

MOUNT ALLISON UNIVERSITY
Human Resources Department

Training and Development DVDs



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Better Meeting Management

Put an end to unproductive meetings, for good!

Are too many unproductive, wasteful meetings eating up your time? If so, then here is the better-meeting-management-training program you've been waiting for to put an end to unproductive meetings. This program begins by showing you the advantages and disadvantages of meetings in the pre-meeting step, then walks you through a systematic decision-making process. This all results in a productive problem-solving or informational meeting that everyone wants!

You'll Learn To:

- Understand when to/or not to hold a meeting by using A-C-T
 - Correctly distinguish who should be invited to a meeting
 - Set a clear, purposeful agenda
 - Crystallize the nature of the problems/issues and poignantly define objectives
 - Implement "Problem Re-formulation" to come up with workable ideas
 - Observe the three basic rules of brainstorming
 - Use "matching orders" to assign follow-up actions
- Comes complete with DVD, CD audio and Better Meeting Management booklet

Jack Wilson Series (Marlin Westwood Training)

2002

DVD

22 Minutes



Feedback:

Communication Skills That Build Winning Relationships

Are underdeveloped communication skills holding YOU back?

One of the biggest mistakes we make each day at work and in our homes is to under estimate the power of communication. We simply take for granted that communication really is a tool, and that it can help "make or break" us. This training program shows us how our daily communication skills can dramatically propel us to new levels of success. You'll get an inside-out look at the two basic categories of communication: Internal - the voice within, and Interpersonal - listening and dealing with others. Each category is explored in detail to help advance your understanding of how to create effective communication.

You'll Learn To:

- Realize that people communicate for two different reasons
 - Reverse destructive self-talk and shape your self-esteem
 - Use the BE-DO-ACHIEVE-NEW-BE cycle to build up internal communication
 - Guide yourself away from distorted thinking, and generalizing
 - Channel received feedback into positive actions toward improvement
 - Become a better retentive listener
- Comes complete with DVD, CD audio and Communication Skills booklet

Jack Wilson Series (Marlin Westwood Training)

2002

DVD

22 Minutes



Feedback:

Manage Your Time Better

Time waits for no man, but you can catch up!

Faster. Sooner. Better. More. Now. Yesterday! Can you ever get it all done? The time we spend each day not accomplishing what we want or need to accomplish can add significant stress to our business and personal lives. But since we can't change time, we must learn how to make the most of the time we have. This training program shows how to virtually "add" minutes to each day by forming a logical, prioritized sequence or "plan of action" that incorporates the use of symbols, notes, teamwork, clear communication processes, and much more.

You'll Learn To:

- Target your efforts on the most important tasks
- Be a goal-getter, not just a goal setter
- Do the most constructive things first to make life easier later
- Avoid time-wasters
- Use the R-A-F-T Theory to attack those dreaded stacks of paper!
- Effectively delegate, even if you're not the boss

Jack Wilson Series (Marlin Westwood Training)

2002

DVD and viewer's guide.

23 Minutes



Feedback:

The Power Of Attitude: It Does Make A Difference

"Positive attitude. Positive attitude. Positive attitude."...A worn-out anthem? Or is there really power behind a positive attitude? *The Power of Attitude, "It Does Make a Difference* shows that there is, and most of what makes us positive is attributed to our own self-image.

This DVD highlights five steps for developing and projecting a positive attitude in the workplace, and beyond. You'll see how to determine the attitude types of co-workers, how to deal with them, and how to keep the hard work of maintaining your own positive attitude in perspective. Also featured are general strategies for defusing difficult attitudes before they cause injury to the big and little things we do all day long.

Jack Wilson Series (Marlin Westwood Training)

2001

DVD and book. "Positive Attitudes at Work," by Sharon Ferreh, part of the Business Skills Express Series published by The McGraw-Hill Companies.

19 minutes



Feedback:

Constructive Confrontation

Larry Johnson

In a fast-paced, competitive environment, decisions must be made accurately and quickly; there is little time for prolonged discussions, and even less time to correct the outcome of a poor decision.

Essential to the process of making fast, accurate decisions is the need to confront differences of opinion in a positive but hard-nosed manner. Unfortunately, many people do not have the skills to do this effectively. Either they don't speak up and make their opinions known, or they push their point of view so hard that they offend the other person and the discussion escalates into a battle of wills or a clash of personalities.

Developed by renowned trainer and speaker, Larry Johnson, Constructive Confrontation is a no-nonsense training program that gives people the skills to confront issues directly, and to resolve differences positively.

According to Andy Grove, Intel CEO, the ability to be constructively confrontive when dealing with any on-the-job problem has been a key factor in Intel's incredible success.

Larry Johnson now offers Constructive Confrontation in this exciting video program recorded before a live audience in Tempe, Arizona.

