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Title	Author	Description		Date taken out	Employee's Name (last, first)	Date to be returned (30 days from date taken out)	Extension (30 days from date due)
ABC's of Empowered Teams	Mark Towers	Building Blocks for Success	ISBN 1-878542-76-1				
America's Railroads (The Steam Train Legacy)	Marathon Music & Video	Vol. I Chapter 1, Last of the Giants. Chapter 2 Big Trains Rolling	ISBN 1-57622-040-0				
America's Railroads (The Steam Train Legacy)	Marathon Music & Video	Vol. II Chapter 3 A Great Railroad at Work	ISBN 1-57622-041-9				
America's Railroads (The Steam Train Legacy)	Marathon Music & Video	Vol. III Chapter 4 This is My Railroad	ISBN 1-57622-042-7				
America's Railroads (The Steam Train Legacy)	Marathon Music & Video	Vol. IV Chapter 5 The Steam Locomotive, The Freight Yard, The Railroad Signal	ISBN 1-57622-043-5				
America's Railroads (The Steam Train Legacy)	Marathon Music & Video	Vol. V Chapter 6 Progress on Rails, Wheels of Steel, Clear Track Ahead	ISBN 1-57622-044-3				
America's Railroads (The Steam Train Legacy)	Marathon Music & Video	Vol. VI Chapter 7 The Railroad Story. Chapter 8 The Baltimore & Ohio Presents	ISBN 1-24300-045-1				
America's Railroads (The Steam Train Legacy)	Marathon Music & Video	Vol. VII Chapter 9 The Golden Age of Steam Trains	ISBN-1-57622-046-x				
Basic Computer Skills	SkillPath Seminars	Indiana Harbor Belt Railroad					
Breaking the Ice	Deborah Shouse	How to improve your on-the-spot communication skills	ISBN 1-878542-42-7				
Business Writing Basics for Professionals	SkillPath Seminars	Pre-writing, the writing process, editing & proofreading, style, special situations	BWS Vol. XII=INT.				
Care and Keeping of Customers	Roy Lantz	A treasury of facts, tips & proven techniques for keeping your customers coming back!	ISBN 1-57294-007-7				
Challenging Change	H. DeForest M. Steinberg	5 steps for dealing positively with change	ISSBN 1-54294-049-2				
Climbing The Corporate Ladder	Pachter/Brody	What you need to know and do to be a promotable person	ISBN 1-878542-85-0				

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Title	Author	Description		Date taken out	Employee's Name (last, first)	Date to be returned (30 days from date taken out)	Extension (30 days from date due)
Communicating for Results	Michelle Fairfield Poley	How to master the skills of assertiveness, credibility& persuasion (CD)	ISBN 1-929874-27-8				
Coping With Supervisory Nightmares	Singer\ Dobson	12 common nightmares of leadership & what you can do about them	ISBN-1-57294-067-0				
Customer Service	SkillPath Seminars	The Conference	Concust V1 Vol. V!!!-INT				
Customer Service (Total Quality)	Jim Temme	How to make it our way of life	ISBN 1-55977-199-2				
Dare to Lead	SkillPath Seminars	What is a leader and how to become an effective					
Dealing with Conflict & Confrontation	Helga Rhode, Psy, D.	How to keep your cool, stand your ground and reach a positive resolution.	ISBN 1-878542-44-3				
Dealing with Different, Diverse, Difficult people	Barbara Branstein	Shows you that most people are more different than they are difficult	ISBN 1-929874-14-6				
Dealing with Problem Employees	A. DelPo & L Guerin	All the practical & legal information you need to tackle tough workplace issues	ISBN 0-87337-968-3				
Defeating Procrastination	Marlene Caroselli, Ed.D	52 Fail-Safe tips for keeping time on your side	ISBN 1-57294-078-6				
Discovering Your Purpose	Ivy Haley	Discovering Your Purpose is a road map with clearly defined directions for helping you live a happier, productive, more fulfilling life	ISBN 1-878542-92-3				
Dynamic Delegation	Mark Towers	A manager's guide for active empowerment	ISBN 1-878542-33-8				
Effective Facilitation Tools (Tape 2)	Carrier Track Publications	Tools & techniques for unleashing group creativity (Mindmapping, Storyboarding, Good, Better and How, Get Real)	ISBN 1-55977-691-9				
Effective Facilitation Tools (Tape 3)	Carrier Track Publications	Tools & techniques for Group Decision Making. (Assumption, Implication, The Weighted Decision Model, 100 Votes	ISBN 1-55977-692-7				
Effective Facilitation Tools (Tape 4)	Carrier Track Publications	Tools & techniques for Taking Action As A Group ("3W's and 1H", Tree Charting, Peer Contracting)	ISBN 1-55977-693-5				

