overview of the Pygmalion Effect through real-life examples, dramatic vignettes and scenes from the classic movie "Pygmalion," where individuals are transformed through the positive (or negative) expectations of another. The four ways managers transmit expectations to their subordinates – climate, feedback, input and output — are also depicted.

TEAM APPROACH, THE © 1998 (24 minutes - VHS)

This video outlines the types of problems to which teams are best adapted. They discuss key considerations in selecting team participants, and review common stages of team development. They also describe the characteristics of high performance teams. A study guide is available with this video.

TEAM CREATIVITY © 1995 (22 minutes - VHS)

New ideas are the lifeblood of the organization, and workteams are expected to create them. Yet, new ideas have formidable enemies: policies, procedures, and people who won't let go of old ways. Then there's fear of ridicule or rejection when you want to share your ideas with others. Result: creativity hides in the closet along with greater progress, productivity and profit. It inspires viewers to replace "idea killers" with "idea builders," and to nurture team creativity as a critically valuable resource.

Viewers will:

- Gain the courage to be creative
- Learn to support the ideas of others
- Learn to accept and protect creativity in teams

TROMBONE PLAYER WANTED © 2006 (90 minutes - DVD)

A new short-film series by Marcus Buckingham, best selling author and one of Business Week's "Best of 2005-thought leaders," teaches you how to discover your strengths and put them to work. These six films (approximately 15 minutes each) provide powerful lessons for managers and employees striving to be more productive and more focused. The famous Gallup study determined successful organizations focus on employee strengths. He provides the link between leveraging your strengths and your performance.



Here's a look at the chapter's highlights:

- Part One: "So what's stopping you?"
- Part Two: "Do you know what your strengths are?"
- Part Three: "How can you make the most of them?"
- Part Four: "How do you cut out your weaknesses?"
- Part Five: "Why is it so hard to talk about this?"
- Part Six: "Why can't this last forever?"

UNIFIED TEAM, THE © 2001 (22 minutes - DVD)

Approach how to promote, protect and restore team unity. Unity occurs when a team provides its members with basic human needs. This video lays out practical approaches coaches take to ensure that these needs are in balance for every team member.

Focuses on the ABC's:

- **Achievement:** by setting S.M.A.R.T. goals, gaining personal commitment and celebrating success.
- **Belonging:** by creating a member's Bill of Rights, teaching how to resolve conflicts, and mediating team disputes.
- **Contribution:** by uncovering opportunities members' value and practicing continuous appreciation.



Communication, Service, & Responsibility

ACCOUNTABILITY THAT WORKS! © 2003 (22 minutes – DVD x2)

What would your organization be like if no one ever asked, “Whose fault is this?” What if we could all let go of the “blame” game and view accountability as a method for achieving increased personal and team effectiveness? This CRM Learning presentation teaches that accountability is much more than a paper trail. It is an ongoing opportunity to gain focus, accomplish more, streamline work processes, and create greater team effectiveness. The program allows viewers to observe these processes at a manufacturing plant, a software design firm, and a medical facility, while illustrating how to:

- Ensure every task has a clearly defined owner and agreement.
- Empower people to keep their agreements.
- Hold others accountable for their agreements.
- Be accountable without being defensive.
- Learn from mistakes while continually improving personally and professionally.

ARTS OF CRITICISM: GIVING AND TAKING, THE © 1996 (20 minutes - VHS)

Criticism is an essential component of growth and improvement. Watch Beverly and Everett, a top sales rep and a talented engineer, rebuild a hostile relationship into a productive, professional one.

Learn:

- When to criticize and when not to.
- The Guiding Rule of criticism.
- The 3-step formula for successful criticism.
- How to keep your criticism on-track and yourself under control.
- The 4-A formula for controlling your emotions when being criticized.
- How to assume a position of strength when being criticized.

ATTITUDE VIRUS:

CURING NEGATIVITY IN THE WORKPLACE, THE © 1996 (21 minutes –VHS/DVD)

Bad attitudes spread like viruses through teams, departments and entire organizations. Productivity suffers and so do individual workers. From resistance to change to lack of commitment to miscommunication to misdirected anger, attitude virus symptoms can be recognized and reversed. You'll see how to administer the cure for any attitude virus and how to create a healthier workplace for everyone.



