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# Look at what's NEW!



## **The Canadian Job Search: Canada AM**

*Grades 9-College ©2009 22 min CTV*

Host Seamus O'Regan talks to job seekers and interviews several experts who give viewers excellent advice on where to find a job, how to get a job, who the competition is, and what employers are looking for. During economic downturns, it is more difficult to find employment. Competition is stiff. So how do you get that edge that will make potential employers give you an interview?

***Check out this program - see page 12 for more information.***



## **Top Careers in 2 Years Series**

In two years or less, students can prepare themselves for a great career! Each program in this 11-part series gives an overview of two or more of the top occupational fields open to those with appropriate education or experience through interviews with people currently working in them. Required education, necessary skills and traits, typical job-related duties and career paths, and tips on achieving success are covered.

***Check out this series - see pages 16 & 17 for more information.***



## **Career Compass Series**

This new series explores a variety of jobs in different fields and shows students how important their coursework and education are when considering their ideal career.

***Check out this series - see page 18 for more information.***

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guides and student  
handouts

## Connect the Dots:

### How School Skills Become Work Skills


Grades: 6-9 ©2007 20 min Human Relations Media 

Students often ask why they need to learn things that seem irrelevant to their futures in the workplace. This program helps answer that question by exploring the connection between what one learns in school and what employees do at work. You will look at a group of five basic school-to-work skills: personal self-management; creative thinking, computer literacy, communications, and reading, writing, arithmetic (basic literacy skills). Explores how school skills contribute to a person's ability to think critically and solve problems, and how mastering these skills in school help make for a successful career. Even though their careers may be a long way into the future, connecting the dots right now will give students perspective and help motivate them to tackle tough subjects.

*Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test*

#600391DV-C0 \$189; DVD

### What Type of Person Am I? Personality and Careers

Grades: 6-9 ©2007 19 min Human Relations Media 



Based on research showing personality type as the key factor in successful career development, this program helps young teens understand the six basic personality types as presented in the Holland Hexagon: Doer, Thinker, Creator, Helper, Persuader and Organizer. Teens begin to identify their interests and abilities, and see how their own personalities fit with the general types and connect to potential careers. Using real teen scenarios, viewers will learn how to identify what they're good at doing, what their interests are, and how to translate this information into career choices. Students are reassured that all the personality types are equally worthwhile

and only one of several factors affecting career satisfaction.

*Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test*

#600392DV-C0 \$189; DVD

### Becoming an Organized Student

Grades: 6-9 ©2007 20 min Human Relations Media 

#### **Notable Children's Video List - American Library Association (ALA)**

This captivating video introduces four young teens who lack organizational skills: Ethan stays up late and can't remember his test dates; Miranda has the messiest locker in school and misplaces homework; Lori is always late with projects and constantly loses her textbooks; and Paul may get kicked off the basketball team for consistent lateness. The pressures and expectations of school become daunting for students when their planners remain blank, homework is misplaced, previously-announced tests come as surprises, and important papers are crammed into backpacks. The program presents strategies for putting it all together; showing students how to organize for school success by using notebooks, color coding, day planners and wall calendars. Print materials reinforce the video's lessons, offering other valuable tips for success today and beyond.

*Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test*

#600429DV-C0 \$189; DVD

# The Preparing for the Future Series from HRM

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### **Nobody's Perfect: Learning Self Acceptance**

Grades: 5-9 ©2008 20 min Human Relations Media 

Caught up trying to fit in and please others, students often engage in harsh self-judgment and self-blame that can negatively affect their health, school work, behaviour and happiness. Using creative visual imagery, as well as listening to and learning from real middle-school students, this program models the path to self-acceptance. The video will immediately capture students' attention as a humorous teen presenter declares, "I'm perfect." The screen then fills up with images of the same teen representing his strengths and weaknesses. It soon becomes clear that the presenter, as well as each of us, comes with personal assets and liabilities, and that all of us are imperfect. Discusses key issues of self-acceptance including: What is self-acceptance? Why do we look for perfection in ourselves? How does the media influence our self perception? How do our peers influence the way we think about ourselves? What steps can we take to get to know ourselves better and appreciate ourselves warts and all? Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test

#600460DV-C0 \$189: DVD

### **Making the Most of Middle School**


Grades: 5-8 ©2008 20 min Human Relations Media 

This documentary-style program challenges middle school students to start thinking about their academic futures. It asks the question, "What do I need to do today to build a strong foundation for success in high school?" A bright academic future depends on organization and study skills, setting goals, optimizing resources, recognizing opportunities and avoiding negative behaviors. Six highly successful high school students share their personal stories to model how to make the most of middle school. Encourages viewers to explore extracurricular activities, do volunteer work, assess their values and interests, think about possible future goals, and most important, understand that middle school academics need to be the #1 priority for high school preparation. Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test

#600482DV-C0 \$189: DVD



### **Developing Self Confidence**

Grades: 5-8 ©2008 20 min 

Human Relations Media

Do you know students who talk about themselves in negative ways? Avoid putting themselves in situations where others could judge them? Always make excuses? Don't feel they have anything special to offer? Very often, these students lack self-confidence. Using a series of dynamic vignettes and engaging animated cartoons, this program examines the ins and outs of learning self confidence. By watching Carly, Ben, Alex and Maria, your students learn four key strategies for improving self-confidence and how to analyze their own behavior. The four strategies are: Stop Making Excuses, Take Reasonable Risks, Examine Your Fears, and Identify and Change Negative Self-Talk. Each strategy is carefully explained and dramatized

in ways sure to inspire even the shyest middle-schooler.

Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test

#600430DV-C0 \$189: DVD



## The Workplace Ready Career Series from HRM

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### The Seven Competency Skills for the Workplace

Grades: 9-College ©2008 CC 20 min Human Relations Media 


This on-the-job documentary teaches students the 7 skills they need to be successful employees. Video follows real life teens as they tackle their first jobs—waiter, grocery clerk, ice cream shop scooper, cashier, garden nursery worker—and learn what it takes to be a success. Good communication skills, leadership, adaptability, problem-solving, negotiation, computer literacy and the ability to juggle multiple demands are skills that will take teens from their first jobs through a lifetime of working. Each teen models these skills on the job; each boss talks about how mastery of these skills can help an employee move quickly up the ladder of success. Viewers also learn why these skills are fundamental to success in any job and how they can be further developed, strengthened and transferred from beginning jobs to more complex jobs.

*Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test*

#600494DV-C0 \$189: DVD

### White Hot Jobs:

#### The Fastest Growing Jobs Today

Grades: 9-College ©2008 CC 20 min Human Relations Media 


Choosing the ideal career would be easy if all jobs were created equal. But, because of changing demographics, technology advancements and other market forces, some jobs have a more promising future than others. This video and print package explores five hot job growth areas: health care, financial management, technology, the service sector and the environment. In each sector, jobs are profiled from the entry level through to mid management and above to show a career path. Here are some of the jobs showcased: a home health aid, an EMT, an x-ray technician, a chiropractor, a family physician, a surgeon, a network support technician, a web specialist, a programmer and an IT manager. Teen viewers will learn where the opportunities are, what education is required, and how to plan now for tomorrow's job.

*Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test*

#600495DV-C0 \$189: DVD

### Workplace Etiquette:

#### Why Being Polite Counts on the Job

Grades: 9-College ©2008 CC 20 min Human Relations Media 

There's a right way and a wrong way to behave in the workplace. Doing things the wrong way can result in getting fired. Doing things the right way can result in job security, salary increases and promotions. Using acted-out scenarios in common workplace settings, plus commentary from real bosses, the video shows teens conducting themselves inappropriately and then models what is appropriate. Topics include: how to dress properly; how to treat customers and fellow employees with respect; using appropriate language; respecting personal boundaries; being punctual; proper telephone manners; proper voicemail and email usage; avoiding gossip; responding appropriately to constructive criticism; and being a good listener. Extensive teacher's guide contains student handouts, pre-tests and post-test for extended learning.

*Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test*

#600496DV-C0 \$189: DVD



## The Career Path Series from HRM

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### **Beyond High School: Strategies for Nontraditional Students**

Grades 7-12 ©2008 20 min Human Relations Media 

A traditional four-year college may not be the best option for many high school students enrolled in special education courses. Other options explored include a recent high school graduate getting a certificate in culinary arts as she pursues her dream of a catering career. An apprentice in a brick-laying program who never felt comfortable being a student decides that an apprenticeship made more sense for him. Two students with learning disabilities talk about a college program specifically designed for students like them. The program expands on each of these examples to explore similar options available. It offers advice about where to find information and what questions to ask.

*Includes: DVD, teacher's resource guide and reproducible student handouts.*  
#600432DV-C0 \$189: DVD


### **Finding the Perfect Job: How to Succeed in the Job Hunt**

Grades 7-12 ©2007 20 min Human Relations Media 

This program explores the connection between what one learns in school and what employees do at work. Looks at a group of five basic school-to-work skills: personal self-management; creative thinking, computer literacy, communications, and reading, writing, arithmetic (basic literacy skills). Explores how school skills contribute to a person's ability to think critically and solve problems, and how mastering these skills in school help make for a successful career. Even though their careers may be a long way into the future, connecting the dots right now will give students perspective and help motivate them to tackle tough subjects.

*Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test*  
#600396DV-C0 \$189: DVD

### **Matching Your Skills, Talents and Ambitions to a Dream Career**

Grades 7-12 ©2007 16 min Human Relations Media 

The happiest employees are the ones who have found careers that match their skills, talents and ambitions - but, finding the right match is often difficult. Many students feel lost just imagining what their future career might be! Using the experiences of real-life teens and young adults, this program coaches viewers on how to pinpoint their talents and aptitudes, evaluate qualities they would like to find in a "dream" job, and match up those characteristics to find a career uniquely suited to them. Showcases four young people as they embark on their careers as chef, pilot, photographer and stand-up comedian. Clearly demonstrates the connection between each career choice and the personalities, skills, and talents that match up for success.

*Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test*  
#600397DV-C0 \$189: DVD

### **Making a Good Impression**

Grades 7-12 ©2003 25 min Human Relations Media 

**"Highly Recommended." - Educational Media Reviews Online**

In a fast-paced world of emails and text messaging, it's easy for young people to forget the importance of concise business writing with a courteous presentation. Indeed, many teens may not realize that the 'laid-back' communication style that is common at school is far from appropriate in the world of work. This video brings viewers back to basics: how to write a proper resume, what to wear on a job interview, and how to behave appropriately in the workplace. Viewers will enjoy a series of dramatic (and sometimes comical) vignettes that identify what is - and is not - proper workplace behaviour. Special emphasis is given to the importance of good speaking and writing skills.

*Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test*  
#600302DV-C0 \$189: DVD

## The Complete Job Search Systems Series

Grades 9-12 ©2007 10-13 min each Cambridge Educational

This comprehensive, concise, five-part job search series is ideal for introducing job seekers to information and techniques that will be helpful in selecting a career and getting a job. Designed to be of use to a wide variety of viewers, these programs are entertaining yet loaded with solid content, informative interviews, helpful tips, and colorful graphics.

### The Right Job for Your Personality

This program shows viewers how to select a rewarding and satisfying career by engaging in a reflective self-assessment process - a process designed to help them gain insights into themselves by looking at different aspects of their lives including their interests, skills, education, training, values, and lifestyle. Shows how to identify and organize a variety of personal information into a form that's optimal for making informed career decisions!

#010357DV-CO \$109.95: DVD

### Career Evaluation

This program illustrates how to relate interests, skills, education, training, values, and lifestyle to specific occupations in the world of work. Based on the common-sense notion that you do best at what you really like to do, this video shows viewers how to find an occupation with job requirements that closely match their interests. Nothing predicts high workplace satisfaction like a close match between job duties and the employee-to-be!

#010358DV-CO \$109.95: DVD

### Finding a Job

This program discusses the many ways a person can find job openings through a wide variety of job search methods - online job boards, want ads, state and private employment services, networking, informational interviews, the Yellow Pages, and more. Discusses the advantages and disadvantages of each method, but emphasizes using all available methods to obtain the widest choice of job offers in the least amount of time. A terrific overview of the best and quickest ways to get a job!

#010359DV-CO \$109.95: DVD

### Interviewing for a Job

The most intimidating and the most crucial part of a job search, the interview either results in a job offer or it doesn't...no second chances. This program covers preparing for an interview, dressing for an interview, using body language to good advantage, articulating skills and abilities, answering difficult questions, and handling salary and benefits issues. Emphasis is placed on being prepared and relaxed during the most important step of the job search process.

#010360DV-CO \$109.95: DVD

### Succeeding on the Job

Is the hard part over once a person lands a job? No, the hard part has just begun! This program shows viewers not only how to survive on the job, but how to get ahead, too. Attitude, timeliness, dress, ethics, grooming, teamwork, conflict resolution, and getting along with co-workers are among the topics discussed in this video. Interviews with employers are interspersed with commonsense narration to provide solid advice for any newly hired employee.

#010361DV-CO \$109.95: DVD



## The Complete Job Search Systems Series

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**5 DVDs, resource  
guides**

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## Resumes: A How-To Guide

Grades 10-College ©2008 35 min Cambridge Educational

Jeff wants to work in the information technology field. Cindy dreams of being a gourmet chef. Over the course of this program, these students learn how to write functional, chronological, combination, and newsletter-style resumes using information about their skills and experience that they identify through two exercises: Personal Inventory (to capture the “what”) and Showing Your COLOURS (to uncover the “how”). Ways to get a resume in front of a decision-maker’s eyes are also addressed, and insightful snippets of commentary by a career counselor and an HR professional are interspersed throughout. Engaging and informative, *Resumes: A How-To Guide* is an excellent introduction to resume-writing for students with little or no job experience - yet.

**“This film is highly recommended for the intended audience. High school libraries and general college libraries should include this in their collection. While geared toward high school students, public libraries may find that their patrons will also benefit from this how-to.”—Educational Media Reviews Online**

**“A great practical resource for anyone who needs to put together a job hunting calling card.... Combining both practical and creative advice, together with good onscreen graphics of the basic building blocks of a resume, this is a comprehensive resource sure to be useful in high school, academic, and public library career collections. Highly recommended.”—Video Librarian (3.5 out of 4 stars, featured review)**

#010380DV-CO \$119.95: DVD

## In Your Ear: The Job Interview

Grades 9-College ©2008 11 min Films for the Humanities

With so much at stake in today’s job market, an interview has to be handled just right. This ABC News program follows Peggy Klaus, a career and communications coach, as she takes an anxious job-seeker under her wing. In a heady prep session, Peggy and her client discuss the importance of eye contact, confident body language, confident tone, and good grammar and vocabulary. But Peggy takes her mentoring a step further: during the interview, she feeds instructions via a remote transmitter to the applicant, who wears a tiny earphone receiver. Peggy’s strategy focuses on dispelling naive expectations and forcing the potential employee to proactively “drive the interview.”

# 393648DV-CO \$69.95: DVD

## The Portfolio: Showcase Your Talents

Grades 7-12 © 2005 15 min Jaguar Educational

“Will Work for Food!” If this is your idea of how to get a job, then you might want to think again. A career portfolio may be just what you need to showcase your talents and to help you stand out. This program helps viewers understand what a portfolio is and how it can be used in career development and job search. Professionals provide guidelines for assembling portfolios, with helpful hints on what to include and what to avoid. Includes information on how a portfolio is used to document work skills and samples, as well as the differences between “hard copy” and electronic portfolios. Also features discussion of what types of job search require a portfolio and how the portfolio can be used in interview situations.

#220050DV-CO \$89.95: DVD, guide

## Intro to Leadership: Key Skills to Being a Leader

Grades 9-College ©2007 20 min Linx Educational

Some people are born leaders, but nearly everyone has leadership potential. How can you tap into your potential? By learning and practicing the key skills of leadership - communication, organization, self-awareness, vision, and trustworthiness. From the team quarterback to the company president, *Intro to Leadership* explores different kinds of leaders and the qualities that make them great.

#230037DV-CO \$135: DVD

## Skills You Need to Get the Job You Want

Grades 9-College ©2007 20 min Linx Educational

What does it take to get the job in today’s demanding workplace? Do you have the skills on every employer’s wish list? This program identifies the skills all workers need - whether they’re in the office, on the construction site, or working retail. Some skills are basic, like reading and writing. Others have to do with personal qualities of honesty and enthusiasm. People skills are all about teamwork and working well with others.

#230038DV-CO \$135: DVD

## Landing the Job Series

Grades 9-College ©2007 20 min each  
Linx Educational

**Special Series Price - ONLY \$327 - a saving of \$30**  
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**Individual titles: \$119**



### Landing the Job: The Search

Join Trey, your host, as he sets out on a personal journey that we all must go through at some point in life. Ready to find a good job. Trey takes his audience on an entertaining, educational ride as he documents the job hunting process. Shot in "first person" style, Trey records each step as he learns the secrets and pitfalls of finding a job.

#230039DV-CO: DVD \$119: DVD

### Landing the Job: Resumes and Cover Letters

The resume and cover letter are two very powerful papers for job seekers. In *Resumes & Cover Letters*, Trey continues his journey by teaching viewers how to write resumes and cover letters that set them apart from the pack. They will learn why these papers are so important to the job search process. Get to know the do's and don'ts of resumes and cover letters from the folks who know best, the people who read them.

#230040DV-CO: DVD \$119: DVD

### Landing the Job: The Interview

In *The Interview*, viewers will once again join Trey as he seeks advice and tips on what makes a successful interview. Trey learns first hand that preparing for the interview and following up afterwards, are just as important as what goes on during the interview.

#230045DV-CO: DVD \$119: DVD

### Commendable Customer Service

Grades 9-College ©2004 15 min Meridian Education  
In this program, viewers will see how to provide exceptional customer service with a smile, a professional appearance, and a positive attitude. It covers the basics — fielding questions, solving problems, cheerfully responding to customer requests — and much more. And because so much interaction takes place over the telephone, viewers will learn how to stay in control when dealing with demanding or rude customers, how to actively listen, and how to come up with solutions that satisfy.

#700576DV-CO \$119: DVD

## The 5 Communication Secrets That Swept Obama to the Presidency

Grades 9-College ©2008 47 min  
Films for the Humanities

What specific skills enabled a young state senator to become, in the space of four years, President of the United States? This program reveals a set of methods and attitudes at the core of successful communication. Presented by renowned public speaking coach Richard Greene, the video incorporates passages from many of President Obama's finest speeches—and uses these examples to explore tone of voice (varying volume, pace, pitch, and resonance); body language (improving eye contact, openness, and listening); verbal language (avoiding jargon and using sensory-specific words); message content (sharing feelings and heartfelt goals); and fluency in visual, auditory, and kinesthetic communication styles. Includes a link to viewable/printable educational materials.

#393724DV-CO \$189.95: DVD, web guide


## Conversation: Exploring Preconceived Notions about Otherness

Grades 9-College ©2008 18 min  
Films for the Humanities

You're walking down the street and you see someone approaching. You glance at his or her face and see—what, exactly? Filmed in London, this program brings together more than two dozen total strangers to reveal the hidden judgments people make about those they don't know. Cleverly composed of nothing more than juxtaposed faces and unvarnished commentary by the film's subjects, *Conversation* creates an edgy meta-dialogue on how we tend to project our fears and desires onto our fellow humans. Illuminating and unsettling—and a guaranteed discussion-starter for courses in the areas of psychology, sociology, communications, and race/ethnicity/gender studies as viewers become aware of their own preconceived notions about otherness.

#393725DV-CO \$119.95: DVD, web guide

## Communicating with Customers: An Entry-Level Guide

Grades 9-College 20 min ©2005 Learning Seed   
*Communicating With Customers* teaches how to deal with people - as - customers. Viewers learn how to defuse the anger of customer, the importance of attitude and appearance, how to deal with customers on the telephone and how to serve "lemon aid".

#200166DV-CO \$125.95: DVD, guide

## Career Assessment: Finding a Career that Fits

Grades 8-Adult ©2005 18 min Linx Educational

This on-target program is designed to help viewers assess aptitudes and interests, work style, skills, talents, abilities, likes & dislikes to determine which career fields are best for them.

#230027DV-CO \$125: DVD

## **“It’s All About Communicating” Series from Learning Seed**

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### **Gender and Communication: Styles and Stereotypes**

*Grades 9-College ©2009 21 min Learning Seed* 

This video looks at how the academic study of gender and communication has evolved over time and investigates what it means to “do gender,” as opposed to being one gender or another. It looks into how communication styles and speech acts fall onto a continuum of “masculine” and “feminine.” It features vignettes with men and women that have taken on roles that fall outside of what is standard for their gender in our society, and explores the impact that this has made on their styles of communication.

Key points:

- Learn the history of how researchers have studied gender and communication, including the deficit, dominance, difference, and dynamic approaches.
- Find out what it means to “do gender.”
- Explore the range of masculine and feminine speech styles.
- Learn about tag questions, up-talk, one-ups, and competitive banter.
- Discover speech acts and what they mean for communication.
- Learn the most effective means of communication for managers and other authority figures.

