

**IDAHO MILITARY DIVISION**

**HUMAN RESOURCE OFFICE**

**VIDEO LIBRARY**

**CATALOG**



The videos listed in this catalog are available for checked-out at the Human Resource Office, Bldg 442, Gowen Field. Point of contact for is SSG Joyce Engels at (208) 422-4220.

# HR Library Catalog

Category	Catalog#	ItemTitle	Description
<b>Conflict Resolution</b>			
	<b>Video</b>		
	<b>HR0063</b>	<b>A.C.E. IT! How to Solve Tough Workplace Problems</b>	Training to help employees learn how to address and resolve stressful workplace problems by following the three easy steps of the A.C.E. model. (19 minutes)
	<b>HR0025</b>	<b>ATTITUDE: LITTLE THINGS THAT MAKES BIG DIFFERENCES</b>	Looks at improving life results by positively gaining control of your attitude. Looks at understanding person roles and goals in life.
	<b>HR0061</b>	<b>BE S.A.F.E. (NOT SORRY)</b>	Preventing Violence in the Workplace. Training which will provide employees the practical and necessary tools to help keep the workplace safe in today's hectic and pressure filled world. (17 minutes)
	<b>HR0003</b>	<b>DEALING WITH CONFLICT</b>	Explores the five basic positions supervisors can choose in a conflict situation, and demonstrates how the choices made impact outcomes. Presents collaboration as the best way to control and resolve conflict.
	<b>HR0012</b>	<b>DOCUMENTING DISCIPLINE</b>	Documenting specifics that focus on behavior and the process of implementing a progressive discipline program. How to utilize the FOSA system. (22 minutes)
	<b>HR0060</b>	<b>EVERYBODY WINS: Turn Conflict into Collaboration</b>	Learn to recognize three of the most common conflict situations in the workplace. (19 minutes)
	<b>HR0001</b>	<b>HOW TO DEAL WITH DIFFICULT PEOPLE VOL I</b>	Strategies and Tactics for Dealing with Difficult People
	<b>HR0002</b>	<b>HOW TO DEAL WITH DIFFICULT PEOPLE VOL II</b>	Dealing with the 10 Most Difficult People - Reasoning with Ruler.
	<b>HR0050</b>	<b>HOW TO LEGALLY DOCUMENT EMPLOYEE DISCIPLINE</b>	Techniques of documenting discipline. (23 minutes)
	<b>HR0017</b>	<b>SEVEN KEYS TO EFFECTIVE DISCIPLINE</b>	
	<b>HR0005</b>	<b>SID STORY</b>	Effects of positive feedback and recognition. (20 minutes)

# HR Library Catalog

Category	Catalog#	Item Title	Description
<b>Customer Service</b>			
	<b>Video</b>		
	<b>HR0044</b>	<b>AN INVISIBLE MAN MEETS THE MUMMY</b>	Customer service - how to identify internal and external customers, how to determine their needs and how to help them achieve their objectives without letting red tape get in the way. (19 minutes)
	<b>HRO0024</b>	<b>BUT I DON'T HAVE CUSTOMERS?</b>	Key training issues: define and appreciate internal customer service; Identify internal customers who require priority service; Questioning and listening skills; Setting and meeting expectations with customers; Dealing effectively with an upset internal c
<b>Diversity</b>			
	<b>Video</b>		
	<b>HR0033</b>	<b>A PEACOCK IN THE LAND OF PENGUINS</b>	Modern-day fable about the perils and possibilities of being different in organizations. (10 minutes)
	<b>HR0021</b>	<b>BLUE EYES AND BROWN EYES</b>	AAP training on the issue of racial differences and the
	<b>HR0058</b>	<b>DIVERSITY SERIES</b>	Program 1-Threshold of Change; Program 2 - Gender & Sexual Orientation; Program 3 - Race, Ethnicity, Language & Religion; and Program 4 - Age & Physical Ability
	<b>HR0056</b>	<b>IF LOOKS GOOD KILL</b>	A look at the power of behavior and its impact on people.
	<b>HR0029</b>	<b>INVISIBLE RULES: Men and Women and Teams</b>	Dr. Pat Heim sorts out some of the invisible rules between men and women. (34 minutes)
	<b>HR0030</b>	<b>THE POWER DEAD-EVEN RULE - gender differences</b>	Looking at the cultural differences unique to each gender by Dr. Pat Heim. (36 minutes)
<b>EEO</b>			
	<b>Video</b>		
	<b>HR0021</b>	<b>BLUE EYES AND BROWN EYES</b>	AAP training on the issue of racial differences and the
	<b>HR0058</b>	<b>DIVERSITY SERIES</b>	Program 1-Threshold of Change; Program 2 - Gender & Sexual Orientation; Program 3 - Race, Ethnicity, Language & Religion; and Program 4 - Age & Physical Ability

