

PART III

RESOURCE GUIDE

Training Materials, Products, and Equipment

This part provides information on resources available for stress management programs at the worksites. Information is presented in five sections corresponding to periodicals, books, video cassettes and film media, training material sources, and miscellaneous agencies/groups.

The resources listed in this part, though not exhaustive, should provide interested parties with a range of contacts through which additional information on stress management can be acquired.

PERIODICALS

Center (5 issues/year)

Information on health promotion activities around the country and resource materials (i.e., books, tapes, and other health education publications and where to order). Each issue contains a special section on workplace interventions. Subscription includes "associate membership" for one year, discounts on other NCHE publications, and invitations to NCHE seminars and conferences. Cost: \$40/year.

National Center for Health Education (NCHE)
30 East 29th Street
New York, NY 10016

Employee Health and Fitness (Monthly newsletter)

Information on organizational health promotion programs, interviews with program personnel, question and answer section, and notice of upcoming conferences including costs and where to register. Each issue highlights new publications in worksite health promotion and provides ordering information. Cost: \$98/year.

American Health Consultants, Inc.
67 Peachtree Park Drive, NE.
Atlanta, GA 30309

Practical Stress Management (Monthly Newsletter)

Short summaries of current research findings related to stress and stress management. Information on conferences of interest is also provided. Cost: \$35/year.

American Institute of Stress, Inc.
124 Park Avenue
Yonkers, New York 10703

Your Health & Fitness (Bi-monthly magazine)

Topics include various aspects of health, includes addresses for more information about most articles. Space is also available for news from individual companies. Cost: \$9/year.

Curriculum Innovations, Inc.
3500 Western Avenue
Highland Park, IL 60035

BOOKS

A Behavioral Approach to the Management of Stress

H.R. Beech, L.E. Burns, and B.F. Sheffield. New York: John Wiley & Sons, 1982, 132 pp., \$29.95.

An overview of behavioral approaches for reducing tension and anxiety. Occupational stress is discussed in a short section.

Biofeedback: Clinical Applications in Behavioral Medicine

D.S. Olton and A.R. Noonberg. Englewood Cliffs, New Jersey: Prentice-Hall, 1980, 437 pp., \$24.95.

A scholarly exposition of principles and practices of biofeedback beginning with a discussion of feedback mechanisms, operant and classical conditioning, and the biological bases of behavior. Detailed accounts of the use of biofeedback in a variety of clinical situations are also included.

Controlling Stress and Tension: A Holistic Approach

D. Girdano and G. Everly. New Jersey: Prentice-Hall, Inc., 1979, 242 pp., \$7.95

An excellent textbook which provides a detailed analysis of stress and its effects on the individual. Assessment exercises allow the reader to chart a Stress Profile. Ways to reduce stressful aspects of one's Profile are offered.

Coping With Stress At Work

J. Marshall and C.L. Cooper (Eds.) Aldershot, Hunts, England: Gower Publishing Co. Ltd. 1981, 236 pp., \$35.50.

A collection of case studies from industrial settings which describe coping with stress through worker training, health promotion, counseling, and work environment change tactics. The book provides perspective on stress coping from academics, occupational health physicians, stress consultants, and health care/human resource workers in work settings.

From Burnout to Balance

D.T. Jaffe, and C.D. Scott New York: McGraw-Hill Paperbacks, 1984, 209 pp, \$8.95.

A workbook geared to improve awareness of stress and burnout containing self-report instruments for evaluating stress levels of stress. The book lends itself to adaptation by program staff educating and enabling employee self-evaluation.

From the Inside Out: A Self-Teaching Manual for Biofeedback
E. Peper and E.A. Williams. New York: Plenum Press, 1981, 431 pp., \$25.00.

A detailed self-teaching manual on how to use biofeedback equipment and evaluate progress of the learner. A solid background is provided on biofeedback and mind-body awareness techniques. Data recording protocols are provided.

Managing Stress: A Businessperson's Guide
G.E. Yates. New York: AMACOM, 1979, 165 pp., \$12.95.