BE PREPARED TO SPEAK © 1985 (27 minutes - VHS) Produced by Toastmasters International
Public speaking is your single greatest opportunity to inform and influence others, and to gain their respect and loyalty. Learn how to write and organize a speech that is appropriate for your audience. Learn how to practice and what to practice, and develop the confidence to confront and overcome stage-fright.

DIFFICULT PEOPLE: HOW TO DEAL WITH THEM © 1996 (38 minutes - VHS)

This video shows examples of hostile-aggressive (tanks, snipers and exploders) people, complainers, clams, super-agreeables, negativists (applicable to whiners), know-it-alls and indecisiveness and then offers practical strategies for how to deal with them.

DIVERSITY: THE REAL SCENE © 2007 (20 minutes – DVD)

Raise awareness about one of the most important issues in the contemporary workplace. Be alerting your employees to potentially difficult situations, they'll avoid harassing and disrespectful behaviors, creating a healthy environment for everyone with no costly lawsuits.

EMPLOYEE AWARENESS: SEXUAL HARASSMENT © 1998 (19 minutes - DVD)

Through a series of role reversal vignettes, employees become aware of the subtle issues concerning sexual harassment.

ETHICS 4 EVERYONE © 2003 (14 minutes – DVD x2)

Ethics 4 Everyone illustrates the plain fact that, on many levels, we have lost sight of the fundamental concept of right and wrong, that we seem all too willing to cut corners, to do *whatever it takes* to 'close the deal' and get ahead. More than that, this training program offers do-able, long-term solutions.

GAINING CONTROL: "THE REALITY MODEL" © 1990 (70 minutes - VHS)

A memorable, high energy talk about the ways we move from short-sighted biases to paying attention to what meets our basic human needs over time. The leader of The Franklin Institute, Hyrum Smith, tells the story of his confrontation with a drug addicted, rebellious youth and how they used the model to save a young girl's life.



GENERATIONS: M.E.E.T. FOR RESPECT IN THE WORKPLACE *and*

MANAGING GENERATIONS © 2006 (Two separate presentations, 28 minutes and 14 minutes respectively; VHS/DVD)

With workers from four generations now active in the workplace, the potential for misunderstanding, frustration, and conflict puts increasing pressure on productivity. The desire to be treated with respect is something we all have in common, especially in the workplace. The **M.E.E.T.** approach (**M**ake time to discuss; **E**xplore differences; **E**ncourage respect; **T**ake personal responsibility) counteracts shame, blame, and stereotyping that create toxic environments and undermine productivity. Through the first presentation, employees (and managers) learn how to recognize, respond to, and solve situations arising from generational differences. During the second presentation, managers focus more on insights, strategies, and skills to help minimize generational conflict and strengthen collaboration in a multi-age workforce.

GROUPTHINK © 1992 (22 minutes - DVD)

Why do even the most cohesive, well-intentioned groups sometimes make decisions that turn out to be monumental errors? The late Dr. Irving Janis of Yale University identified the culprit as groupthink: A natural tendency to achieve agreement for the sake of group unity, regardless of contrary facts or potential consequences.

Using footage from the ABC-TV movie “Challenger,” this film includes a re-enactment of conferences leading to the tragic launch of the Space Shuttle Challenger in 1986. Additional examples: Groupthink decisions relating to the 1941 attack of Pearl Harbor and to the Cuban Bay of Pigs fiasco. With its concise definition of groupthink and how to avoid it, this video is essential for every participant in the group decision-making process

HOW TO USE VIDEO IN TRAINING (30 minutes - VHS)

Bob Pike demonstrates the best ways to maximize the effectiveness of training videos . . . and the pitfalls to avoid. Pike, one of the leaders in the training field, models exactly what to do, including keeping lights on, cueing the video, giving something to watch for and interrupting to generate interaction, staying in the room and how to drive home learning points.

PASSION FOR CUSTOMERS, A © 1987 (67 minutes - VHS)

Provides key questions about an organization and their customers:

- Are we selling more than a product or service?
- How can we measure customer satisfaction?
- Do our people policies respect the front-line people?
- How quickly can we respond to customer needs?
- Do we *really* believe in superior quality and service?