#200230DV-C0 \$125.95: DVD, web guide

### **Communicating With Tact, Candor and Credibility**

*Grades 9-College ©2008 18 min Learning Seed* 

The way people communicate in the workplace makes or breaks their careers. Yet countless work groups suffer chronic communication breakdowns. Why? Some people assume conversational roles that are indirect, over-authoritative, offensive, or jargon-filled. Others use light-weight speech patterns. Workers can master a strong conversational style that is honest, considerate and credible.

In this lively communication training, viewers see humorous, realistic situations and learn memorable, practical ways to communicate with tact, candor and, credibility on the job. The program teaches how to communicate “on the level.”

#200209DV-C0 \$125.95: DVD, web guide

### **Body Language I: Beyond Words**

*Grades 9-College ©2008 18 mins Learning Seed* 

Some of your students may be bilingual, and some may have taken a course in Spanish, Latin, or Japanese. But are any of them fluent in Kinesics? Kinesics is the study of body language as a form of communication. People engaged in a conversation may exchange 200 words per minute, but more than half of their communication is nonverbal. We often use gestures, postures, and eye contact without thinking twice about them, but these behaviors can communicate so much beyond the words that we use. The way we treat our personal space and that of others can send a message that is loud and clear, even if we never speak a word. This program is an informative look into the fascinating world of non-verbal communication. *Body Language I* guides viewers through the land of space wars, tongue showing, mirrored postures, and the many layers that make up unspoken communication.

#200210DV-C0 \$125.95: DVD, web guide

### **Body Language II: Reading People**

*Grades 9-College ©2008 18 mins Learning Seed* 

Through the study of emblems, illustrators, affect displays, and eye behaviour, a student of body language can gain insight into what people express beyond the words that they use. When people do use words, students can learn to identify and interpret paralanguage. This program provides valuable information about interpreting body language by presenting fun, easy to understand, and real life examples. If your students apply this information and do some intelligent people watching, they’ll see a whole new world of communication they may never have noticed.

#200211DV-C0 \$125.95: DVD, web guide



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4 DVDs, web resource  
guides

### The Canadian Job Search: Canada AM

Grades 9-College ©2009 22 min CTV 



This program features short segments from Canada AM's day at a Job Fair in Hamilton, Ontario. Host Seamus O'Regan talks to "job seekers" and interviews several experts who give viewers excellent advice on where to find a job, how to get a job, who the competition is, and what employers are looking for. In this economic downturn, it is becoming more and more difficult to find employment. Competition is stiff. So how do you get that edge that will make potential employers give you an interview? Viewers get advice on how to dress for success. Appearance is key - clean hands, clean and neat fingernails, proper posture, the bags you carry and your scent all can have an effect on you getting hired. O'Regan interviews an HR Vice President who discusses making your resume "searchable" on sites such as Workopolis. Millions of resumes get posted to these sites so you have to make yours stand out. Additional advice is given on what to include in your resume. The program also includes a brief segment examining one particular apprenticeship program.

#CTV440DV-C0 \$99.95:DVD

### Job Hunt 101: Canada AM

Grades 11-Adult ©2007 20 min CTV 



Kristine Verendia, a recent graduate from Ryerson University, shares her experience as she prepares to enter the fulltime workforce. While university exams are over for Canadian students, the task of finding a job presents an entirely type of different test for newly graduated students. "I think the scariest thing about university is not knowing where you might go. You're finishing your education and now it kind of forces you to be an adult," said Verendia. "You have to go out there and you have to get a job," Verendia told Canada AM.

The five 5-minute segments in this program will gives students significant information about the do's and don'ts of job interviews, how to make an impression, getting experience, and basic manners. Students get expert advice from Mark Swartz, Career Specialist, Author and Speaker; Debbie Dimoff, Career Strategist and Executive Coach; and Geoffrey Roche, Chief Creative Officer at Lowe Roche.

#CTV364DV-C0 \$99.95: DVD, resource guide

### It's Your Job: Canada AM


Grades 9-Adult ©2008 20 min CTV 



In five segments, experts weigh in on how to determine the right job for you, how to get it, how to deal with losing it and more. In Part 1, host Seamus O'Regan interviews Angela Mondu, author of *Hit the Ground Leading!* who discusses how to brand yourself and differentiate yourself from the competition. In Part 2, employment lawyer Janice Rubin discusses the "rules of engagement" - the terms under which you're hired and the just causes for firing. Part 3 looks at the "Quitting Checklist" - what to think about before quitting your job. In Part 4, Rubin examines problems in the workplace and Part 5 talks about how to reinvent yourself.

#CTV396DV-C0 \$99.95

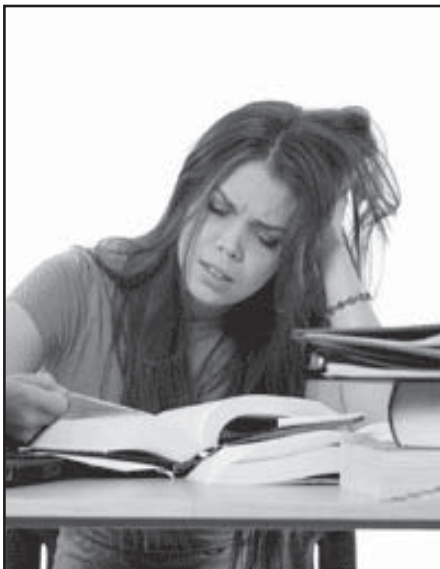
### The Etiquette Series: Canada AM

Grades 11-Adult ©2008 20 min CTV 



On your best behaviour ... or not so much? Our etiquette series can help! From the workplace to driving and dealing with money to proper table and telephone manners, our experts have advice on how to behave in all circumstances. Segments include: Business Behaviour; Road Rules; Money Manners; Dining Etiquette Do's and Don'ts; and Mind Your Manners.

#CTV397DV-C0 \$99.95



## Study Skills for People Who Hate to Study

Grades 7-12 ©2009 20 min Human Relations Media 

Many teens, especially those with challenges such as ADHD, struggle to complete out-of-school assignments. They may spend their work time spinning their wheels, feeling that they are drowning in work while in fact accomplishing little. Designed to help students get organized, this program helps set goals and priorities, and allows students to stay in charge of their schoolwork. Viewers learn about the processes in the brain that help us plan, organize, concentrate, and focus. The program identifies the three main obstacles to effective study — Disorganization, Procrastination, and Distraction — and demonstrates tips and strategies to allow viewers to develop their own unique style of overcoming these obstacles. Includes reproducible worksheets and information handouts to implement the strategies in the program. The message is clear: you can get your work done; it doesn't have to be painful; and you will have more time for the things you love to do, without unfinished work hanging over your head.

*Includes: 20 minute DVD, teacher's resource guide and reproducible student handouts.*

#600500DV-CO \$189: DVD


## Six Steps to Study Success

Grades 7-12 ©2005 25 min Jaguar Educational

Do you feel like you study all the time but still can't make the grades? Do you think you study effectively? If you didn't like your answers to these questions then it's time you learned the "Six Steps to Study Success." This program is a great resource for students trying to improve their study habits and techniques. These six easy steps not only help students improve their grades and test scores, they also create a formula for success in life. The fast-paced, humorous video guides viewers through planning, organizing, reading, note-taking, absorbing information and retaining what you've learned. Colorful, easy-to-read graphics and exercises accentuate each of the six steps.

#220049DV-CO \$99.95: DVD, guide

## The Art of Listening (Rev)

Grades 9-College ©2007 25 min Learning Seed 

A hip new coffee shop provides the setting for two college students to watch and discuss their video class project on the most basic of skills - listening. We spend more time listening than any activity except breathing, yet we listen at only a fraction of our potential. *Art of Listening* teaches practical techniques to use immediately. It presents listening as a skill your students can learn, practice, and perfect. This engaging program uses home and workplace situations to teach seven "Laws of Good Listening." The program illustrates the surprising value of attentive silence, the need to find something of interest in the person speaking, and the importance of staying out of the speaker's way. The techniques suggest how and when to take notes, the role of body language in listening, and the need to "listen between the words" for feelings. The program explores how people use different "filtering systems" to give the same message completely different meanings. Each "law" is a key toward improved listening and communication.

#200188DV-CO \$125.95: DVD, guide



## Am I Normal? Teens and Emotional Health

Grades: 7-12 ©2007 20 minutes Human Relations Media 

Today's students face an enormous range of emotional issues — worries about academic performance, anxiety about how peers view them, problems with parents and teachers, concern over physical appearance, and much more. Using a combination of real kids talking about their problems, two teen hosts plus an adolescent psychologist, the program explores coping with anxiety, dealing with anger and rage, and experiencing sadness or depression. A psychologist presents common problems and points out the differences between "normal" reactions to stressors and situations, and when it might be necessary to get help. The video also covers the basics of good mental health, emphasizing what to do when ordinary anxiety deepens, or when worries become too overwhelming to handle without intervention.

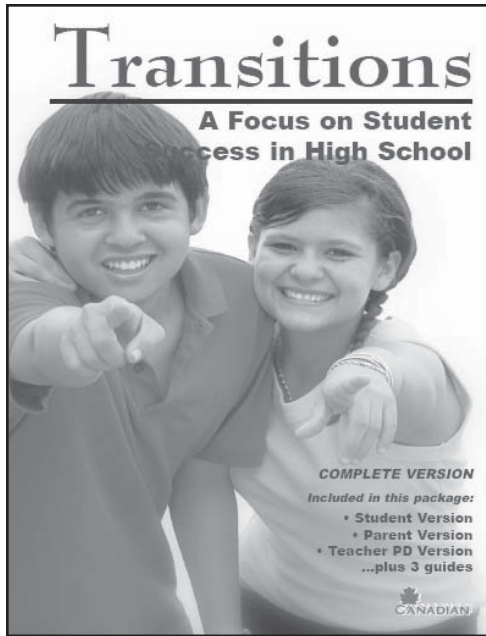
*Includes DVD, teacher's resource guide and reproducible student handouts with pre/post test*

#600412DV-CO \$189: DVD

# Transitions: A Focus on Student Success in High School



Grades 8 & 9 ©2007 McIntyre Media Inc. & Mythic Productions



This fast-paced, interesting, and entertaining program speaks directly to elementary & middle school students who are about to embark on one of the most important TRANSITIONS in their lives - GOING TO HIGH SCHOOL. The transition from elementary or middle school to high school is a crucial one in the life of every young person. In fact, Dr. Bruce Ferguson, Director, Community Health Systems Resource Group in the Community Health/Mental Health Program at Sick Kids states that he “can’t think of a life transition that’s more difficult.” To make matters worse, it all happens at a time when kids are also dealing with the emotional and physical changes of puberty. In this series, we went straight to the source. We took our cameras into the schools and interviewed Grade 7, 8 & 9 students, their teachers, guidance counselors, principals and parents. What we came away with is a 3-part series on the “transition process” - a students, parents and teacher’s guide to one of life’s biggest challenges.