A very readable book which covers all aspects of stress and stress reduction with a focus on managers. Topics include understanding and recognizing stress, stress/health relationships, positive and negative stress, and stress assessment and stress management exercises.

Managing Stress: A Guide for Health Professionals
R.E. Numerof. Rockville, MD: Aspen Systems Corp., 1983, 350 pp., \$25.00.

Based upon a study of health administrators, physicians, and nurses, the book contains a good description of stress and its health effects. Fully 87 pages are devoted to stress reduction including organizational change, quality circles, and individual coping techniques.

Mental Wellness Programs for Employees
W.B. Goldbeck. Boston, MA: Center for Industry and Health Care, 1980, 230 pp., \$12.

The book is a collection of papers from an invitational conference dealing with conceptual and logistical issues surrounding mental wellness programs in work settings.

National Conference on Health Promotion Programs in Occupational Settings Set of 11 background papers for an invitational conference sponsored by the Office of Disease Prevention and Health Promotion, 1979, \$23.

Topics include current worksite programs for stress management, smoking cessation, weight and nutrition, hypertension, and cost effectiveness. (Seven of the papers appeared in Public Health Reports, Vol. 95(2), Mar/Apr 1980; Also, many were updated and published in Managing Health Promotion in the Workplace. R. Parkinson and Associates, Palo Alto, CA: Mayfield Publishing Company, 1982, 314 pp., \$24.95.

Organizational Stress and Preventive Management

J.C. Quick and J.D. Quick. New York: McGraw-Hill Book Co., 346 pp, \$14.95.

A excellent textbook on organizational stress designed for college level courses. It is a thorough, readable discussion of stress and stress reduction with a focus on organizational practices and preventive management principles.

Principles and Practice of Stress Management

R.L. Woolfolk and P.M. Lehrer, (Eds.) New York, NY: Guilford Publications, Inc., 1984, 477 pp., \$35.

A detailed examination of relaxation, meditation, yogic therapy, hypnosis, biofeedback and cognitive approaches to stress management. Underlying principles for the techniques are also offered.

Resource Guide on Occupational Stress

E. Boostrom & I. Jillson-Boostrom. Rockville, MD: Work & Mental Health Research Section, 1984.

The publication contains names and addresses of individual experts, organizations, publications and audiovisual materials, and a list of research projects which are sources of information on occupational stress.

Stress Management: A Comprehensive Guide to Wellness

E.A. Charlesworth and R.G. Nathan, 1982. Houston, Texas: Biobehavioral Press, 517 pp., \$19.95.

A self-help book containing stress education information and a wide range of stress management training techniques. An "Inside to Self-Help Groups" is provided as an appendix to the book. Occupational stress is not a major focus of the book.

Thoughts and Feelings: The Art of Cognitive Stress Intervention

M. McKay, M. Davis, and P. Fanning, 1981. Richmond, California: New Harbinger Publications, 218 pp., \$11.50.

This workbook describes cognitive techniques for stress reduction and stress management. Background information on stress is presented followed by detailed coping exercises. Occupational factors contributing to stress are not treated specifically.

Wellness at Work: A Report on Health and Fitness Programs for Employees of Business and Industry
R.M. Cunningham, Jr. Chicago, IL: Blue Cross and Blue Shield Associations, 1982, 137 pp., \$7.95.

Overview of the wellness movement, including examples of worksite programs. Hints on starting a program, prepayment plans and other resources, and an eye toward the future are offered along with references and fitness resources.

Worksite Health Promotion: Examples of Programs That Work

Worksite Health Promotion: A Bibliography of Selected Books and Resources

Worksite Health Promotion: Some Questions and Answers to Help You Get Started

Request the above publications free of charge from:

Office of Disease Prevention and Health Promotion
Public Health Service
Department of Health and Human Services
Washington, DC 20201

VIDEOCASSETTES AND FILM MEDIA

"Danger Zone: Stress"

A 13 minute color film/video providing an introduction to stress management using humor to help managers, employees, and their families to (1) identify stressors and the symptoms of overload, (2) understand the causes of stress, and (3) practice physical and mental solutions to stress.