POWER OF WORDS, THE (3 minutes - VHS)

“You can’t do anything right.” “You’ll never make it in this business.” “I don’t love you anymore.”
Has anyone ever said those words to you? How did you feel? Have you ever said them to anyone?
How do you suppose they felt?

How about using words of power like “Great Job!” and “You’re irreplaceable!”? And how about making words like Hope, Tolerance, Empathy, Cooperation, Contribution and Responsibility an everyday part of the way you think? What if everyone did the same?

That’s what this video stands for as a thought-provoking opening for training in communication, diversity and teamwork.

REMEMBER ME © 2000 (16 minutes - VHS)

Good customer service is as simple as common courtesy. But common courtesy can be hard to find these days. Nothing illustrates this more effectively than *Remember Me*, where an ordinary customer turns to ordinary businesses and receives less than ideal service. In the face of rudeness and indifference does he complain? No. Does he get fed up and take his business elsewhere? You bet . . . and he shares his negative experiences with others.

- Customers can forgive mistakes but not bad attitudes.
- Poorly treated customers take their business elsewhere and spread the word.

Exceeding customer expectations is the key to building customer loyalty

RESILIENCY: THE KEY TO SURVIVING & THRIVING IN TODAY’S WORLD

(43 minutes - VHS)

Disruptive change can cripple individuals, teams and organizations. Yet some thrive no matter what the hurdles. In this video psychologist and the author of *The Survivor Personality*, Dr. Al Siebert, shares the secrets of flexible, creative people who refuse to see themselves as victims. The top-rated keynoter of Cascade’s 2001 Workforce Advantage Conference, Al asks the viewer to complete a short self-assessment that answers, “How Resilient Are You?”

TAKING CHARGE OF CHANGE (18 minutes - DVD/VHS)

Teaches individual employees the skills necessary to understand and support change initiatives. By learning to recognize and address three stages of internal transition associated with any change, employees are better able to guide themselves productively through organizational change. Stunning visual images feature a rookie skydiver making his first solo jump... a powerful metaphor for the leap we take into the unknown each time we experience a change in our own lives.



WHEN THE COACH IS YOU! (18 minutes - DVD)

Team members who actively share knowledge with one another can be the single most important asset an organization can have. By giving individuals a simple process for doing this you leverage the practical knowledge that is buried in every employee.

These days, coaching isn't only the responsibility of the manager. Any team member may be called upon to teach something they know to a co-worker. This video program helps to increase the success of this kind of "knowledge transfer".

Five steps are presented:

- Prepare the Learner
- Demonstrate for the learner the skills desired
- Establish and maintain a positive coaching atmosphere
- Let the learner perform his/her newly learned skills
- Follow up

Hosted by television personality George Wendt of *Cheers*, the video explores coaching from the perspective of both coach and learner.

Leadership Audio

FIRST, BREAK ALL THE RULES *AUDIO CD* © 1999 (3 hours - DVD)

By: Marcus Buckingham and Curt Coffman

Results of the famous Gallup Study: In today's tight labor markets, companies compete to find and keep the best employees. But no matter how generous its pay, or how renowned its training, the company that lacks great front-line managers will suffer. This tape explains how the best managers select an employee for talent rather than for skills or experience; how they set expectations, how they motivate people by building on each person's strengths.



Safety and Wellness Videos

ACCIDENT INVESTIGATION TRAINING PROGRAM © 1988 (22 minutes - VHS)

This video helps employers train personnel so they will be prepared if an accident occurs, as well as comply with Oregon Safety Committee regulations.

The Video Training Program teaches the viewer how to:

- Take immediate action flow
- Gather evidence, both informational and physical
- Interview witnesses
- Analyze the information, using chart diagrams of the steps involved in the accident
- Determine the actual causes
- Recommend corrective action

The Program also includes:

- A test to measure retention and document training
- How to use the program information

ALCOHOL & DRUG TESTING: TRAINING AND AWARENESS FOR SUPERVISORS & EMPLOYEES © (30 minutes - VHS)

The Alcohol and Drug Testing: Training and Awareness for Supervisors and Employees program provides a guide and supplemental information to help you implement the Department of Transportation's (DOT) 'Controlled Substances & Alcohol Use and Testing' standard in your company. The DOT ruling covers safety-sensitive employees in commercial transportation as defined by each DOT agency.