You will learn to:

- Confront tough issues with customers, co-workers, and your boss and still maintain positive relationships with them.
- Use focused listening to consider the other person's point of view.
- Describe problem issues succinctly and accurately.
- Keep confrontive discussions from escalating into arguments.
- Avoid defensiveness when you are confronted.
- Use a three-step model to identify which issues are worth confronting and which issues to leave alone.
- Eliminate "confrontation reluctance."
- Circumvent bureaucratic slow-down in resolving problems.
- Negotiate solutions to differences of opinion without giving in or giving out.
- Win a fair hearing for your point of view.
- Focus on problems and solutions, not on blaming others.
- Keep your cool when the discussion gets heated.
- Deal effectively with hostility, anger, and other negative emotions, both in yourself and in the other people involved.
- Follow up after each confrontation to ensure that unresolved problems get resolved, and resolved problems stay that way.

Larry Johnson and Associates (The Entrepreneurship Institute of Canada)
DVD

Feedback:

Time Management - Getting Control of Your Life and Work

Overworked? Overwhelmed? You're not alone. All of us are looking for success and satisfaction, one way or another. And a little peace and quiet wouldn't hurt, either! But that's not so easy nowadays, with more and more demands on you, both at work and at home. Especially if you're a manager.

This program helps you get that balance in life that everyone keeps talking about. The first step is figuring out how to control the way you spend your time.

You'll learn how to:

- ◆ Prioritize, plan-and stick to it!
- ◆ Single out the truly important from the merely urgent.
- ◆ Focus on the activity with the biggest payoff.
- ◆ Take action now based on results in the future.
- ◆ Set goals that can be achieved-and are worth achieving!

As a manager, you don't only get paid for what you do-you get paid for what your people do. This program explains the People Paradox: how to give your people the support they need to do their jobs, while at the same time accomplishing the tasks you're personally responsible for. You'll also learn how to avoid taking back tasks you thought you had already delegated!

No matter how organized you think you are, each day brings new challenges. Every manager will benefit from these specific, real-world solutions that help you get back in the driver's seat and take charge of your own destiny.

Learn practical skills for getting a handle on your workday so you can get what YOU want out of life.

Kantola Productions (The Entrepreneurship Institute of Canada)
2004
DVD
26 minutes



Feedback:

Performance Coaching - Four Steps to Effective Coaching

Coaching is what successful managers do to help employees meet expectations and become more productive.

It's a fact-being a manager is not easy. Your success is contingent on other people doing what you want them to do. And frankly, other people can be complicated, inconsistent, and sometimes downright obstinate!

This program explains the root causes of employees not doing what you want them to do. Often, employees don't really know WHAT they are supposed to do, or they don't really know HOW... Or they actually think they ARE doing it, or they think something ELSE is more important. These employees need direction and feedback. That's where coaching comes in.

There are four key steps to effective coaching:

- ◆ Identify the shortcoming.
- ◆ Determine the cause and what needs to change.
- ◆ Get commitment, and provide support needed for change.
- ◆ Measure results and provide feedback.

This program shows you how to apply each of these steps in productive ways that include your employees in the process. You'll learn to communicate specific expectations and to remove any obstacles that get in the way. And you'll learn to inspire those employees who are doing well by pointing out what they can be doing even better.

Managers are evaluated primarily by the performance of their direct reports. If your people are performing at a high level, that's a strong indication you're doing a good job as a manager. Most employees WANT to do a good job. The best managers use regular coaching to give them the chance to succeed.

Kantola Productions (The Entrepreneurship Institute of Canada)

2004

DVD

17 minutes



Feedback:

Motivating Your Employees - Rewards and Recognition

When employees feel appreciated, they do more work-and they do better work.

Research shows a direct correlation between recognition on the one hand, and productivity and retention on the other. Therefore, one of your most vital responsibilities as a manager is providing consistent recognition.

This program shows how recognition can help bring out the best in your people, energizing them to strive and accomplish more.

You'll learn how to implement four fundamental principles:

- ◆ Praise must be honest and authentic.
- ◆ Recognition should be specific and timely.
- ◆ Rewards are best when tailored to the individual.
- ◆ Managers must look for positive behavior, and praise often.

You'll also learn the importance of thinking about what exactly gets rewarded in your organization. Since you always get more of what you recognize, it's good to ask yourself, "Is this the behavior or activity that I REALLY want to see more of?" When the wrong things get recognized, employees can become confused and demoralized. This program encourages you to focus your time and energy on what's RIGHT within your workgroup.

When you create a culture of achievement, celebrating accomplishments large and small, you'll find that recognition can be a powerful business tool. When employees' efforts are recognized, they feel valued and their satisfaction grows. As satisfaction increases, loyalty grows. And, one person at a time, you build a strong and vital organization.

Kantola Productions (The Entrepreneurship Institute of Canada)
2004
DVD
21 minutes

Feedback:

Managing People - Key Skills for Great Managers

Learn how a "people-first" approach can increase loyalty, retention and productivity in your workforce.

As a manager, the productivity of your unit is a primary responsibility. And a major source of productivity is an energized workforce. Highly motivated employees achieve exceptional results, while unhappy employees either perform poorly or eventually move on, causing disruption and costly turnover. Therefore, one of the most important questions you face is, "How can I help my people to grow and develop?"

Learn how the best managers...