Cost:	16mm	\$430.00
	Videocassette	\$430.00
	Rental	\$90.00
	Preview	\$25.00

Visucom Productions, Inc.
P.O. Box 5472
Redwood City, CA 94063
(415) 364-5566

"Employee Stress Education"

A 17 minute program which teaches employees to define stress, assess stress in their work, and better cope with stress.

Cost: Videocassette \$295.00

International Human Factors Institute
Risk Management Services Division
St. Paul Insurance Companies
385 Washington Street
St. Paul, MN 55102

"Managing Stress to Prevent Worker Accidents"

A 14 minute program which teaches employees to understand and control stress-related accidents. The stress/accident cycle is described along with strategies for reducing stress-related losses.

Cost: Videocassette \$295.00

International Human Factors Institute
Risk Management Services Division
St. Paul Insurance Companies
385 Washington Street
St. Paul, MN 55102

"Stress Management: A Positive Strategy"

Five 30 minute color cassettes, narrated by George Coe, are designed for managers at all levels. Consists of video counseling by well-known experts in the stress management field, interspersed with dramatic vignettes portraying realistic stress situations that confront managers everywhere. Includes leader's manual and participants' handbooks.

Cost: 5 Videocassettes \$4450
Rental \$500/month
Manual & Handbook \$19.00 to \$29.50 ea

Time/Life Video
Box 666 Time & Life Building
New York, NY 10019

TRAINING MATERIAL SOURCES

The organizations below offer a variety of training materials such as audio/audiovisual cassettes, films/filmstrips, workbooks, brochures, etc. Items as well as prices change frequently in response to the advent of new materials on the market. Most companies publish current catalogs of their items and many offer guidelines to program personnel who need to evaluate equipment and materials for possible adoption.

BMA Audio Cassettes
200 Park Avenue South
New York, NY 10003
212/674-1900 (New York)
800/221-3966 (outside New York)
Contact: Leo Stronger

Barr Films
P.O. Box 5667
Pasadena, CA 91107
213/793-6153 (California) (call collect)
800/423-4483 (outside California)
Contact: Helen Lee

Care Video Productions
P.O. Box 45132
Westlake, OH 44145
216/835-5872

Churchill Films
662 North Robertson Boulevard
Los Angeles, CA 90069-9990
213/657-5110

Current Affairs
P.O. Box 426
346 Ethan Allen Highway
Ridgefield, CT 06877
203/431-0421
Contact: Joseph P. Burke

Disney Educational Media
500 South Buena Vista Street
Burbank, CA 91521
213/840-1726 (California)
Contact: Hilda Weiss

Document Associates, Inc.
211 East 43rd Street
New York, NY 10017
212/682-0730
Contact: Gary Crowds

Educational Activities, Inc.
P.O. Box 392
Freeport, NY 11520
516/223-4666 (New York)
800/645-3739 (outside New York)

Edupac, Inc.
231 Norfolk Street
Walpole, MA 02081
617/668-7746
Contact: Carol Perry

Fitness Publications
P.O. Box 178554
San Diego, CA 92117
714/569-6581
Contact: Thomas A. Murphy; Dianne Murphy

Human Relations Media
175 Tompkins Avenue
Pleasantville, NY 10570
914/769-7496 (New York)
800/431-2050 (outside New York)
Contact: Bruce Holmes

Human Sciences Press
72 Fifth Avenue
New York, NY 10011
212/243-6000
Contact: Barbara Perrin

International Film Bureau, Inc.
332 South Michigan Avenue
Chicago, IL 60604
312/427-4545
Contact: Eriel Reimers

Journal Films, Inc.
930 Pitner Avenue
Evanston, IL 60202
312/328-6700 (Illinois)
800/323-5448 (outside Illinois)
Contact: Margaret Farragher

Keyword Publications, Inc.
682 Prospect Avenue
Hartford, CT 06105
203/233-2658
Contact: Mark Wertheim