AS IT SHOULD BE DONE © 1992 (24 minutes - VHS)

This video provides information on workplace precautions against blood borne pathogens. It provides general information primarily for employees with potential Hepatitis B and HIV exposure, and provides an explanation of universal precautions.

This video provides an overview of the elements of OSHA's blood borne pathogens standard, but would not meet all the training elements required under this standard. (It would be an excellent resource in conjunction with the required training program.)

BEHAVIOR BASED SAFETY MANAGEMENT (22 minutes - VHS)

Produced by NIOSH, this video overviews the concept of Behavior Based Safety Management.

BREATHE EASY (20 minutes - VHS)

This training video covers respiratory protection for workers in nurseries. English and Spanish versions are available.



COMPRESSED GASES: THE CORRECT WAY TO USE ACETYLENE & OXYGEN FOR CUTTING (42 minutes - VHS)

This program is ideal for both new and experienced welders. Learn the correct way to handle, store and safely use oxygen and acetylene. You'll see and hear the most common mistakes made during setup, regulator installation, line purging, and selection of tip size. The video presents safe work practices aimed at reducing the likelihood of operator error and injury.

CONFINED SPACES: A TRAINING PROGRAM FOR EMPLOYEES © 1993
(25 minutes - VHS)

This program is aimed at affected employees - providing information about OSHA's confined spaces requirements. It provides an introduction to confined spaces, summarizes needed employee training and testing, and overviews required documentation.

This program can be used as a supplement to an organization's training program. Student handbooks may be ordered directly from the producer.

DEFENSIVE DRIVING: A CRASH COURSE © 2004 (16 minutes – DVD)

Teach your employees how practical driving procedures and exhibiting a defensive attitude make getting behind the wheel safer, both on and off the job. This important program discusses how to be a defensive driver, recognize hazards and stay alert.

DEFENSIVE DRIVING: PREPARED FOR THE WORST © 1997 (18 minutes - VHS)

Defensive Drivers anticipate how to deal with road hazards, poor weather conditions, vehicle collisions and crime. This program shows how to stay in control by being prepared for the worst!

- Nature's forces
- Accidents
- Night driving
- Breakdown basics
- Personal security
- Road construction

DISASTER PREPAREDNESS: SEA-J SPECIAL REPORT (20 minutes - VHS)

Coastal's *SEA-J Special Report: Disaster Preparedness* can help managers across the country and around the world to be prepared when, or if, the unexpected happens. This new video can also help organizations review fire and evacuation procedures, and increase security at their facilities.

In addition, *Disaster Preparedness* can help your organization evaluate your level of preparedness, and alert your employees about how best to deal with the threat of package bombs.

ELECTRICAL SAFETY RELATED WORK PRACTICES © 1991 (12 minutes each - VHS)

A 3-videotape series aimed at providing training for workers covered by OSHA's Electrical Safety Related Work Practices.



FIRE EXTINGUISHERS: YOUR PASS TO SAFETY © 2004 (9 minutes - DVD)

When fire breaks out, you have only seconds to respond. This DVD gives you accurate and concise training on how to use fire extinguishers.

It covers:

- Ways to eliminate the three elements of fire
- Different fire extinguishers and their uses
- Classes of fire
- When to call the fire department

FORKLIFT SAFETY © 1999 (21 minutes - VHS)

This video-based program features a unique perspective only a seasoned operator could provide...because it was written by one! In addition to covering the new forklift training regulation, this program also covers the nuts and bolts of forklift safety, helping you prevent damage to people, products, and equipment. The program focuses on three critical areas: the truck itself, surrounding hazards, and general safety rules. Employees will get information about everything from pre-operational inspections to the center-of-gravity triangle, to proper steering, handling, and refueling techniques.

HAZARD COMMUNICATION TRAINING PROGRAM FOR EMPLOYEES © 1994
(22 minutes - VHS)

Hazard Communication Training Program for Employees helps you provide training in each of the 5 key areas of OSHA's Hazcom Standard (1910.1200): hazardous chemical evaluation, MSDSs, labels and labeling requirements, employee information and training, and the written program. The video provides employees with a general overview of the standard. Separate Instructor's Guides for each area include a program outline and helpful training tips.

