



The Training Library



Check out workbooks, CD ROM training programs, and DVDs on a variety of work related subjects and study at your own pace. The library is open for use by all Harris County Departments and employees. Material can be checked out for two weeks at a time. For more information, please call HR & RM at (713) 755-7058.

New Offerings:

- Accelerated Learning Techniques (DVD)**
- Create Your Future (text)**
- Crunch Time (DVD)**
- Delegating and Supervising (DVD)**
- Double Your Productivity, Double Your Time Off (DVD)**
- Doubling Your Productivity (DVD)**
- How to Deliver a Winning Presentation (DVD)**
- How to Master Your Time (DVD)**
- How to Talk – Secrets of Great Communication (DVD)**
- Leadership: the Critical Difference (DVD)**
- Open Meetings Act (DVD)**
- Personal Time Management (DVD)**
- Public Information Act (DVD)**
- The Life Planning Process (text)**
- The Miracle of Self-Discipline (DVD)**
- The Power of Clarity (DVD)**
- The Psychology of Achievement (DVD)**
- The Science of Positive Focus (DVD)**
- The Science of Self- Confidence (DVD)**
- The Ultimate Goals Program (DVD)**
- Time Management for Results (DVD)**
- Time Power (text)**
- Unlock Your Potential (DVD)**

Communication

- Customer Service Excellence (text & CD)
- Business Performance (text & CD)
- Effective Meeting Skills (text)
- Giving and Receiving Feedback (text)
- Personal Counseling (text)
- The Continuously Improving Self (text)
- Thinking on Your Feet (text)
- Win at Human Relations (text)

Compliance Training (Managers/Supervisors ONLY)

- A Concise Guide to Successful Employment Practices (text)
- Basic Employee Law for Managers/Supervisors (text)
- HR How To: Discipline (text)
- HR How To: Harassment Prevention (text)
- HR How To: Performance Management (text)

Employee Development

- Balancing Home & Career (text)
- Influence – The Formula for Success (text)
- Managing Anger (text)
- Managing Stress for Mental Fitness (text)
- Overcoming Anxiety (text)
- Preventing Workplace Violence (text)
- Stress that Motivates (text)
- Successful Lifelong Learning (text)
- The Continuously Improving Self (text)
- Understanding Organizational Change (text)

Essential Office Skills

- 50 One-Minute Tips to Better Communication (text)
- Giving and Receiving Feedback (text)
- Office Management (text)
- Professionalism in the Office (text)
- The Business of Listening (text)
- Working Together (text)

Leadership

- Behavior Based Interviewing (text)
- Office Politics (text)

Management

- Achieving Consensus (text)
- Effective Performance Appraisals (text)
- Handling Difficult People (text)
- Managing Disagreement Constructively (text)
- Managing Performance (text & CD)
- Managing Upwards (text)
- Retaining Employees (text)

Train the Trainer

- 50 One-Minute Tips for Trainers (text)
- Delivering Effective Training Sessions (text)
- Effective Presentation Skills (text)
- Sales Training Basics (text)
- Technical Presentation Skills (text)
- Training Managers to Train (text)
- Training Methods that Work (text)

Supervision (Managers/Supervisors ONLY)

- Dynamics of Diversity (text)
- Effective Recruiting Strategies (text)
- Quality Interviewing (text)
- Successful Negotiation (text)
- The Fifty-Minute Supervisor (text)
- The New Supervisor (text)

Writing

- Better Business Writing (text)
- Clear Writing (text)
- Fat Free Writing (text)
- Powerful Proofreading Skills (text)
- Technical Writing in the Corporate World (text)
- Writing Effective Emails (text)
- Writing Fitness
- Writing that Sells (text)

To arrange to borrow the titles above, please contact 713-755-7058.