

VIDEO / AUDIO RESOURCE DIRECTORY

University of Georgia Cooperative Extension

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TITLE	Video (V) Audio (A)	DESCRIPTION	LENGTH	Guide (G) Workbook (W)
“ABILENE PARADOX”	V	Learn why group consensus is not always what it appears to be. Help inspire group members to voice their true opinions and prevent incorrect group decisions.	:28	G
“BALANCING WORK & FAMILY: CHALLENGES & SOLUTIONS”	V	ES-USDA Teleconference, 1994	1:30	
“C AND THE BOX: A PARADIGM PARABLE”	V	Animated video inspires and motivates viewers to find creative situations to old problems.	:10	
“COMMUNICATE!”	V, A	Self-Directed Learning Program. Focuses on writing, presenting and interacting more effectively. Features a wealth of tips and demonstrations of successful techniques.	:30	G W
“COPING WITH DIFFICULT PEOPLE”	A	Coping methods and steps of dealing with difficult people.	6 tapes	G
“CREATING TEAMWORK”	A	Proven techniques for increasing the output, quality and creativity of your staff. Presents scores of techniques that will improve productivity, reduce mistakes, and help you build strong relationships based on mutual trust and loyalty.	4 tapes	
“DEALING WITH CONFLICT”	V	Teaches how to control conflict; shows five key positions people take when in conflict	:20	

“DEALING WITH CONFLICT AND CONFRONTATION”	V	Vol I - Why conflict is inevitable; two primary reasons for conflict; when conflict is good and bad; five classic conflict resolution strategies	1:13	W
	V	Vol II - How to deal with manipulation, one-upmanship, threats; three simple ways to break impasses; when to give in or insist	:57	W
	V	Vol III - From conflict to problem-solving - four steps that make it happen; ten communication skills for effective problem solving; mediation	1:23	W
“DEALING WITH DIFFICULT PARTICIPANTS”	V	Shows how a trainer/facilitator can turn even the most aggravating participant into an active learner.	:22	
“DELEGATING FOR DIEHARDS: WORKING TOGETHER TO GET THINGS DONE”	V	Learn the keys to win-win delegation with specific steps for success.	:20	G
“DISCUSSING PERFORMANCE”	V	Learn how to make performance feedback discussions more productive and focused to create a satisfying and productive work environment and promote employee retention throughout the workplace.	:22	G w/Activities PowerPoint
“DREAMS”	V	Overcoming fear of failure using magic and audience involvement. Risk taking and overcoming personal assumptions are presented as normal events on the road to finding success.	:27	
“DYNAMICS OF JOHARI WINDOW”	V	Based on the Johari Window model of communication. Demonstrates tendencies which facilitate or hinder the flow of interpersonal information in our relationships with others and presents guidelines for more productive interpersonal practices.	:35	
“EFFECTIVE NONPROFIT BOARD LEADERSHIP”	V	Learn to understand roles and responsibilities of nonprofit boards in terms of legal duties and responsibilities; minimize level of involvement in the eight functions of a nonprofit organization, and board’s role in relating to staff.	:28	G

“THE FAIRNESS FACTOR: HOW TO MANAGE PERFORMANCE AND DISCIPLINE TO MAXIMIZE PRODUCTIVITY AND MINIMIZE LEGAL LIABILITY”	V	Learn how to use regular and productive performance evaluations to reduce the need for discipline and improve employees’ performance.	:20	G W
“GET TO THE POINT, KEEP TO THE POINT: HOW TO DEAL WITH MORE PEOPLE SUCCESSFULLY, IN LESS TIME”	V	Offers six specific communication skills to help us quickly and politely cut through a maze of often over abundant rhetoric to uncover what we need to know to solve the problems of those we serve and work with.	:25	G W
“GETTING TO YES: HOW TO NEGOTIATE AGREEMENT WITHOUT GIVING IN”	A	How to negotiate agreement without giving in. Details how to handle conflict, separate positions and principles, separate people from the problem, interest vs. positions, options for mutual gain and negotiating alternatives.	6 tapes	G
“GOALS: SETTING AND ACHIEVING THEM ON SCHEDULE” - Zig Ziglar	V	A step-by-step approach that you can tailor to your immediate needs and alter as your needs change	1:17	
“GROUPTHINK”	V	See case histories of how groupthink prevents the success of group objectives and learn the eight group think symptoms and how to avoid them. (Revised Edition)	:25	G
“GROUP TYRANNY AND THE GUNSMOKE PHENOMENON”	V	Dispels the myth that group tyranny, or peer pressure, is a root cause of our actions.	:15	G
‘HOW TO BE A BETTER TRAINER	V	<u>Vol. I</u> - How to plan every facet of your training program.	:59	G W
	V	<u>Vol. II</u> - How to implement your training program flawlessly.	:57	G W
	V	<u>Vol. III</u> - How to evaluate your training efforts and prove to upper management the value of your programs.	:53	G W