The 20-minute *Student’s Version* attempts to allay the fears and apprehensions that most young people experience as they enter high school. In our first visits with elementary students, kids discuss getting lost, bullying, locker combinations, more homework, initiation and peer pressure amongst other things. When we revisit them 3 months into their new high school year, they talk about what they “actually” experienced. Their initial fears were for the most part overshadowed by a need to learn how to study and manage their time. The 8-minute *Parents Version* speaks directly to parents about

what their role is during the transition process and how they can help their child both at home and at school by remaining involved. The 30-minute *Teacher’s Professional Development Version* addresses transition programs and what effective programs consist of. A well-designed transition program can get kids off to a strong start and will help assure their continued success throughout their remaining years in high school. Both the *Student and Teacher Version* come with a comprehensive Resource Manual that includes worksheets & tips on time management, study skills, test-taking skills, information about peer pressure, drugs and alcohol, bullying, plus information on successful transition programs. The *Parents Version* comes with a fully reproducible brochure that can be used as a handout during your orientation programs.

- Great for Student Success programs in elementary, middle & high school!
- Students and Parents versions great for showing during orientation evenings!
- Teens talking to teens!
- Parents talking to parents!
- And teachers and administrators talking to all!

**STUDENT’S Version:** In short, poignant and sometimes amusing clips, kids talk candidly about their fears, anxieties and expectations. We interviewed students prior to entering high school, and then again 3 months into their school year. Many of their initial fears - getting lost, forgetting their locker combination - have been alleviated and in some cases have been replaced by academic concerns - time management, study skills and test-taking skills. This program addresses all of these issues and in a non-preachy manner gives students important information on where and who to ask for help.

**PARENT’S Version:** A short 9 minute program that features parents, students and teachers all discussing the “parents or caregiver’s” role in helping students adapt to and succeed in high school. Ideal for orientation nights!

**TEACHER’S Version:** This Professional Development program addresses the benefits of an effective transition program in your schools. The focus is to create an awareness of the issues that students face during the early stages of this move and to work on decreasing the dropout rate of these teens.

#MCI003DV-CO \$ 74.95 - **Student Version**- Great for Elementary schools: 1 - 23 minute Student DVD. Includes reproducible Student Workbook & Worksheets as PDFs.

#MCI004DV-CO \$129.95 - **Secondary Version:** 1- 23 minute Student DVD, 1- 9 minute Parent DVD. Includes reproducible Student Workbook & Worksheets, plus Parents Orientation Guide as PDFs.

#MCI005DV-CO \$259.95 - **Complete Version:** Includes 1- 23 minute Student DVD, 1- 9 minute Parent DVD, 1- 27 minute Teacher’s DVD. Includes 3 printed guides and worksheets, plus guides on DVDs as PDFs.

## Academic Success: Smart Tips for Serious Students Series

Grades 11-College/Univ ©2009 10-12 min each Cambridge Education

### Academic Success: Smart Tips for Serious Students (Transition from High to Post Secondary)

The transition from high school to college is a lot bigger than many students realize. Help them make the most of their college academic experience with Academic Success—a six-part series filled with facts, hints, insights, and observations from experts in the field of education and from students who know the ropes. Topics include values and goals; time management; critical thinking and problem-solving; active listening and note-taking; researching, reading, and writing; and studying and test-taking.

**Regular Price:**  
**\$539.70**

**You pay ONLY**  
**\$515.70**

**6 DVDs**

**Series Order**  
**#393733DV-CO**



#### **Active Listening and Notetaking**

Lectures and labs are the heart of the college academic experience, and for students eager to make the most of them, active listening and note-taking are powerful learning tools. This two-section program explains how to create a bulletproof listening/note-taking loop that ensures deeper understanding and better recall. Pre-class reading, in-class participation, and post-class review are stressed.

#393730DV-CO \$89.95: DVD

#### **Critical Thinking and Problem-Solving**

By defining critical thinking and examining how it's applied to the process of problem-solving, this two-section program will show viewers how to handle whatever challenges come their way. An in-class discussion segment on critical thinking explains how to rationally assess a statement and express disagreement, while a similar segment on problem-solving considers what to do when preparing for what appears to be an overwhelmingly tough exam.

#393729DV-CO \$89.95: DVD

#### **Researching, Reading and Writing**

Faced with a mountain of research to conduct, reading to do, and papers to write, students must work both efficiently and shrewdly. This three-section program tells how to identify and cite reliable online and offline sources of information, carve textbook chapters into manageable chunks, and outline and revise papers — all elements that are essential to getting the job done well.

#393732DV-CO \$89.95: DVD

#### **Studying and Test-Taking**

Studying is a process, not a last-minute event. It takes strategy to consistently make the grade — both before a test and during. This two-section program brings together educators and students to discuss things that viewers can do to increase their understanding of course material, enhance their ability to memorize, and improve their performance during exams.

#393732DV-CO \$89.95: DVD

#### **Time Management**

Compared to high school, where the day is structured down to the minute, college is a blank do-it-yourself calendar. Classes, clubs, sports, part-time jobs... assignments, projects, exams...even time to hang out: all must be penciled in! Over the course of this three-section program, viewers will learn to side-step common time-management errors and plan out their semesters so they can take control of their time and enjoy a healthy work/life balance.

#393728DV-CO \$89.95: DVD

#### **Values and Goals**

What are values? What are goals? And how are they connected? These questions are easy to ask, but they're not so simple to answer. This three-section program combines commentary from educators and students with in-class exercise segments to explore the meaning of values and goals and illustrate how they steer and shape a person's life — in college and beyond.

#393727DV-CO \$89.95: DVD

# Top Careers in 2 Years Series

In two years or less, students can prepare themselves for a great career! Each program in this 11-part series gives an overview of two or more of the top occupational fields open to those with appropriate education or experience through interviews with people currently working in them. Required education, necessary skills and traits, typical job-related duties and career paths, and tips on achieving success are covered.

**Regular Price:**  
**\$1319.45**

**You pay ONLY**  
**\$1209.45**

**11 DVDs & web**  
**resource guides**

**Series Order**  
**#393526DV-CO**

## Top Careers in 2 Years Series

Grades 9-12 ©2009 18-23 mins each Cambridge Educational

### Communications and the Arts

In today's world, "communications" and "the arts" mean more than just the things you'd find on a newsstand or in a museum. This program introduces viewers to three Digital Age communications professionals—a video editor, a desktop publisher, and an audio technician—and a trio of somewhat unconventional artists: an animator, a photographer, and a fashion designer.

#393638DV-CO \$119.95: DVD, web guide.



### Business, Finance, and Government Administration

For every high-level executive or municipal official, there are an untold number of office workers in key positions that help them keep the wheels of commerce and government turning. In this program, an office manager, an executive assistant, a fitness manager, an accounts payable administrator, an insurance adjuster, a loan officer, and a court reporter describe what their work is like.

#393639DV-CO \$119.95: DVD, web guide.

### Construction and Trades

A lot of new workers are needed every year in construction and the trades to meet the demand for building and maintaining buildings and keeping vehicles running. This program focuses on an electrician, a plumber, a mason, an interior designer, an HVAC repair technician, and an auto service technician.

#393640DV-CO \$119.95: DVD, web guide.

### Retail, Marketing, and Sales

People who love dealing with other people — and connecting them with stuff they want, in the process — are naturals for a rewarding career in retail, marketing, or sales. This program spends some quality time with a retail sales manager, a merchandise manager, a distribution manager, a marketing manager, a promotions manager, a public relations specialist, an advertising sales agent, a real estate agent, and an e-commerce specialist.

#393519DV-CO \$119.95: DVD, web guide.

### Health Care, Medicine, and Science

About half of the 20 fastest-growing jobs in North America are in the healthcare, medicine, and science areas of the health industry! This program spotlights a dialysis technician, an LPN, and a physical therapist—people who help fight illness and repair injury — and a dental hygienist and a dispensing optician — people who help improve the quality of life. And because pets are "people" too, the program also interviews a veterinary technician!

#393641DV-CO \$119.95: DVD, web guide.

### Hospitality, Human Services, and Tourism

In this program, members of the hospitality, human services, and tourism groups — a chef and a caterer, a massage therapist, a retirement home manager, a hotel manager and an event planner — describe what their professions are like.

#393642DV-CO \$119.95: DVD, web guide.

## Top Careers in 2 Years Series (*continued*)



### **Computers and Information Technology**

Over the course of just a couple of decades, technology has totally transformed the workplace — and the world. This program talks tech with a webmaster, a multimedia specialist, a computer-aided drafter/designer, a network/systems administrator, a cybersecurity expert, and a computer repair technician — a few of the people working with today's high-end hardware and software to shape the present and create the future.

#393643DV-CO \$119.95: DVD, web guide.

### **Education and Social Services**

Directly or indirectly, people working in the education and social services fields make their living by helping others live better lives. This program profiles a preschool teacher, a vocational education instructor, and a school administrative assistant as well as a drug and alcohol abuse counselor, a social and human services assistant, and a recreation worker.

#393644DV-CO \$119.95: DVD, web guide.

### **Public Safety, Law, and Security**

This program introduces nine individuals who help protect others in very different ways: a firefighter, a police officer, an EMT, and a park ranger - careers on the front lines of public safety; a forensic scientist, a paralegal, and a legal secretary - behind-the-scenes careers in the legal profession; and a security specialist and a corrections officer - careers that involve keeping businesses secure and convicts in custody.

#393645DV-CO \$119.95: DVD, web guide.



### **Food, Agriculture, and Natural Resources**

This program rounds up a diverse group of workers in the fields of food, agriculture, and natural resources - a food service manager, a dietetic technician, a dairy farm manager, a landscape supervisor, an environmental science and protection technician, and a water treatment plant operator - to illustrate what they do and how they go about doing it.

#393646DV-CO \$119.95: DVD, web guide.

### **Manufacturing and Transportation**

Living in a world of cutting-edge technology hasn't eliminated the need for turning out-of-this-world concepts into real-world products and then delivering them exactly when they're wanted. This program spotlights three professionals in manufacturing - a robotics technician, a machinist, and a chemical technician - and three professionals who help get products from point A to point Z: a quality manager, a distribution manager, and a dock supervisor.

#393647DV-CO \$119.95: DVD, web guide.

# FREE 15-day Previews!

## On-line previewing available January 2010.

### Streaming Rights available - call for pricing.



## Career Compass Series

This new series explores a variety of jobs in different fields showing students how important their coursework and education is when considering their ideal career.