McGraw-Hill/CRM Films
110 15th Street
Del Mar, CA 92014
714/453-5000
Contact: Tom Allred

PBS Video
475 L'Enfant Plaza, SW
Washington, DC 20024
202/488-5220 (Washington metropolitan area)
800/424-7963 (outside Washington, DC)

Pyramid Film and Video
Box 1048
Santa Monica, CA 90406
213/828-7577 (California)
800/421-2304 (outside California)
Contact: Teresa Morrissey

Self Control Systems, Inc.
4555 Lake Shore Drive
P.O. Box 7854
Waco, TX 76710
817/776-8110
Contact: Barbara Smith

Southerby Productions, Inc.
5000 East Anaheim Street
Long Beach, CA 90804
213/434-3446
Contact: Scott Zimble

Sterling Educational Films
241 East 34th Street
New York, NY 10016
212/683-6300

Trainex Corporation
12601 Industry Street
Garden Grove, CA 92641
800/472-2479 (California)
800/854-2485 (outside California)

ADDITIONAL SOURCES OF INFORMATION

Yellow Pages:

- Biofeedback Therapists
- Counselors
- Exercise Equipment
- Exercise & Physical Fitness Programs
- Holistic Practitioners
- Hospitals
- Management Consultants
- Mental Health Centers
- Motivational & Self Improvement Training
- Psychologists
- Social Service Organizations

Libraries

Health Services Directory
A. Kruza, 1981

Medical and Health Information Directory
Gale Research Co., 1980

National and Local Agencies

American Health Foundation
Mahoney Institute for Health Maintenance
320 East 43rd Street
New York, NY 10017
212/953-1900

Provides materials and conducts programs for employers and employee groups.

American Heart Association
National Center
7320 Greenville Avenue
Dallas, TX 75231
214/750-5300

Provides educational material in the form of brochures, catalogs, directory, fact sheet. Also offers training for staff and volunteers.

American Institute of Stress, Inc.
124 Park Avenue
Yonkers, NY 10703
914/963-1200

Provides materials and conducts free workshops and symposia.

American Public Health Association
1015 15th Street, NW
Washington, DC 20005
202/789-5600

Provides catalogs, brochures, fact sheets, and newsletters.

American Red Cross
National Headquarters
17th & D Streets, NW
Washington, DC 20006

Provides stress management instructor courses, self-help classes, brochures, films, videocassettes, slide-tape presentations, textbooks, workbooks, and information kits. Also offers training for volunteers and paraprofessionals.

APPLE (A Positive Plan for Lifestyle Enrichment)
Metropolitan Medical Center
900 South Eighth Street
Minneapolis, MN 55404
612/347-4655

Provides materials and conducts programs in Upper Midwest area for business, industry, and government organizations. Also provides brochure and newsletter.

Association for the Advancement of Health Education
1900 Association Drive
Reston, VA 22091
703/476-3440

Provides catalogs, brochures, fact sheets, newsletters, films and books.

Behavioral Consultants, Ltd.
P.O. Box 30536
Seattle, WA 98103
206/789-5500

Provides self-help manual, audiocassette, and conducts programs.

Biofeedback Institute of Los Angeles
6399 Wilshire Blvd.
Los Angeles, CA 90048
213/933-9451

Provides information on the design and manufacture of physiological equipment.

Blue Cross and Blue Shield Associations
676 St. Clair Street
Chicago, IL 60611
312/440-6000

Provides brochures and booklets on a wide range of health topics at no charge.

Boston Women's Health Book Collective
P.O. Box 192
West Somerville, MA 02144
617/924-0271

Provides brochure, fact sheet, books, information packet, posters; also conducts programs.

Dale Carnegie & Associates, Inc.
1475 Franklin Avenue
Garden City, NY 11530
516/248-5100

Provides courses in self-improvement areas such as "Effective Speaking and Human Relations." Fees based on services provided.

Center for Health Promotion and Education
Centers for Disease Control
1600 Clifton Road
Atlanta, Georgia 30333
404/329-3158

Provides information on health risk appraisals and other health promotion activities in work settings.