<p>“HOW TO DEAL WITH DIFFICULT PEOPLE”</p>	A	What to do and say with different types of people such as yes people, no people, know-it-all, chronic complainers, passives, snipers	4 tapes	
	V	<u>Vol. I</u> - Discover why difficult people are so difficult by gaining insight into the needs of the four major types of difficult people: relater, analyzer, ruler and entertainer	1:14	
	V	<u>Vol. II</u> - Learn how to apply skills presented in vol. 1 in dealing with chronic problem people. See eleven types of difficult people in action and discover how to “put them in their places”.	1:55	
<p>“HOW TO DESIGN EYE-CATCHING BROCHURES, NEWSLETTERS, ADS, REPORTS”</p>	V	<u>Vol. I</u> - Graphically Speaking—the three stages of readership. You will learn that a good design should speak to readers and keep them interested	:46	W
	V	<u>Vol. II</u> - Function Follows Form—creating layouts to serve a purpose. You will learn the difference between a layout that is boring and one that begs to be read.	:44	W
	V	<u>Vol. III</u> - Just Your Type--using text as a design element. You will learn that type can shout...whisper...even make your smile—it’s always saying something!	:54	W
	V	<u>Vol. IV</u> - Overcoming “Deadline Dilemma”—how to kick-start your creative process. You will learn that you don’t have to be born with it-- <i>anyone</i> can learn to be creative	:55	W
<p>“HOW TO DEVELOP AND IMPLEMENT A NEW EMPLOYEE ORIENTATION PROGRAM”</p>	V	How to develop and implement a well-planned and well-run orientation program and ways to continually evaluate (and improve) your orientation program.	:32	W
<p>“HOW TO GET THINGS DONE: AN ACHIEVER’S GUIDE TO TIME MANAGEMENT”</p>	V, A	Provides a step-by-step approach to setting goals and priorities needed to get the maximum out of both your professional and personal life including the tactics to say “ NO ” in those difficult situations. Includes book: <i>Getting Things Done</i>	:45	W

HOW TO HANDLE DIFFICULT PEOPLE	V	<u>Volume I:</u> Learn to overcome stressful personality conflicts Recognize the control we have over ourselves Develop better business relationships Understand and adjust our “belief filters”	:45	W
	V	<u>Volume II:</u> Learn types of difficult behavior, formulas for changing attitudes, ways to bring out the best in people	:45	W
	V	<u>Volume III:</u> Learn failure and success in communication, importance of self esteem, keys to communicating, how to maintain composure “under fire”	:45	W
“HOW TO IMPROVE YOUR SPEAKING AND PRESENTATION SKILLS”	V	Helps professionals prepare presentations that are informative, interactive and enjoyable. Emphasizes instructor-led and participant-centered learning.	:40	G W
“HOW TO LEAD A TEAM”	V	<u>Vol. I</u> - Where to begin...responsibilities, challenges and rewards of leading a team.	:38	G W
	V	<u>Vol. II</u> - Building a strong foundation. Successful teams know where they’re headed and why they’re going there.	:27	G W
	V	<u>Vol. III</u> - The facilitation tool kit. How to facilitate team meetings so they stay focused, motivated and moving forward.	:42	G W
	V	<u>Vol. IV</u> - A problem-solving and decision-making tool kit. Help your team pinpoint problems and arrive at smart solutions.	:36	G W
	V	<u>Vol. V</u> - Ensuring accountability. Does your team work together--or are some members “passing the buck”?	:17	G W
	V	<u>Vol. VI</u> - Dealing with conflict. How do you handle performance problems, personality clashes and other team disputes?	:32	G W
	V	<u>Vol. VII</u> - Leadership issues. Your team’s up and running...Where do you go from here?	:32	G W

“HOW TO LISTEN POWERFULLY”	A	Power listening is one of the most important and most neglected skills in business. Learn to reduce misunderstandings, sharpen your concentration, and hear more of what people are saying.	4 tapes	
“HOW TO MAKE WINNING PRESENTATIONS”	V	Overcome presentation jitters; look and act composed; two key ideas on which to build presentations; how to deliver what audiences expect; secrets to using gestures; how to tap into “conscious success mechanism”; why, how and when to adjust to the audience; how to get listeners to remember what they need to do.	:30	G
“HOW TO PRESENT A PROFESSIONAL IMAGE - FOR WOMEN”	V	<u>Vol. I</u> - Selling your promise of delivery; how to build unconditional self-support.	:50	
	V	<u>Vol. II</u> - Clothes alone don't cut it when it comes to strengthening your self-image.	:50	
“HOW TO SET AND ACHIEVE GOALS ”	A	Strategies for taking control of your life and getting what you want. Learn the five critical areas in which you should set goals and how to recognize the hidden behaviors that prevent you from reaching your goals.	4 tapes	
“HOW TO TRAIN FOR CHANGE”	V	Emphasizes instructor-led and participant-centered learning. Participants will develop their own carefully constructed action plan that includes individual strategies for helping adapt to change through training.	:33	G W
“HOW TO TRAIN WITH VIDEO”	V	How to choose them and use them to fast-forward training.	:27	
“THE HUMAN TOUCH PERFORMANCE APPRAISAL”	V	How to educate, motivate and activate your team	:30	
“INTERPERSONAL COMMUNICATION SKILLS”	A	Understand where another person is “coming from” in order to decipher the intended message, and learn how to tailor your own messages so that the receiver understands you clearly. Easy-to-use techniques that make you more effective with other people--immediately and permanently.	4 tapes	W