Career Compass  
4 - DVD Set

**SPECIAL SERIES  
PRICE - ONLY  
\$443.80  
SAVE \$60**

Series Order  
#200251DV-CO

### Career Compass:

#### Jobs in Food & Nutrition

Grades 8-Adult ©2010 29 min  Learning Seed




Many people don't realize where - or who - their food comes from. But farmers, chefs, scientists and health care workers all play a role in the story of what we eat everyday.

Learn how these professions combine their efforts to produce, prepare, develop and evaluate food and ensure nutrition. Discover related jobs and the education and experiences beneficial to building a career in food and nutrition.

#200247DV-CO \$125.95: DVD, web guide

### Career Compass:

#### Jobs in Housing & Design

Grades 8-Adult ©2010 29 min  Learning Seed



Many professionals work together to create a house, long before it becomes a home. Explore the careers of an architect, a general contractor and an interior designer and other

related professionals. Learn how their combined knowledge turns the idea of a house into a reality. See what each job entails - from planning, to meeting with clients, to solving problems and completing a project. Discover the role business skills play and the type of education and experience required for a career in housing & interior design.

#200248DV-CO \$125.95: DVD, webguide

### Career Compass:

#### Jobs in Clothing & Textiles

Grades 8-Adult ©2010 27 min  Learning Seed



Many different people work in clothing and fashion - and they're not all cut from the same cloth! Each professional plays a very different role in transforming a

piece of fabric into a garment or the inspiration for a fashion publication. Explore the world of a clothing designer, a fashion journalist and a boutique owner and learn about other career opportunities available in the clothing and textiles industry.  
#200249DV-CO \$125.95: DVD, web guide

### Career Compass: Jobs in Child Development

Grades 8-Adult ©2010 27 min  Learning Seed



A variety of professionals are employed by proud parents and concerned care providers to ensure the health, education and general well-being of their children.

Gain insight into the personality and skills required to become a social worker, developmental therapist, childcare worker and teacher. Learn what these jobs entail as well as other careers relating to the growth and development of children.

#200250DV-CO \$125.95: DVD, web guide



## Confessions Career Video Series

***“...outstanding, technically flawless, full-color informed videos...strongly recommended additions to both school and community libraries.”--The Midwest Book Review***

**Confessions Series  
6 - DVD Set**

**SPECIAL SERIES  
PRICE - ONLY  
\$515.70  
SAVE \$24**

**Series Order  
#430112DV-C0**

### **Confessions of an Event Planner**

Grades 9-Adult ©2008

15 min LearningZoneXpress

An interview and behind the scenes footage with Dena Marie Modica, Director of Sales and Marketing for Solera Restaurant and Event Center, gives the audience insight into the career of an event planner.

#430077DV-C0

\$89.95: DVD, teaching materials.

### **Confessions of a Montessori Teacher and an In-Home Childcare Provider**

Grades 9-Adult ©2007

15 min LearningZoneXpress

***“...offers ‘confessions’ that give viewers a good idea of what is involved in these childcare careers... it’s inspiring...Recommended.”***

***--Video Librarian, May/June 2008***

Peer into the world of experienced Montessori teachers and in-home childcare providers in this insightful video. Through interviews and live footage of the experts, students will discover what it takes to succeed in these professions.

#430079DV-C0

\$89.95: DVD, teaching materials.

### **Confessions of a Fashion Designer**

Grades 9-Adult ©2007

12 min LearningZoneXpress

***Winner of 2007 Telly Award***

***“School libraries looking to meet the growing demand for career information will find this a worthwhile addition.”--School Library Journal***

The formal dresses of DeBora Rachele Designs have been worn at major award programs and formal dances all over the world. Learn what it takes to be a successful fashion designer and get a behind-the-scenes glimpse of a fitting session. See how Ms. Rachele designs more than 100 dresses per season with purses and jewelry to match.

#430043DV-C0

\$89.95: DVD, web guide

### **Confessions of a Food Stylist**

Grades 9-Adult ©2008

18 min LearningZoneXpress

An interview and behind the scenes footage with Lisa Golden Schroeder, food stylist, cookbook author and teacher, gives the audience insight into the career of a food stylist.

#430076DV-C0

\$89.95: DVD, teaching materials.

### **Confessions of Chefs and a Restaurateur**

Grades 9-Adult ©2007

15 min LearningZoneXpress

***“...DVD gives a clear picture of the educational requirements, starting salary, and job market outlook... Recommended for young adults in either high school or public libraries.” --Library Journal***

***“Excellent ‘career day’ video.....a sure-to-be popular title from Learning ZoneXpress...is highly recommended.” \*\*\*½--Video Librarian***

Students learn the ropes of being a chef from the chef/instructors at Le Cordon Bleu College of Culinary Arts. They'll also spend time with Brenda Langton, chef/owner of Cafe Brenda, as she creates vegetarian and fresh seafood dishes. Also features Ken Goeff (American Regional), Walter Wittwen (Classic Cuisine), Van Keszler (Foundational Skills), Bill Niemer (American Regional) and Farley Decker (Garde Manger).

#430042DV-C0

\$89.95: DVD, teaching materials.

### **Confessions of an Interior Designer**

Grades 9-Adult ©2007

13 min LearningZoneXpress

***“Useful for guidance offices and high school career days.”--School Library Journal***

Brandi Hagen shows students exactly what it takes to be an interior designer. Hear Brandi discuss the education needed to succeed in the field, and the pros and cons of a professional interior design career. In addition to showing us her office and a client meeting, Brandi gives an inside tour of several designer showrooms.

#430042DV-C0

\$89.95: DVD, teaching materials.



## Non-Traditional Careers For The 21st Century Series

4 - DVD Set

**SPECIAL SERIES  
PRICE - ONLY \$316  
SAVE \$40**

Series Order  
#800170DV-C0

### Non-Traditional Careers for the 21st Century Series

Grades 9-Adult ©2008 10 min each The School Co.

Featuring lead experts in the fields of workforce re-entry, family issues in the workforce, career guidance, special needs, and human resource management, this new series targets the basic and special challenges associated with people seeking one of many high demand careers in the next decade. Join on-camera experts as they tour the hidden opportunities for the job seeker of the future and present specific themes and skills associated with various cultural shifts, numerous industries, and the many educational options. Fast paced, contemporary in style, and organized and presented with only the most important information, each show will engage the viewer in a very practical and relevant way.

#### Genders, Jobs, & Non-Traditional Work Arrangements For The 21st Century

As more women enter and re-enter the workforce and more men assume household/parenting duties, some companies have responded with creative flex scheduling arrangements in order to increase productivity and promote stress-free work environments. Computerized scheduling, job sharing, compressed workweeks, telecommuting, employee/team managed flex scheduling are some of the many work arrangements currently offered by various companies in our highly mobile work environment. This show looks at what it means for the employee in the world of work to shift from a traditional 9 to 5 work setting to a non-traditional work arrangement.

#800171DV-C0 \$89: DVD

#### Hot Jobs Of The Future That Don't Require A College Degree

Almost 70% of jobs do not require a four year or advanced university degree. Most jobs have an educational requirement that includes a high school, technical, community college, continuing education, and/or apprenticeship background. This show emphasizes flexibility and long range planning in order to meet goals. Specialized training is needed in many fields for the immediate career goal, but so is continuing education for the constant upgrading required by most industries. Specific high demand jobs are explored including specific tips for further exploration.

#800172DV-C0 \$89: DVD

#### Work Ethics In The New Economy

Globalization and information technology require a new commitment to lifelong learning by workers. Education is the key to surviving the new economy. Hierarchical organization, obedience, loyalty, etc. are all characteristics of the old economy. This show looks at and details work ethics in the new economy. The new economy reality is that in order to compete globally, industries must constantly change and adapt. This show discusses specific survival tips useful to the employees caught in this global shift.

#800173DV-C0 \$89: DVD

#### Non-Traditional Job Search Basics For Re-Entry Success

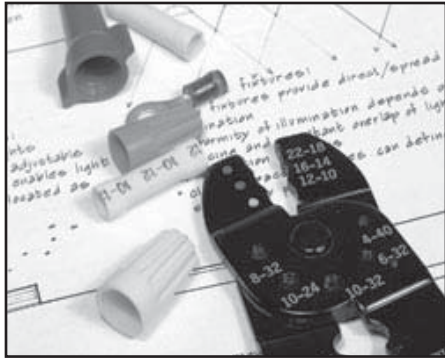
Focused on populations that have special challenges getting into or re-entering the workforce, this show features specific steps and advice from leading experts in the employment world. From women re-entering the workforce after a long absence to recently released from institution job seekers, this show sets out the attitudes and job search skills set needed to succeed in the new economy.

#800174DV-C0 \$89: DVD

## Landing a Job in the Trades

Grades 8-Adult 19 min ©2006 Shopware

Getting hired as a carpenter, electrician, manicurist, or any other tradesperson requires the same professional



attitude that all job candidates must show. This video explores essential self-marketing practices that transform job-seekers into wage-earners. With straightforward explanations, helpful graphics,

and interviews with job-search experts and real-world employers, the program illustrates how to structure a resume based on skills and background, how to compose a cover letter, how to behave and communicate during an interview, and how to follow up with a winning thank-you letter. This is a realistic and reliable demonstration of the steps that lead to "You're hired."

#010758DV-C0 \$69.95: DVD, web guide

## Women in the Home Building Industry

Grades 9-Adult 10 min ©2001 Shopware

Drawing on interviews with both women and men, this video presents some of the many opportunities for women in the building-related trades. In two segments, the program explores how they got their starts, what they like about their work, and what motivates them, as well as the challenges of entrepreneurship and gaining acceptance in a predominantly male industry. In "Mastering a Trade," an electrician who is also president and owner of her own company, an engineer with Wyndham Garden Hotels, and a drywall finisher discuss their experiences. In "Leading the Team," a construction project manager and the president and owner of a remodeling firm talk about what it is like to be the woman in charge.

#700471DV-C0 \$95: DVD, web guide

## Real Jobs, Great Trades!

Grades 9-Adult 13 min ©2001 Shopware

In this video, four young teens try their hands at home building and decorating on real work sites with experienced tradesmen. John, a professional mason, shows Nora how to lay bricks for exterior house walls and decorative yard sculptures. Andre, a contractor, teaches Misha how to construct the framing for a townhouse. Painter and decorator Pat instructs Camille on pasting wallpaper and stenciling interior walls. And Jim, a licensed electrician, shares some of his tricks of the trade with Peter. Concise and engaging, this video is an ideal introduction to the building-related trades.

