

EEO/AE Self-Training Opportunities

EEO has a number of training programs to lend out. These programs are primarily in audiocassette format. These are programs on improving your life at work, at home, everywhere. Come in to Room 245 and we'll check 'em out to you for, say, a month. Below are brief descriptions of the tapes:

Take Charge—of Your Life, Your Business, Your Future! In this program, Patricia Fripp, the first woman president of the National Speakers Association, tells us about: ? Adapting to Change; ? Creating An Environment for Team Spirit; ? Creative Thinking Techniques; ? Time Management for...You; ? How to Develop Customer Loyalty; ? People Skills; and ? Management Ideas You Can Use...Now!

Get What You Want. Here, Patricia Fripp teaches us how to develop relationships, habits, and thoughts that will help us to become the people we want to be.

Workforce Diversity: The Diversity Train. This is a self-paced program with which you can evaluate your understanding of diversity and learn more about it if you need to. While there is no substitute for real life learning--this program is a start in the right direction! Stop by and check it out!

The Psychology of Achievement, by Brian Tracy. This set includes sessions on ? Building a Positive Self-Concept; ? Accepting Responsibility and taking Charge; , Programming for Success; ? Goals and Goal Achieving; ? Creative Problem Solving and Decision Making; and ? Superior Human Relations.

Success Self-Programming, with Lee Milteer. This program, by a woman who is the host and producer of her own TV show in Virginia, consists of: ? How to break the mental barriers that limit your own growth; ? How to make fantasies a reality; ? Secrets of self-motivation, perseverance, and discipline; ? How to increase your learning speed; ? How to tap into the power of your unconscious mind; ? Daily exercises that incorporate the behaviors of high achievers; ? How to break bad habits; and ? How to develop new, positive ways thinking, feeling, and living.

Goals. How to Set Them, How to Reach Them, by Zig Ziglar. Mr. Ziglar is considered the "king" of self-improvement, and this program has: ? Why Written-Down Goals Are Essential to Your Success; ? Proof that Goals Work; ? How to Set Your Goals; ? Keys to Goal Achievement; ? Desire: the Essential Attribute;

? Overcoming Adversity; ? There Ain't No Free Lunch; ? The Right Attitude Means Success; ? Facing Down the Problems; and ? Never Sell Yourself Short.

Image and Self-Projection, by Dr. Julie White, teaches you: ? Build Your Personal Power; ? Stand Up to Conflict; ? Work Effectively with Men; ? Communicate with Impact; ? Be Seen, Get Known; and ? Project a Stronger Image.

Dr. Denis E. Waitley teaches The Psychology of Winning: ? Positive Self-Expectancy; ? Positive Self-Image; ? Positive Self-Control; ? Positive Self-Esteem; ? Positive Self-Awareness; ? Positive Self-Motivation; ? Positive Self-Direction; ? Positive Self-Discipline; ? Positive Self-Dimension; and ? Positive Self-Projection.

Political Savvy, with Dr. Susan Dellinger: ? What you must do if you expect to be promoted (yet most women do just the opposite); ? Ten quick tips that will make you a better presenter the next time you're in front of a group; ? "Die before cry" escape hatches at work; ? Dressing for authority: four rules you must not break; ? The savvy woman's guide to being a Team Player; ? How to avoid the ten most common blunders that trip up many women aiming for the top; ? The one type of power you can never lose; ? Body politics: How to change the traditionally feminine, non-verbal behaviors that sabotage your power; and ? How to deal with people who try to intimidate you.

Dr. Wayne Dyer tells us, in Choosing Your Own Greatness: ? Take Responsibility for your inner development; ? You are the treatment, not the poison; ? Arriving, not striving; ? Bringing success to whatever you do; ? What it means to be really free; ? Looking at the mysteries of life; ? Visualize your path to fulfillment; ? Enjoying every moment of your life; and; ? Making life-changing improvements.

Success with the Gentle Art of Verbal Self Defense: ? Learn to identify, sidestep, and defuse verbal attacks by using verbal karate. ? Skillfully redirect the verbal mugger's hostility so the attack can't be completed. ? Read body language and learn to instantly recognize and deal with even the most subtle innuendo or disguised verbal assault!