IS IT WORTH YOUR LIFE? © 1992 (18 minutes - VHS)

Homicide is the second leading cause of workplace fatalities. Because of this alarming trend, the State of Washington has required organizations subject to a robbery to outline an action plan, including employee training, to deal with the threat.

This videotape was produced for Washington's Department of Labor & Industries to help businesses address this workplace concern. Although introductory segments refer to Washington requirements, this video provides useful information for employers and employees engaged in retail trade or in business activities subject to armed robbery or hostile customers.

JOB SAFETY ANALYSIS PROCESS: A PRACTICAL APPROACH (15 minutes - VHS)

A video that reviews the basic steps in conducting Job Safety Analysis – produced by the Mine Safety and Health Administration. Because of its “public domain” status, this video may be copied by users.



LIFTING AND ANALYSIS (17 minutes - VHS)

This video was produced in conjunction with the National Institute for Occupational Safety & Health (NIOSH). NIOSH recognized the problem of work-related back injuries and developed a system and applicable lifting equation for calculating a recommended weight for two-handed lifting tasks. This videotape may be reproduced by members that would like to add it to their own in-house library, it is public domain.

LOAD & LIFT: A GUIDE TO AGRICULTURE LIFT TRUCK SAFETY (20 minutes - VHS)

Explains how to inspect a forklift prior to operation and demonstrates load safety and other operation practices. For both standard and rough-terrain forklifts. English and Spanish versions are available.

PERSONAL ACTION VIDEOS ON WELLNESS TOPICS (VHS)

These videos are 10-15 minutes in length covering the following wellness topics:

Smoking © 1987 - Guides the viewer through these steps to a smoke-free life: preparing to quit; taking the edge off withdrawal symptoms; and, making the decision to stay smoke-free.

Wellness © 1990 - This video covers these wellness skills: understanding health risks; leading a healthy lifestyle; overcoming the barriers to success; knowing where to start; and, gaining support and follow-through to change.

High Blood Pressure © 1987 - This video includes information about: hypertension; understanding the condition; changing personal lifestyles; and, working with health care professionals to reduce and control high blood pressure.

PERSONAL FALL PROTECTION – ONE STEP BEYOND © 2007 (13 minutes - DVD)

Each year, on average, between 150 and 200 American workers are killed and more than 100,000 are injured as a result of falls. This training program shows general industry employees how to protect themselves from such fatal falls.

It covers:

- Personal fall protection systems
- Lifelines and harnesses
- Rescue
- Equipment care and inspection.

This DVD also has:

- Informative training points and bonus material for refresher or training talks
- A PowerPoint® presentation
- A printable Leader's Guide



PERSONAL PROTECTIVE EQUIPMENT (PPE) © 1994 (22 minutes - VHS)

(An Assessment & Training Program) This ready-made program gives managers, supervisors, trainers, and employees critical information and guidance on how to follow the new rules for PPE selection and use. Covers each area of the revised standards — eye and face, foot, head, and hand protection — plus, hearing conservation and respiratory protection. Provides the information and tools you need to conduct and document workplace hazard assessment and employee training — in accordance with the new rules. Contains a 12-minute Hazard Assessment Video, and 22-minute PPE training video.

PPE: DON'T START WORK WITHOUT IT © 2004 (13 minutes - DVD)

Different parts of your body and different hazards require different forms of PPE. Learn to use the right equipment for each job - - and use it correctly - - with this important new video.

It covers:

- Eye and face protection
- Hearing protection
- Head protection
- Hand and foot protection
- Basic PPE rules

PRE-WORK STRETCHING PREVIEW © 1998 (VHS)

Medical and Safety experts agree that a simple program of pre-work stretching can be beneficial in helping prevent injuries. The Pre-Work Stretching Program will help your business and its employees. The Exercise Physiologists who developed this program say, “Stretching is a neglected part of fitness. Muscles that are contracted over and over are susceptible to tightness. A tight muscle is much more prone to injury.” This is only ten minutes of pre-work stretching, involving just sixteen simple exercises.

RESPIRATOR TRAINING © 1992 (VHS)

Part I - Respirators and How to Use Them. 12-minutes. This video gives important facts about the use of a respirator.

Part II - Fit Testing Respirators. 10-minutes. This video explains procedures for testing, maintaining, and using respiratory equipment.