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Title	Author	Description		Date taken out	Employee's Name (last, first)	Date to be returned (30 days from date taken out)	Extension (30 days from date due)
Effective Facilitation Tools (Tape 5)	Carrier Track Publications	Tools & techniques for Resolving Group Conflict (Clearing and Setting Aside, Switching Hats, Building Common Ground)	ISBN 1-55977-694-3				
Every Woman's Guide to Career Success	Denise M. Dudley	For every woman who is striving for career success & personal fulfillment.	ISBN 1-878542-25-7				
Emotional Intelligence At Work	Hendrie Weisinger, PH.D	Shows how to recognize & manage emotions & use them for motivational purpose.	ISBN 0-7879-5198-6				
Employer's Legal Handbook	Fred S. Steingold	Everything you need to effectively manage your employees & workplace.	ISBN 1-4133-0022-7				
Excelling as First Time Manager or Supervisor	SkillPath Seminars	Best practices for the modern manager/The assoc. Development System/The manager's skill set/Creating a positive work environment	SP1 VOL. VIII				
Exploring Personality Styles	Michael Dobson	A guide for better understanding yourself and your colleagues	ISBN 1-57294-124-3				
Getting the Most from Microsoft Office	CompuMaster	Standard, professional, developers & professional special editions Word Access PowerPoint Excel	CMMOHO2 VOL. III-INT				
Going for The Gold	Lesley D. Bissett, CFP	Winning the Gold Medal for Financial Independence (Featuring 100 ways to find everyday investment money)	ISBN 1-57294-001-8				
Grammer? No Problem!	Dave Davies	This fingertip guide is your roadmap to negotiating the complexities of the English language	ISBN 1-57294-080-8				
Great Openings & Closings	Mari Pat Varga	28 Ways to launch and land your presentations with punch, power, and pizzazz.	ISBN 1-57294-047-6				
Hiring & Firing	Marlene Caroselli, Ed.D	What every manager needs to know	ISBN 1-878542-35-4				
History of The American Locomotive	John H. White, Jr.	Its' Development: 1830-1880	ISBN 0-486-23818-0				
How to Be a More Effective Group Communicator	Deborah Shouse	Finding your role and boosting your confidence in group situations	ISBN 1-57294-016-6				