#700472DV-C0 \$69.95: DVD, web guide

## Internet Careers:

### Front-End, Back-End & E-Everywhere

Grades 9-College ©2008 22 min

Cambridge Educational

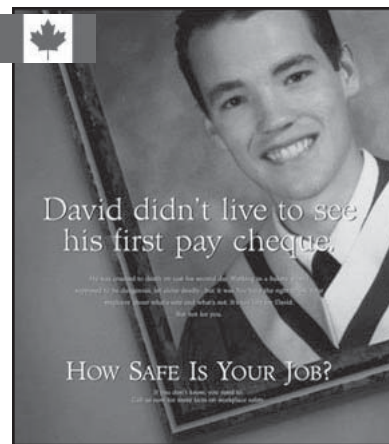


This program travels the Web to explore Internet careers in three main areas: the front end, the back end, and everywhere in between. Front-end insights come from a programmer, a graphic designer, and a quality assurance tester; back-end information is provided by a webmaster, a help desk specialist, and a sales associate; and an


IT recruiter, an advertising sales rep, and an entrepreneur explain how they've integrated the Internet into their careers.

#393473DV-C0 \$119.95: DVD, web guide

## Concerned about Safety in the Workplace...



## Dying to Work

Grades 9-College 

©2000 20 min CTV

**Bronze WorldMedal - The New York Festivals**

Imagine your child leaves for work one morning - and never comes back. That's what happened to Jean and Rob Ellis. After the accident, the Ellis family realized David was not alone. The

numbers are staggering. On average, one young worker is killed on the job every week in Canada; another 60,000 are hurt on the job. These numbers are steadily rising, while accidents for all other age groups are declining. Maureen Shaw, of Ontario's Industrial Accident Prevention Association, describes it as an epidemic. She points to a combination of age and inexperience that make young workers vulnerable. The Ontario Labour Ministry sent a strong message by giving the bakery involved in David Ellis' death a hefty fine and unprecedented jail sentence.

#CTV037DV-C0 \$99.95: DVD

## Catering Skills Series

Grades 9-College ©2005 25 min each

Films for the Humanities

Entering the world of large-scale, high-end food service requires attention to rigorous standards and expectations. This two-part series familiarizes students with the basics and the fine points of professional catering—menu preparation, kitchen practices, dish presentation, serving techniques, and more. Guidance from culinary instructor Richard Dodson and detailed, step-by-step visuals of kitchen and dining hall operations help train aspiring caterers for this very demanding business.

### Catering Skills: Setting the Scene

This video immerses students in the world of commercial meal preparation, covering a wide range of strategic issues that professional caterers must consider.


#700651DV-C0 \$89.95: DVD, web guide.

### Catering Skills: Behind the Scenes

Grounding students in the elements of plate composition—color, texture, height, and balance—the program demonstrates entrée and dessert presentation with elegant examples of smoked salmon, roast turkey, blue-eye fillet, and lemon tart.

#700652DV-C0 \$89.95: DVD, web guide.

## Careers in Hospitality: Service & Adventure

Grades 7-Adult ©2008 18 min 

LearningZoneXpress

Discover rewarding career opportunities in the hospitality industry. Get the inside scoop about jobs in hotel management, and restaurants through engaging interviews. Educational, personal and professional requirements are discussed. Learn why kindness and goodwill are essential for success in this career field.

#430092DV-C0 \$89.95: DVD, resource guide

## Careers to Consider: The Hospitality Industry

Grades 9-College ©2008 23 min

Meridian Education

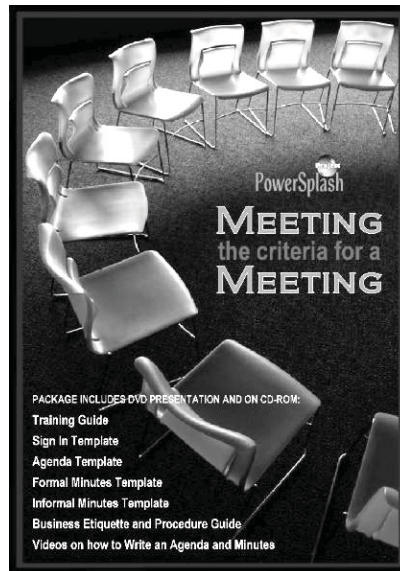
Hospitality: it's one of the world's fastest-growing industries, encompassing a wide variety of occupations and career paths. This program illustrates the exciting opportunities offered by the industry and shows how job-seekers with almost any skill set or educational background can find success in the field. Viewers are introduced to three main areas of expertise - hotel management, culinary arts, and tourism - with detailed explanations of important jobs in each.

#700647DV-C0 \$119.95: DVD, web guide.

## Meeting The Criteria for a Meeting

Adult ©2008 14 min PowerSplash Project

How meetings are conducted may be one of the most overlooked procedures in business organizations. *Meeting the Criteria for a Meeting* defines when it is constructive to



have a meeting, how to conduct it... and when it would be more cost effective to send an update, announcement or reminder. From conceiving an idea, writing an agenda, conducting the meeting -- to composing the minutes, this how-to presentation provides valuable tips and insights on how to engage and best utilize the time of the attendees. The main video contains an overview of meetings

for everyone's understanding of what is expected.

Additional video clips are included to demonstrate how to complete the pre and post-meeting documents. Supporting this special package are unique templates that will help meeting facilitators ensure that every attendee becomes more informed in their role and responsibility to ensure a brief and productive meeting.

*Included are:*

- Business Etiquette & Procedures Guide for the facilitator, note-taker, timekeeper and attendees
- Sign-In Template
- Agenda Template
- Minutes Instructions
- Formal Minutes Template
- Informal Minutes Template

*Benefits:*

- Saves time and reduces misunderstandings when information is disseminated in a concise format
- Shows how to conduct meetings with laid out agendas and provides templates
- Puts meeting facilitators and attendees on the same page for expectations and behaviours

#PSP000DV-C0 \$199: DVD + CD-ROM containing guide and templates.

## Career Clusters 1 Series

Grades 9-College ©2002  
16-18 min ea Shopware

Men and women discuss the background requirements as well as the rewards of their respective careers in education.

**Special Series Price -  
ONLY \$439.80 - SAVE \$40**

### Education & Training

This video presents four distinct occupations in the field: elementary teachers, teacher's aides, administrators, and librarians. People working in these jobs discuss their responsibilities and what each position requires in terms of training and academic credentials.

#010345DV-C0 \$119.95: DVD

### Health Services

This program looks at the required training, qualifications, and licensing for emergency medical technicians, pharmacists, physical therapists, and dental hygienists. The video also points out the differences between a dietetic technician and a dietician as well as a licensed practical nurse and a registered practical nurse. Health care professionals in all these positions talk about the rewards of their chosen careers.

#010346DV-C0 \$119.95: DVD

### Information Technology Services

In this video, people employed in the field as computer engineers, computer programmers, systems analysts, and database administrators discuss the skills and educational background needed for their careers.

#010347DV-C0 \$119.95: DVD

### Scientific, Engineering & Technical Services

This program will offer insights into the jobs of a civil engineer, an electronics technician, a hazardous waste technician, and a water and liquid waste treatment plant and systems operator.

#010348DV-C0 \$119.95: DVD

## Career Clusters 2 Series

Grades 9-College ©2004  
20-24 min ea Shopware

There is no better way to find out about a career than by talking to someone who works in the profession? In each of these four programs, men and women with valuable experience talk about their jobs and the kinds of skills and training they needed. Here is the resource students need to see what jobs are out there and how to get them!

**Special Series Price -  
ONLY \$439.80 - SAVE \$40**

### Transportation, Distribution & Logistics

In this program, people who work in various occupations within the Cluster discuss their jobs, as well as the education and training they needed to acquire them.

#010349DV-C0 \$119.95: DVD

### Law, Public Safety & Security

To serve and protect—whether as a paralegal, EMT, police officer, or in a host of other roles—that's what the challenging occupations in this Cluster mean. This program profiles a number of men and women who work in these fields, highlighting how they got started in terms of training and education.

#010350DV-C0 \$119.95: DVD

### Agriculture, Food & Natural Resources

If providing food and making the world a little greener sound like appealing goals, this fact-filled program will point out and explore many of the appropriate occupations by talking with men and women who work in the Agriculture, Food & Natural Resources Cluster.

#010351DV-C0 \$119.95: DVD

### Manufacturing

From choosing raw materials to designing assembly processes to inspecting the final product, the Manufacturing Cluster is the place where things get made. This program goes inside the diverse world of manufacturing by presenting the career profiles of a number of people who hold different jobs there.

#010352DV-C0 \$119.95: DVD

## Career Clusters 3 Series

Grades 9-College ©2004  
20-24 mins ea Shopware

In this series, people from diverse fields share their experience and advice about the jobs they've chosen and how they got them.

**Special Series Price -  
ONLY \$439.80 - SAVE \$40**

### The Arts, Audio Visual Technology & Communications

Here's a place where your students can turn their creativity into a career. This program looks at opportunities to design, produce, exhibit, perform, write, or publish in a variety of media, including theater, film, textiles, newspapers, radio, and television. Real-world insights into this cluster are provided through interviews with a cable TV broadcast engineer, newspaper reporter, professional actor, commercial artist, and a TV director/producer.

#010297DV-C0 \$119.95: DVD

### Hospitality & Tourism

The hospitality and tourism cluster is all about providing food, lodging, and entertainment to people when they're away from home. This program provides an inside track on what the work is like by talking to a travel agent, hotel manager, baker, and waitress.

#010300DV-C0 \$119.95: DVD

### Architecture & Construction

This program offers a sense of how wide-ranging the opportunities can be by looking at the educational and training requirements, as well as the actual work of an architect, plumber, electrician, and construction and building inspector.

#010298DV-C0 \$119.95: DVD

### Human Services

This program shows what Human Services has to offer by spotlighting several diverse jobs in the field. A preschool teacher, clinical psychologist, social worker, and cosmetologist discuss what they love about their jobs and what they did to get started.

#010299DV-C0 \$119.95: DVD

## Career Clusters 4 Series

Grades 9-12 ©2007 22 min each Cambridge Educational

**“Does a fine job of outlining the credentials, training, certification, communication and technical skills, and personality characteristics one needs to enter and advance in professions in finance, management, marketing, and government and public administration. Recommended.”—Educational Media Reviews Online**

**“The well-structured films clearly articulate each job’s prerequisites, educational requirements, advancement and income potential, and what type of personality would be suitable in the position.... Solid and practical, this series is recommended for students who are anticipating professional careers requiring post-secondary education in the job clusters presented.”—School Library Journal**

No one knows jobs better than the people who actually do them! This four-part series lets the experts speak, as they share their firsthand knowledge of the following career areas: marketing, sales & service; government & public administration; business, management & administration; and finance.