- ◆ Clear the obstacles, and provide the support needed to get the job done.
- ◆ Isolate and measure the "key drivers" (you always get more of what you recognize).
- ◆ See what's right with people, rather than what's wrong (as you celebrate, you achieve).

This program reminds you that motivation doesn't just come from money or prestige. More than that, we all want to do meaningful work, and we all want to achieve. You can line up your employees for success by figuring out what they're naturally best at, and then giving them a chance to do more of that.

Effective management is concerned with the goals of the workforce as well as the goals of the organization. When you demonstrate your commitment to improving the lives of the people you manage, they will demonstrate a commitment to you and to meeting the expectations you set for them.

Kantola Productions (The Entrepreneurship Institute of Canada)
2004
DVD
29 minutes



Feedback:

Life Lessons from the Playing Fields

Jim Thompson, Executive Director, Positive Coaching Alliance)

Ten lessons managers can learn from youth sports.

The power of "effort goals" to maintain motivation.

How to overcome the limitations of inflexible mental models.

Jim Thompson describes youth sports as an illustration of the teamwork and high achievement that every organization wants to see in its employees. He explains the right way-and the wrong way-to motivate individuals to do their very best, and shares ten valuable leadership lessons gleaned from his experience as a coach and crusader for young athletes. Jim demonstrates how seeing the big picture, creating a culture of fair play, and giving permission to make mistakes can bring out the best in players and employees alike.

Jim Thompson has authored three books, including Shooting in the Dark: Tales of Coaching and Leadership. For more than 10 years, Jim directed the Public and Global Management programs at the Stanford Graduate School of Business.

Stanford Executive Briefings – Produced by Kantola Productions (The Entrepreneurship Institute of Canada)
2005
DVD
54 minutes

Feedback:

Celebrate what's Right with the World

The Celebrate What's Right With The World training video teaches what a powerful force having a vision of possibilities can be for you.

Do you have a vision for your organization...?

More importantly, do you have one for yourself? A vision that gets you excited every morning and keeps you open to possibilities? In this new video Dewitt Jones asks the question: Do we choose to see possibilities? Do we really believe they're there? He assures us that we will see it only when we believe it. And when we believe it, we connect with a vision that opens us to possibilities and gives us the courage to soar.

Celebrate What's Right With The World provides practical guidelines for applying the seven key concepts, even in the face of critics and challenges. Stunning photography and powerful dialogue also help us see how we can approach our lives with celebration, confidence and grace.

Dewitt Jones is one of America's top professional photographers. During his twenty-year career with National Geographic, Dewitt lived the vision of "celebrating what's right with the world." He found that the creative tools he employed as a photographer had an even deeper application when applied directly to his personal and professional life.

Celebrate What's Right With the World teaches Seven Key Concepts...

- ◆ Believe it and you'll see it
- ◆ Recognize abundance
- ◆ Look for possibilities
- ◆ Unleash your energy to fix what's wrong
- ◆ Ride the changes
- ◆ Take yourself to your edge
- ◆ Be your best for the world

Media Partners

DVD, Workbook, Leader's Guide, Pocket Reminder Cards, PowerPoint Presentation

___ minutes

Comments from the Supplier's Website:

Trainer's Review:

I smiled from beginning to end as I watched Celebrate What's Right with the World. The photography is stunning and the narrator's passion is contagious. Strong facilitation would be necessary to transfer the learning to the workplace, though. Viewers will likely understand the need to articulate a vision, but they may not know how to go about it.

PROS: Beautiful photography and memorable scenes.

Celebrate What's Right With the World is a philosophy for life.

CONS: Doesn't explain what to do to make learning points relevant in an organization.

Customer Reviews:

reviewed by 8 people

*average: ***** ½*

****** ½ Dewitt Jones is easy to trust, and easier to listen to and watch. His enthusiasm, and heartfelt views of life's possibilities are powerful without becoming sappy. I viewed Celebrate What's Right with the World while on a mens spiritual retreat, and fought to control my emotions. I was neither successful, nor alone in my struggle. Celebrate, in a word, perfectly captures the spirit of this wonderful film. Charles Romano (US NAVY)*

****** SO INSPIRATIONAL...I would love to purchase this video and share it with everyone I know and love so that they too would be spellbound. Thanks for putting a great program together, Dewitt. Cara Stefano (Business Owner)*

****** I viewed Celebrate What's Right with the World in a school counselor meeting. It made such a great impression; everyone in the audience was moved by its message. A message we so often missed in our everyday ever so busy schedule: The discovery of what is right with the world is done everyday! The smooth transition between its wonderful scenes, the facilitator's voice, and even its music made this video yet more enjoyable. As people left the meeting, all the counselors were asking how to get this video. I know I am buying it too. Jose Leal (Houston ISD)*

****** This was a very thought provoking video. I personally have reflected back on to my mission in life and whether I was fulfilling my life to my fullest potential. I believe people look more at the bad in the world rather than the good and we do not attempt to see the possibilities in every situation. We also tend to only look at the surface of a situation rather than delving deeper to the beauty. I feel this video will be beneficial my work group and will allow us to grow further personally and then as a group. Christi Carter (, Dallas, TX)*



Feedback: