

Affirmative Action Training Library

The Affirmative Action and Training Office Library offers a wide variety of videos and literature. These materials may be viewed in the Office or checked-out for your use. Please feel free to come by Room V-174 or call EXT. 7404 for more information.

Here is a listings of current materials: (* indicates new material)

VIDEOS

- * **Building the Respectful Workplace**
- * Coaching Challenges Series
- * **Communication Combo**
Discrimination
- * **Diversity Combo II**
Documentation
- * **Employee Accidents in the Workplace**
Employee Privacy and the Law:
What to Do? What to Avoid?
- * **Firing**
FMLA Compliance Issues
- * **Harassment**
- * **Hiring**
- * **Negaholics: How to Handle Negativity in the Workplace**
- * People, Power, Performance:
Creating a More Educated Georgia
- * **Performance Evaluations & Progressive Discipline**
- * Resolving Conflict at the Lowest Possible Level
- * **Sexual Harassment on Campus**
The Leadership Pill
- * **The Manager as Coach (Volumes 1 - 3)**
The Unified Team: Resolving Conflict And Restoring Team Unity
- * **Violence**

LITERATURE

- * **101 Sample Write-Ups for Documenting Employee Performance Problem w/CD**
- * Beyond Generation X: A Practical Guide for Managers
- * **Danger Zones for Supervisors**
- * Fair, Square, & Legal: Safe Hiring, Management & Firing Practices
- * **Learn to Listen**
- * Making Meetings Effective
- * **Negaholics No More**
- * **Negaholism: How to Handle Negativity**
What is Negaholism?
Preventing Negaholism
Overcoming the Dirty Dozen and Negaholic Recovery
- * **Professional Service Works**
- * Talk Isn't Cheap: Taking Responsibility for Clear Communication
- * **The Manager as Coach**
- * The Manager's Role as Coach
- * **The Style Guide w/CD**