**Special Series Price - ONLY \$439.80 - SAVE \$40**

### Marketing, Sales & Service

There will always be a place in our consumer-centric culture for energetic go-getters in the areas of marketing, sales, and service. This program, set in a marketing agency environment, introduces students to an account director/senior associate, an account director/partner, an associate creative director, and a managing partner. Background information on the field in general-and the education needed to really excel-is included. Also, the ability to build and maintain strong client relationships is stressed.

#010353DV-CO \$119.95: DVD

### Business, Management & Administration

When it's time to get down to the business of business, introduce your students to some people who make their living at it. This program profiles a corporate accounting assistant, an administrative assistant, an account director, and a principal at a commercial real estate services firm. Together they cover a lot of ground as they discuss the challenges and rewards of their work, providing information on necessary skills, educational credentials, and personal qualities.

#010355DV-CO \$119.95: DVD

### Government & Public Administration

Dedicated public servants in the spheres of government and public administration are the backbone of America - and most of them don't live anywhere near Capitol Hill. In this program, a city manager, a community relations manager, a police officer, and a park ranger/director of parks, recreation, and forestry answer a barrage of questions designed to help your students understand the ins and outs of these occupations as they learn what it's like to live "a day in the life."

#010354DV-CO \$119.95: DVD

### Finance

Money, they say, makes the world go around. But who keeps all those daily transactions moving, and how do they do it? Let a group of finance pros do the explaining with this program on the Finance Career Cluster! As your students watch, they'll discover that wealth management specialists, accountants, bank managers, and stockbrokers are all linked by one common thread: the management of assets. Lifelong learning is stressed as these finance professionals share their knowledge about their areas of expertise.

#010356DV-CO \$119.95: DVD

## Careers in the Sciences Series

Grades 9-12 ©2007 26 min each

Cambridge Educational

**“The series will dispel any misconceptions students may have about science jobs being boring.... The interviewees are shown in their work environment, such as an entomologist in the jungles of Madagascar and a mechanical engineer testing robots over rough forest terrain.... Following the interviews, a narrator suggests related jobs in the career field, and graphics and bar graphs show income and years of schooling required. A must have for high school students.”—School Library Journal**

North America's classrooms are filled with aspiring actors, hip-hop moguls, and fashion models. Getting young people interested in science is another story—even though a scientific career can be more exciting than working in Hollywood. This three-part series helps students appreciate the vast horizons that science offers, highlighting the personal and financial benefits of many scientific professions and the opportunity to do work that will transform the human experience.

### Careers in the Physical Sciences

The program profiles a mechanical engineer, a chemical engineer, a materials scientist, a mathematician, and a forensic scientist specializing in digital reconstruction.

#010364DV-CO \$119.95: DVD

### Careers in the Life Sciences

A geneticist, a molecular biologist, a neuroscientist, and an entomologist are featured, as well as a venture capitalist who oversees pioneering pharmaceutical research.

#010365DV-CO \$119.95: DVD

### Careers in the Earth Sciences

The program presents detailed portraits of a number of intrepid scientific explorers: a marine seismologist, a volcanologist, a meteorologist, a landscape ecologist, and an environmental health scientist.

#010363DV-CO \$119.95: DVD

## Allied Health I Series

Grades 9-College ©2007 20-24 min each  
Meridian Education

**“A useful series for those interested in health careers that require one or two years of training after high school.” —School Library Journal**

Each episode covers what a particular job requires, who it would likely appeal to, and what it offers in terms of salary, long-term career prospects, and personal rewards.

**SPECIAL SERIES PRICE - ONLY \$329.85 -  
SAVE \$30  
Series Order #393784DV-CO**

### Medical Assistant

Many young people are interested in entry-level healthcare jobs that balance clinical duties with administrative functions. This program illustrates the ins and outs of just such a position—the certified medical assistant. The video examines a CMA's typical responsibilities, such as maintaining patient records, managing a physician's schedule, and preparing examining rooms, as well as the skills a successful medical assistant will need - including data entry, customer service, specimen collection, and first aid. Incorporating interviews with experienced medical assistants and the specialists who train them, the program describes what it takes to become a CMA, from the best high school courses to take to passing the AAMA CMA certification exam.

#700624DV-CO \$119.95: DVD, web guide.

### Health Information Management Technician

Because of a growing need for detailed records, health information management technicians are increasingly in demand. This program looks at the specific duties and peculiarities of the HIM tech's job, focusing on organizational and process-related skills. Responsibilities highlighted in the video include maintaining databases of medical records, complying with legal and ethical privacy guidelines, managing diagnostic and procedural codes, and producing reports for physicians to analyze.

#700625DV-CO \$119.95: DVD, web guide.

### Physical Therapy Assistant and Aide

This program profiles the jobs of physical therapy assistant and aide, detailing their responsibilities, essential skills, and differences. The video explores the duties the assistant and aide must perform—such as helping patients under the supervision of a physical therapist, performing treatments according to customized programs, observing and reporting patient behavior, and providing physical and emotional encouragement. The skill set outlined in the video includes an in-depth knowledge of human anatomy as well as the ability to work with ill and disabled people, collaborate with and serve under other health professionals, and maintain one's own physical fitness, motivation, and organization.

#700626DV-CO \$119.95: DVD, web guide.

## Allied Health II Series

Grades 9-Adult ©2008 21-23 min each  
Meridian Education

Each episode covers what a particular job requires, who it would likely appeal to, and what it offers in terms of salary, long-term career prospects, and personal rewards.

**SPECIAL SERIES PRICE - ONLY \$329.85 -  
SAVE \$30  
Series Order #393785DV-CO**

### Dental Hygienist

This program shows what a dental hygienist can expect in regards to training, duties, and compensation, while outlining the personal qualities and people skills that any successful D.H. should possess. Featuring interviews with experienced hygienists and those who train them, the program highlights the cleaning and examination procedures a D.H. will perform and the special rapport he or she must be able to establish with patients.

#700655DV-CO \$119.95: DVD, web guide.

### Physician Assistant

This program explores the responsibilities of the Physician Assistant, the skills and personality traits needed to become one, and the financial and personal advantages that most people in the position enjoy. Including interviews with both young and veteran P.A.'s, the program describes their rigorous training and their typical duties, such as performing preliminary exams for the supervising physician and providing diagnoses or prescriptions with no help from a doctor.

#700656DV-CO \$119.95: DVD, web guide.

### Occupational Therapy Assistant

Illustrating the responsibilities of the O.T.A. and the skills and personal qualities needed to become one, the video describes the pay level and personal satisfaction that many people in the job have achieved. Including interviews with a number of accomplished O.T.A.'s, the program shows viewers the wide variety of settings in which the work can take place - from homes and offices to clinics around the country, in the case of itinerant assistants. Another important subject is building the right skill set through volunteer work and developing a basic knowledge of human anatomy by taking the proper biology classes in high school.

#700657DV-CO \$119.95: DVD, web guide.



## Allied Health III Series

Grades 9-College/Univ ©2008 22 min each  
Meridian Education

As opportunities in the healthcare industry continue to grow and evolve, job-seekers who stay aware of the field's wide-ranging positions have a decided advantage. This series invites students into the world of three exciting medical occupations that require important skills while



building chances for career advancement. Each episode explores a specific job and its requirements, the type of individual who might be attracted to it,

and the typical salary range it offers. Viewable/printable instructor's guides containing additional material - including student activities, discussion questions, vocabulary terms, and fast facts - are available online.

**SPECIAL SERIES PRICE - ONLY \$329.85 -  
a saving of \$30  
Series Order #393786DV-C0**

### Respiratory Therapist

This program focuses on the responsibilities and rewards of the position, the skills and qualities it requires, and the financial and personal advantages a registered respiratory therapist can expect.

#700658DV-C0 \$119.95: DVD, web guide.

### Home Health Aide and Personal Care Assistant

This program explores the challenging and deeply satisfying work of the home health aide and the personal care assistant—revealing the skills and special personality traits these jobs require and the personal rewards that come from helping people “age in place” with a degree of independence.

#700659DV-C0 \$119.95: DVD, web guide.

### EMT (Emergency Medical Technician)

This program guides students through the duties of the EMT-Basic and EMT-Paramedic, the skills and personality traits both require, and the financial and personal advantages that these positions offer.

#700660DV-C0 \$119.95: DVD, web guide.

## Quick Tips to Health Care Careers & Skills Series

Grades 9-Adult ©2008 10 min each The School Co.  
Capturing the increasingly professionalized and cutting edge feeling associated with health care, this new series features clear and precise concepts with examples and positive motivational messages about the high demand for qualified and motivated individuals in the health care field.

**SPECIAL SERIES PRICE - ONLY \$316  
SAVE \$40  
Series Order #800175DV-C0**

### Health Care Careers Without A Four Year Degree

A variety of health care paths and careers are explored in this eye opening presentation. Careers in therapeutic services, health information services, health diagnostic services, and health support services are explored that require less than a four year university education. Specific skills, potential for advancement, and the reward structures are also discussed.

#800176DV-C0 \$89: DVD

### Health Career Skills: Team Building Skills

Work teams that function well are critical to a health care organization's success. These organizations depend on teams to develop new techniques, solve problems, increase productivity, improve quality, and achieve cost. Two veterans in the health care and education fields provide insight into the role of teams and the skills needed for excellent patient care. Topics include: communication, appearance, discussion points, tapping into the strengths of each team member, listening, and observing.

#800177DV-C0 \$89: DVD

### Health Care Skills: Communicating with Different Types Of Patients

Important communication skills for health care workers include listening, understanding, and the ability to build trust and rapport with the patient. Communicating with and understanding a patient is complicated by things like age, situation (emergency or post-op care), culture, language, and previous knowledge of the medical industry. Each patient is unique and requires a sensitivity on behalf of the professional. The directors of a college dental assistant program and a nursing program provide practical advice and snapshots of thorough communication techniques and building trust which links to healing.

#800178DV-C0 \$89: DVD

### Health Care Skills: Math & Medication Dosage Skills

This show discusses the math skills needed for determining medication dosages in a visual and “real world” way. Diagrams and graphic images help students understand the correct metric conversion techniques used in determining medication dosages. A practical approach to learning to calculate and prepare medications and solutions including calculating intravenous flow rates and unit conversions make this an extremely useful show for health care professionals.