“LISTEN UP: HEAR WHAT’S REALLY BEING SAID”	V	Teaches techniques for listening. Reflective listening; listening techniques that decrease hostility; how to create listening inventory; strategies to reply without judging	:70	G W
“LISTENING SKILLS”	V	Humorous video featuring British comic John Cleese lists behaviors to avoid in business conversations and gives tips on how to listen actively.	:13	
“MANAGE YOUR STRESS”	V, A	Enables you to identify and make stress work for you, improve your ability to identify its three stages, and develop new coping skills.	:30	G W
“MANAGING THE FOUR Cs OF GROUP EFFECTIVENESS”	V	An in-depth blueprint for managing creative group problem solving-- commitment, conflict, and creativity.	:31	
“MISSION: SUCCESS”	V	Seven keys to reaching your full potential--personally and professionally.	1:10	
“MOTIVATION: MAKING IT HAPPEN”	V	Entertaining cartoon illustrates the importance of motivation in the workplace. Learn how to motivate yourself and others.	:13	
“POWERFUL PRESENTATION SKILLS”	V	<u>Vol. I</u> - Presentations for Real People and Real Situations. Techniques to becoming a powerful presenter, focusing on the audience, creating openers and transitions, and developing structure and close.	:55	W
	V	<u>Vol. II</u> - Shine in Front of Your Audience. Techniques for overcoming presentation stress, using visual aids effectively, and improving your vocal and verbal image.	:53	W
	V	<u>Vol. III</u> - Speak with Confidence and Make an Impact. Techniques for understanding visual image, handling audience questions, and mishaps, disasters and detractors.	:39	W

“RELAX, RENEW AND RE-ENERGIZE”	A	Relaxation exercises that will re-energize your mind, body and spirit. Puts you in a positive mind set for exercise or work and helps you concentrate and think creatively.	2 tapes	
“THE RELAXATION EXPERIENCE”	A	Reduce stress through imagery and music. Reduced tension, increased energy, improved job performance, accelerated learning ability, greater creativity and better concentration.	2 tapes	
“SELF-ESTEEM AND PEAK PERFORMANCE”	V	<u>Volume I:</u> Three keys to high self esteem; importance of risk taking in achieving peak performance; ten steps to peak performance (steps 1-4)	1:32	
	V	<u>Volume II:</u> Ten steps to peak performance (steps 5-10)	1:32	
“TALKING TO THE TEAM”	V	Shows what actions must be taken by the team leader to ensure that information is relevant and understood and that the team itself benefits.	:28	G
“TELEPHONE SKILLS AT WORK”	V, A	How to correctly handle incoming and outgoing calls; basics of telephone etiquette; how to deal with complaint calls; how to listen and speak effectively on the phone	:33	W
“A TRADITION OF PUTTING KNOWLEDGE TO WORK”	V	An overview of the University of Georgia Cooperative Extension Service	:12	
“TRUST YOUR TEAM”	V	Focuses on skills managers and supervisors need to build effective teams.	:30	G W
“VERBAL COMMUNICATION - THE POWER OF WORDS”	V	Intended for employees, managers and work team members--to enhance verbal communication skills.	:29	G

“VOLUNTEER MANAGEMENT SERIES”	V	Creativity and Leadership: Basic philosophy about people and how to treat them in a way that encourages growth and self-renewal in individuals and organizations.	:45	G
	V	How to Motivate Volunteers and Staff: The impact we have as managers of volunteer programs on the people who work with and for us.	:53	G
	V	How To Recruit Today’s Volunteers: The impact we have as managers of volunteer programs on the people who work with and for us.	:53	G
	V	Recruiting and Interviewing Volunteers: Basic philosophy about people and how to treat them in a way that encourages growth and self-renewal in individuals and organizations.	:45	G
“THE WINDS OF CHANGE”	V	An animated parable for programs on change, teamwork and problem solving.	:09	
“WORKTEAMS AND THE WIZARD OF OZ”	V	Describes six keys to successful teamwork. Team leaders and members see how to make timeless logic work for achieving stated goals.	:18	G W