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Title	Author	Description		Date taken out	Employee's Name (last, first)	Date to be returned (30 days from date taken out)	Extension (30 days from date due)
How to Deal with Difficult People	Paul Friedman	Strategies for coping with challenging personalities	8175110030				
How to Handle Conflict & Manage Anger	Denis Waitley	Audio tapes- Based upon a program developed by National Seminars	ISBN 1-878542-77-x				
How to Interview & Hire the Right People	Stephen Carline	A step-by step guide for managers & supervisors (audio tapes)	4906100018				
HR Essential Tools	CCH Knowledge Point	CD for Human Resource - Descriptions Now, Policies now, Performance Now, People Manager & Performance Impact Workplace	ISBN 1-55977-248-4				
Innovative Secretary	Marlene Caroselli, Ed.D.	Regard problems as opportunities, possess a "shoshin" mind-set, are self confident about ideas, are able to handle multiple assignments, have the courage not to confirm	ISBN 1-57294-013-1				
Interpersonal Communication Skills	CarrierTrack Publications	Training to minimize conflict & build collaboration in today's team-oriented workplace (a four tape audio program)	ISBN 1-55977-325-1				
Implementing Total Quality Management	CarrierTrack Publications	How to make TQM work in your organization	ISBN 1-55977-304-9				
Leadership Challenge	Kouzes/Posner	This book is one of the very best on the topic of leadership, offering extraordinary stories from leaders at various ages and stages of their lives.	ISBN 0-7879-7400-5				
Learning to Laugh at Work	Robert McGraw	The power of humor in the workplace	ISBN 1-878542-40-0				
Letters & Memos: Just Like That!	Dave Davis	What are you secretly saying in letters & memos you write? Learn how to...	ISBN 1-57294-095-6				
Lifescrpts	S. Pollan & M. Levine	What to say to get what you want in life's toughest situations CD-rom included	ISBN 0-471-64376-9				
Making Your Mark	Deborah Shouse	How to develop a personal marketing plan for becoming more visible & more appreciated at work	ISBN 0-931961-41-6				
Managing Disagreement Constructively	Herbert S. Kindler, PH.D.	Conflict Management in Organization A practical guide for constructive conflict management	ISBN 1-878542-98-2				

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Title	Author	Description		Date taken out	Employee's Name (last, first)	Date to be returned (30 days from date taken out)	Extension (30 days from date due)
Managing Your E-Mail	Christina Cavanagh	Thinking outside the inbox	ISBN 0-471-45738-8				
Mastering The Art of Communication	Michelle Fairfield Poley	Your keys to developing a more effective personal style	ISBN 1-57294-079-4				
Mastering Your Message	Dr. Tony Alessandra	Audio tapes- Listening, body language, the platinum rule, conflict resolution, presentation power & meeting magic	ISBN 1-878542-34-6				
Meetings That Work	Marlene Caroselli, Ed.D.	Guide for boosting productivity	ISBN 1-878542-82-6				
Mentoring Advantage	Pam Grout	How to help your career soar to new heights	ISBN 1-878542-99-0				
Microsoft Access	CompuMaster	Discovering the secrets of Microsoft Access	CMAXS2 Vol. VI-INT				
Microsoft Excel	CompuMaster	Getting the most from Microsoft Excel	CMEXW VOL. II-INT				
Microsoft Office	CompuMaster	The conference on Mastering the Secrets of Microsoft Office	CMCONMO VOL. II-INT				
Minding Your Business Manners	Marjorie Brody & Barbara Pachter	Etiquette tips for presenting yourself professionally in every business situation	ISBN 1-57294-014-X				
Motivating People In Today's Workplace	CarrierTrack Publications	Creating internal motivators & external rewards that make your people move involved, enthusiastic & productive	ISBN 1-55977-289-1				
Motivation in the Workplace	Barbara Fielder	Practical techniques for motivating workers to peak performance and productivity	ISBN 1-878542-83-4				
Networking	Colleen Clarke	How to creatively tap your people resources	ISBN 1-878542-41-9				
New & Improved!	Pam Grout	25 ways to be more creative and more effective	ISBN 1-878542-78-8				
One Thousand One Ways to Energize Employees	Bob Nelson	"THANK GOD IT'S MONDAY" Empowerment, self-directed teams, continuous improvement, inspiring personal initiative & risk	ISBN 0-7611-0160-8				

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One Thousand One Ways to Reward Employees	Bob Nelson	MONEY ISN'T EVERYTHING Low-cost ideas, proven strategies, achievement awards, contests, time off, case studies, praise	ISBN 1-56305-339-x				
One Thousand One Ways to Take Initiative at Work	Bob Nelson	TAKE CHARGE OF YOUR JOB & YOUR CAREER Create opportunities, self-leadership, the tool box, real-life success stories, managing up, develop & sell your ideas	ISBN 0-7611-1405-x				
Organized for Success!	Nanci McGraw	95 tips for taking control of your time, your space, and your life	ISBN 1-878542-79-6				
Passion To Lead	Michael Plumstead	How to develop your natural leadership ability	ISBN 1-57294-051-4				
Persuade	Marlene Caroselli, Ed.D.	Communications strategies that move people to action	ISBN 1-57294-053-0				
Power Phrases!	Meryl Runion	The perfect words to say it right & get the results you want	ISBN 0-9714437-9-3				
Power Write	Helene Hinis	A practical guide to words that work	ISBN 1-878542-00-1				
Practical Project Management	Michael Dobson	The secrets of managing any project on time and on budget	ISBN 1-57294-015-8				
Productivity Power	Jim Temme	250 great ideas for being more productive	ISBN 1-878548-31-1				
Promoting Yourself	Marlene Caroselli, Ed.D.	50 ways to increase your prestige, power, and paycheck	ISBN 1-878542-89-3				
Proof Positive	Karen L. Anderson	How to find errors before they embarrass you	ISBN 1-57294-043-3				
Putting Anger to Work For You!	Ruth & Joel Schroeder	Give you background, techniques, and tools you need to understand what anger is and does, and how you can make your anger a positive part of your emotional-response system	ISBN 1-878542-86-9				
Reinventing Your Self	Mark Towers	28 Strategies for coping with change	ISN 0-814 7799-2				

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Resolving Conflicts on the Job	Jerry Wisinski	If you want to get ahead, you've got to learn to manage differences when they occur.	ISBN 1-878542-90-7				
Rightful Termination	R. Visconti, M.A. & R. Stiller	Avoiding Litigation	ISBN 1-56052-248-8				
Risk Taking	Marlene CarolSELLI, Ed.D	50 ways to turn risks into rewards	ISBN 1-878542-32x				
Saying "NO" to Negativity	Zoie Kaye	How to manage negativity in yourself, your boss, and your co-workers	ISBN 1929494-15-7				
Seven Habits of Highly Effective People	Stephen R. Covey	6 CD series	ISBN 1-57294-017-4				
Step-by-step Problem Solving	R. Y. Chang & P. Keith Kelly	A practical guide to ensure problems get (and stay) solved	ISBN 1-883553-11-3				
Stress Control	Steve Bell	What causes stress in your life?	ISBN 1-57294-052-2				
Success Advantage	SkillPath Publications	20 powerful career growth programs - for the head start you need in business today (20 audio CD's)	ISBN 1-929874-28-6				
Supervising a Multi-cultural Workforce	SkillPath Seminars	Indiana Harbor Belt Railroad					
Supervisor's Guide	J. Brown & D. Dudley	The everyday guide to coordinating people and tasks	ISBN 1-878542-01-x				
Taking Charge	Michael E. Feder	A personal guide to managing projects & priorities	ISBN1-878542-04-4				
Team Power	Jim Temme	How to build and grow successful teams	ISBN 1-878542-93-1				
Treasure Hunt	Pam Grout	10 stepping stones to a new and more confident you	ISBN 1-878542-97-4				
Twelve (12) Secrets to High Self-Esteem	Linda Larsen	Powerful tools to build self-respect, gain confidence & communicative assertively (7 CD's)	ISBN 1-929874-12-x				

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Title	Author	Description		Date taken out	Employee's Name (last, first)	Date to be returned (30 days from date taken out)	Extension (30 days from date due)
Ultimate Employer	KnowledgePoint	Everything you need to easily manage your workforce (CD Rom)	UE 1400904				
What America Does Right	R. H. Waterman, Jr.	Lessons from today's most admired corporate role models	ISBN 0-452-27376-5				
Windows Wit & Wisdom II	Don R. Crawley	321 ways to get more done and have more fun	ISBN 1-929874-36-7				
Winning Attitude	Michelle Fairfield Poley	How to develop your most important asset!	ISBN 1-878542-28-1				
Write it Right!	Andersen / Hinis	A guide for clear and correct writing	ISBN 1-57294-145-6				
Your Perfect Right	R. Alberti & M. Emmons	A Guide to assertive living	ISBN 1-878542-30-3				
Your Total Communication Image	Janet Signe Olson, PH.D	Gives you the essentials you need to improve your communication skills in four all-important levels	ISBN 1-57294-075-1				