#800179DV-C0 \$89: DVD

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## The Road to Success Series: Stories of Career Satisfaction in Popular Fields

Grades 9-Adult ©2007 16-21 min each Films for the Humanities

**“A very useful series for high school libraries. Recommended.”—Educational Media Reviews Online**

**Recommended by Booklist and Video Librarian.**

What does Virginia Jose, an art educator, have in common with Paul Orfalea, founder of Kinko's? Or Michele Speer, Nurse Coordinator for the Women's Breast Center at Stamford Hospital, with Brightcove cofounder Bob Mason? Or Cindy Sites, owner of Go Figure Fitness, with Ray Anderson, Vice President of NFL Operations? Each has created her or his own personal road to career success, overcoming challenges and uncertainties along the way. Use this ten-part series to introduce your students to 22 real people who in following their hearts have found lasting satisfaction in their work. A fascinating introduction to popular occupational fields!

**SPECIAL SERIES PRICE - ONLY \$1099.50 - a saving of \$100**

**Series Order #393787DV-C0**

### **Spotlight on Careers in the Arts**

Focuses attention on Jacques d'Amboise, one of the world's finest classical dancers and founder of the National Dance Institute. Also introduces viewers to Andre Andreev and Dan Covert, lead designers for many of MTV's premiere award shows and the founding duo of high-profile graphic design shop Dresscode.

#393759DV-C0 \$119.95: DVD

### **Spotlight on Careers in Travel and Hospitality**

In section one, Eric Brinker tells how he overcame severe dyslexia to become jetBlue's Director of Brand Management and Customer Experience, while in section two, Henry Kallan, President and owner of HK Hotels in New York City, recalls how he emigrated from the former Czechoslovakia at the age of 21 and got his humble start in the hotel industry as a busboy.

#393760DV-C0 \$119.95: DVD

### **Spotlight on Careers in Education**

In section one of this program, former Governor of West Virginia Gaston Caperton explains how his struggle with dyslexia fueled his dedication to the promotion of education. In section two, Virginia Jose, an art educator discusses what teaching means to her.

#393761DV-C0 \$119.95: DVD

### **Spotlight on Careers in Medicine**

Section one of this program profiles Dr. Swayam Sadanandan, a member of New York magazine's Best Doctor Hall of Fame: her dedication to treating sickle-cell anemia and her efforts to provide social services to patients and their families. Section two turns the spotlight on Michele Speer, RN, breast cancer survivor and Nurse Coordinator for the Women's Breast Center at Stamford Hospital's Tully Health Center. Her mission? To provide support, education, and advocacy for each of her breast cancer patients.

#393762DV-C0 \$119.95: DVD

### **Spotlight on Careers in Housing and Real Estate**

In section one, Ted Herz discusses his frustrations in the corporate world, how he turned his home remodeling hobby into a full-fledged career, and the kinds of things that have to be considered when dealing with so many projects and clients. In section two, Arnold Penner talks about the appeal of real estate and how hard work has paid off for him.

#393763DV-C0 \$119.95: DVD

### **Spotlight on Careers in Science**

Section one of this program introduces viewers to Donna Shirley, Project Engineer at NASA and head of the Mars Exploration Program. Section two puts Ira Mellman, Vice President of Oncology at Genentech and Sterling Professor of Cell Biology and Immunology at Yale University.

#393764DV-C0 \$119.95: DVD

### **Spotlight on Careers in Entrepreneurship**

Since its founding, Paul Orfalea's Kinko's empire has grown to more than 1,500 stores and 23,000 employees worldwide. And Pleasant Rowland's American Girl dolls, second only to Barbie in U.S. sales, made her \$700 million when she sold her company to Mattel. How did these incredible entrepreneurs do it?

#393765DV-C0 \$119.95: DVD

### **Spotlight on Careers in Food**

Section one of this program introduces viewers to the art and craft of cheese-making through the experiences of the mother/son team of Elizabeth MacAlister and Mark Gilman. In section two, Dan Barber—one of America's top chefs and owner of the Blue Hill restaurants—explains why he became a chef, how he ended up owning two restaurants, and why he's so enthusiastic about using locally grown foods.

#393766DV-C0 \$119.95: DVD

### **Spotlight on Careers in Fitness and Sports**

Cindy Sites was a ballet dancer; Ray Anderson played football and baseball in college. Section one of this program focuses on Sites' success as owner of Go Figure Fitness. Section two tracks the career of Anderson from Stanford University and Harvard Law School, to sports agent, to Vice President of NFL Operations.

#393767DV-C0 \$119.95: DVD

### **Spotlight on Careers in Technology**

Section one of this program showcases the environmentally clean, zero-emission Ballard Fuel Cell as Geoffrey Ballard himself explains how he developed it against all odds. In section two, Bob Mason, cofounder of the direct-to-Internet TV service Brightcove, discusses why he and partner Jeremy Allaire started the company.

#393768DV-C0 \$119.95: DVD



## The Employee Handbook Series

**14 - DVD Set**  
4 DVDs containing 14 titles  
+ 1 CD-ROM with  
Training Guides

**SPECIAL SERIES  
PRICE**  
- ONLY \$1330  
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#PSP001DV-C0

**Individual title:**  
1 DVD, 1 CD-ROM  
PowerPoint with  
Training Guide  
\$109

## The Employee Handbook Series

Adult ©2008 7-12 min each/14 programs PowerSplash Project



Positive change comes from a shift in attitude and a broadening of perspective. With this set of 14 DVDs and accompanying PowerPoints, you can open the door and widen the view for your employees. The entire library is something you'll want to have on hand for use when a need arises. Whether you have new employees for orientation or an established team where people need to be reminded of procedures and positive attitudes in the workplace, these versatile training modules get the message across clearly, simply, and with impact.

### Benefits:

- Increases employee productivity through improvement of work habits and relationships
- Reduces training time with short, insightful and thought-provoking presentations
- Provides a versatile library of topics for as-needed training for individuals and groups

### **The Art of Embracing Change**

Learn valuable techniques and perspectives on how to accept (the unavoidable) change in the workplace.

#PSP002DV-CO \$109: DVD, guide

### **Awareness is a Choice**

Vital safety awareness tips for the office worker including slips, trips, falls and lifting, as well as other reminders.

#PSP003DV-CO \$109: DVD, guide

### **Creating a Healthy Outlook**

Reduce absenteeism by teaching everyone to stay mentally and physically healthy throughout the year.

#PSP004DV-CO \$109: DVD, guide

### **Essential to the Team**

Create efficiency, reliability and profitability by supporting and fortifying unity and overall teamwork.

#PSP005DV-CO \$109: DVD, guide

### **Excellence in Customer Service**

Step-by-step approach on how to provide consistent excellence over the phone and with other customer correspondence.

#PSP006DV-CO \$109: DVD, guide

### **Habits and the Considerate Coworker**

Poor working habits and inconsiderate personal habits can have a negative impact at work.

#PSP007DV-CO \$109: DVD, guide

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### **The Key to Good Ergonomics**

Custom-tailor a work space to achieve maximum comfort, proper work habits and productivity.

#PSP008DV-CO \$109: DVD, guide

### **Managing Ourselves in a Timely Manner**

How to take responsibility and organize your daily schedule in a productive way.

#PSP009DV-CO \$109: DVD, guide

### **Relax, Refocus, Rejoin**

Taking an occasional two-minute mental break can greatly reduce job stress and improve attitude.

#PSP010DV-CO \$109: DVD, guide

### **Sexual Harassment**

Presents an overview of unwelcome conduct and outlines the do's and don'ts of proper behavior and respect.

#PSP011DV-CO \$109: DVD, guide

### **Shades of Gossip**

Depicts the destructive, harmful and costly effects of malicious gossip in the work environment.

#PSP012DV-CO \$109: DVD, guide

### **Violence in the Workplace**

Knowing the warning signs of violent behavior may well keep a workplace safe and unharmed.

#PSP013DV-CO \$109: DVD, guide

### **What is in a Written or Spoken Word**

Explore the power and impact of positive and negative words, thoughts and actions.

#PSP014DV-CO \$109: DVD, guide

### **The Worker and the Bully**

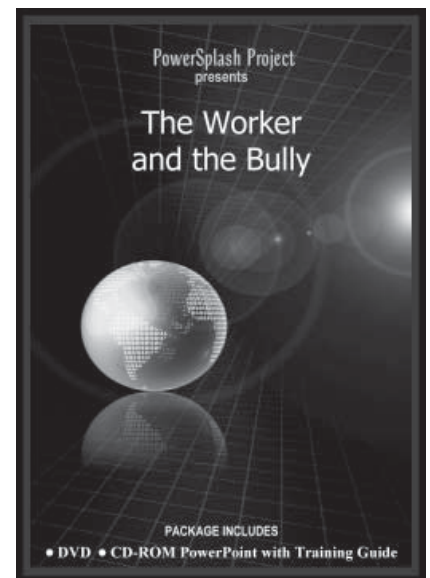
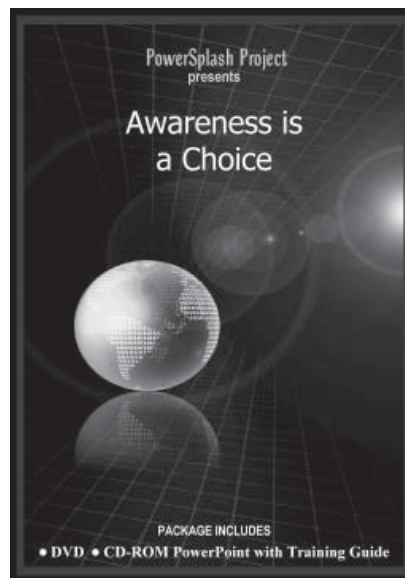
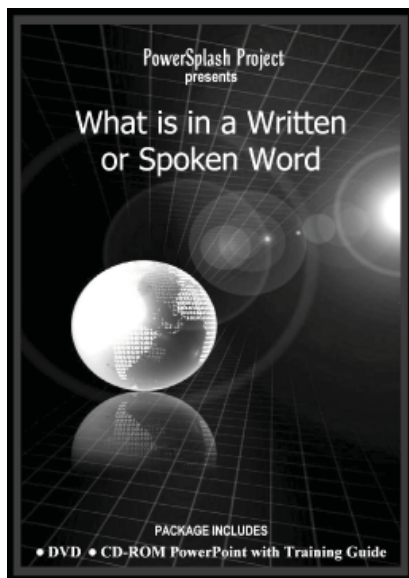
Identify and handle a "bully" before irreparable harm is done to valuable, innocent coworkers.

#PSP015DV-CO \$109: DVD, guide

Each of the 14 titles reinforces positive self-image, personal responsibility, and open communication with co-workers. Each title also reveals valuable techniques that will increase awareness, efficiency and productivity.

It is important to see the series as a whole for two reasons:

- First, the series will increase employee understanding on fundamentals of good business practice.
- Second, it can uncover areas the manager hadn't realized were roadblocks to productivity and results.



|  |    |   |        |
|--|----|---|--------|
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