SCIENTIFIC LOOK AT BACK BELTS, A (16 minutes - VHS)

This video reviews the pros, cons, and evidence for using back belts at work. An important videotape if you are considering these devices in your workplace.



SLIPS, TRIPS, AND FALLS: TAKING THE RIGHT STEPS © 2006 (16 minutes - DVD)

Slips, trips, and falls are a major cause of injury in the workplace. This high-impact training program shows how being aware of your surroundings, practicing good housekeeping, and using equipment properly can help you and your employees prevent slips, trips and falls.

It covers:

- Prevention techniques
- Wet surfaces and poor weather conditions
- Stairs and ladders
- Housekeeping

SMARTLIFT (8 minutes - VHS)

A comprehensive video designed to reduce the number, incidence and severity of lifting and twisting injuries in the retail industry through an updated, accurate program educating employees of proper and safe techniques for lifting and moving heavy objects.

TARP SMART: PROTECT YOUR LOAD . . . AND YOURSELF (15 minutes - VHS)

Covers safe tarp procedures for square and odd shaped loads. Hazards exist when products need to be covered with tarps to protect merchandise from wet weather and road dirt. The video covers several different hazards to which drivers are exposed during tarp procedures and how to eliminate or minimize the hazards.

VIOLENCE IN THE WORKPLACE: (20 minutes - VHS)

Designed to help Oregon retailers and their employees obtain the skills necessary for dealing with potentially violent individuals.

WATCH THAT DOG! (10 minutes - VHS)

Dog bites injure 1 - 3.5 million people in America each year. "Watch That Dog" explains basic protection and provides insight into the mannerisms of various types of dogs. Tells how to protect yourself from possible attack and injury.



Manuals/Bound Books

DOMESTIC VIOLENCE AND THE WORKPLACE

This program, available in both manual and interactive web-based formats, helps employees and employers better understand and respond to domestic violence in the workplace. The program includes information about the prevalence of domestic violence and its impact on the workplace, as well as resources for victims and their co-workers. The training outlines the dynamics of abuse and why it is a workplace issue. Also included, are methods employees and employers can use to address domestic violence, what resources are available in the community, and steps people can take to end abuse in their own communities. For those that prefer the web-based version, it can be accessed at www.co.multnomah.or.us/dchs/dv/workplace.html.

GUIDE FOR CONTROLLING HAZARDOUS NOISE ON CONSTRUCTION JOBSITES

Created by local businesses in the construction trade, this manual provides practical information about hazardous noise exposures on construction jobsites and recognized practices for controlling such hazards. The information includes a review of published literature as well as survey responses from construction companies located in Oregon, Washington and California. The guide is designed for effective use by safety professionals, project managers, foremen, and superintendents.



Lectures, Professionally Speaking

THE POWER OF FULL ENGAGEMENT MANAGING ENERGY, NOT TIME

(40 minutes - DVD)

Are you one of more than 70 percent of American workers who are not fully engaged? The Gallup organization has found that less than 30% of American workers are fully engaged. Some 55 percent are “not engaged”. Another 19 percent are “actively disengaged”. Do you know what fully engaged look like? We’ll look at what the behaviors of each of the three categories look like. Do you know the components necessary for living a fully engaged life? The key is managing energy, not time. We’ll look at managing your physical, emotional, mental, and spiritual health.

Presented by Skip Centioli – Retired Corporate Trainer

THE FIVE DYSFUNCTIONS OF A TEAM

(40 minutes - DVD)

A gripping analysis of what makes teams work effectively. These five dysfunctions go to the very heart of why teams—even the best ones—often struggle. This powerful model explains actionable steps that can be used to overcome these common hurdles and build a cohesive, effective team.

Presented by Bill Lattin – Vice President, Intel Corp. (Retired)

MANAGING IN AN UNCERTAIN WORLD

(40 minutes - DVD)

There seems to be a myriad of forces or challenges, many of which we cannot control, that can affect our job performance. We will be discussing some of these challenges and the potential effect they could have on our work and our communities. Hopefully our discussion will provide awareness and some things we can do to mitigate stress and enhance our job satisfaction and performance.

Presented by John Harker – Retired former Chairman of the Board & CEO, In Focus Systems