Clearinghouse on Business Coalitions for Health Action
1615 H Street, NW, Suite 526
Washington, DC 20062
202/463-5970

Publishes newsletter and directory of business coalitions, schedules meetings, and provides a speaker's bureau.

Conscious Living Foundation
P.O. Box 513
Manhattan, KS 66502
913/539-2449

Provides catalog, brochure, books, audiocassettes, biofeedback equipment and conducts programs.

Consumer Information Center
Pueblo, CO 81009
303/544-5277 x370

Provides catalog, brochure, and newsletter.

Five Valleys
Health Information Clearinghouse
235 East Pine Street, No. 4
Missoula, MT 59802
800/332-5759 (Montana)

Provides catalog, brochure, newsletter, and conducts programs.

Government Printing Office
Superintendent of Documents
Washington, DC 20402

All federal government publications can be ordered from this source.

Guidance Associates
Communications Park, Box 3000
Mount Kisco, NY 10549
914/666-4100 (New York)

Provides catalog and videocassettes.

Health and Risk Evaluation Program
Loma Linda University, School of Health
Loma Linda, CA 92350
714/824-4594

Provides brochure and conducts programs.

International Human Factors Institute
St. Paul Insurance Companies
385 Washington Street
St. Paul, Minnesota 55102
612/221-8107

Offers a number of corporate stress management programs designed to reduce stress-related losses (e.g., accidents, illnesses). Also conducts job stress assessments and provides feedback to organizations regarding ways to reduce stress-related losses.

International Institute of Stress
2900 Boul. Edouard Montpetit
Montreal, Canada H3C 3J7
514/343-6379

Provides brochure, quarterly journal, and conducts programs.

Metropolitan Life Insurance Company
Health and Safety Education Div.
One Madison Avenue
New York, NY 10010
212/578-5014

Provides educational materials and conducts programs for industry and business.

National Center for Health Education
30 East 29th Street
New York, NY 10010

Provides educational materials, newsletters, and journals covering a wide range of health topics.

National Clearinghouse for Mental Health Information
Public Inquiries Section
5600 Fishers Lane
Rockville, MD 20857

Provides catalogue of federal government publications dealing with mental health.

National Health Information Clearinghouse
P.O. Box 1133
Washington, D.C. 20013-1133
703/522-2590 (Virginia)
800/336-4797 (outside Virginia)

Offers referrals to other health information organizations, government agencies, self-help groups, and voluntary associations.

National Institute for Occupational Safety and Health (NIOSH)
Robert A. Taft Laboratories
4676 Columbia Parkway
Cincinnati, OH 45226
513/533-8323

Offers information on current occupational safety and health research, reprints of technical reports and selected journal articles, and referrals to other agencies for additional information.

National Mental Health Association
1800 North Kent Street
Arlington, VA 22209
703/528-6405

Provides catalog, self-instruction packets, and special publications dealing with mental health topics.

Office of Disease Prevention and Health Promotion
Worksite Health Promotion Initiative
Department of Health and Human Services
Public Health Service
Mary E. Switzer Building, Room 2132
330 C Street SW
Washington, DC 20201
202/472-5370

Provides information about health promotion activities in work and nonwork settings and coordinates all federal activities in this area. A list of publications is available free of charge.

President's Council on Physical Fitness & Sports
Room 7103, Judiciary Plaza
450 Fifth Street, SW
Washington, DC 20001

Provides information and catalogue of publications.

Sagamore Institute
National Humanistic Education Center
110 Spring Street
Saratoga Springs, NY 12866
518/587-8770

Offers referrals to other programs, conducts workshops, provides brochure, catalog, and speakers bureau.

Stress Control, Inc.
P.O. Box 592
Hillsboro, OR 97123
503/642-4433

Provides brochure and newsletter at no cost.

Takin' Charge
St. Paul-Ramsey Medical Center
640 Jackson Street
St. Paul, MN 55101
612/221-3479

Provides brochure, newsletter, and conducts programs.

YMCA and YWCA
Contact your local branch

Offer information and programs on stress management and other health promotion topics.