# HR Library Catalog

Category	Catalog#	Item Title	Description
	HR0007	<b>HANDLING THE SEXUAL HARASSMENT COMPLAINT</b>	How to receive and record a sexual harassment complaint; interviewing alleged offender; conducting effective investigation into the accusation; and completing an investigation. (15 minutes)
	HR0008	<b>HANDLING THE SEXUAL HARASSMENT COMPLAINT</b>	How to receive and record a sexual harassment complaint; interviewing alleged offender; conducting effective investigation into the accusation; and completing an investigation. (15 minutes)
	HR0014	<b>MANAGING AND LEADING EFFECTIVELY</b>	How to Achieve a Discrimination Free Workplace.
	HR0013	<b>RESOLVING EEO CONFLICTS</b>	The informal approach. (12 minutes)
	HR0049	<b>SEXUAL HARASSMENT</b>	Situations for Discussion
	HR0009	<b>SEXUAL HARASSMENT: Is it or Isn't it</b>	Situations for discussion (12 minutes)
	HR0062	<b>SEXUAL HARASSMENT? You Decide</b>	Real situations for discussion. (22 minutes)

## Ethics

### Video

HR0094	<b>A.C.T. WITH INTEGRITY</b>	Look at business ethics, organizational goals and values.
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## Interpersonal Communication

### Video

HR0018	<b>A POLICY IS NOT ENOUGH</b>	Leading a respectful workplace is the issue of this video.
HR0025	<b>ATTITUDE: LITTLE THINGS THAT MAKES BIG DIFFERENCES</b>	Looks at improving life results by positively gaining control of your attitude. Looks at understanding person roles and goals in life.
HR0004	<b>COMMUNICATING NON-DEFENSIVELY</b>	Address why people behave defensively and how to use the five skills for non-defensive communication.

# HR Library Catalog

Category	Catalog#	Item Title	Description
	HR0040	<b>HIGH IMPACT COMMUNICATION SKILLS VOL II</b>	How to respond to any situation with confidence and power.
	HR0038	<b>HIGH-IMPACT COMMUNICATION SKILLS VOL I</b>	How to respond to any situation with confidence and power.
	HR0056	<b>IF LOOKS GOOD KILL</b>	A look at the power of behavior and its impact on people.
	HR0026	<b>PRESENTATION SKILLS - PROFESSIONALLY PETRIFIED</b>	
	HR0017	<b>SEVEN KEYS TO EFFECTIVE DISCIPLINE</b>	
	HR0005	<b>SID STORY</b>	Effects of positive feedback and recognition. (20 minutes)
	HR0006	<b>SID STORY</b>	Effects of positive feedback and recognition. (20 minutes)
	HR0045	<b>THE ART OF CRITICISM - GIVING AND TAKING</b>	Communicating with tack and being able to give and take in a discussion.
	HR0020	<b>WITH ALL DUE RESPECT</b>	Promoting a respectful workplace. (18 minutes)
	HR0019	<b>YOU CALL THAT RESPECT?</b>	Looks at overcoming obstacles to a respectful workplace. (16 minutes)
<b>Interviewing</b>			
		<b>Video</b>	
	HR0023	<b>MORE THAN A GUT FEELING (VERSION III)</b>	Interviewing using the behavioral approach. (32 minutes) (Booklet also)
<b>Labor Relations/Negotiations</b>			
		<b>Video</b>	
	HR0057	<b>GUIDE TO NEGOTIATING</b>	A demonstration of key principles of rational negotiation and common tactics and strategies for negotiating profitable agreements.
	HR0046	<b>NEGOTIATE LIKE THE PROS VOL I</b>	Basic negotiating strategies and tactics

# HR Library Catalog

Category	Catalog#	Item Title	Description
	HR0047	<b>NEGOTIATE LIKE THE PROS VOL II</b>	To be a more effective negotiator, you have to become a better communicator. Discusses how to use questions as your best negotiating tools and how to be convincing without being intimidating.
<b>Leadership</b>			
		<b>Video</b>	
	HR 0071	<b>MANAGING PEOPLE THROUGH CHANGE</b>	How to handle organizational change by Richard S. Deems, Ph.D. w-book
	HR0026	<b>PRESENTATION SKILLS - PROFESSIONALLY PETRIFIED</b>	
	HR0006	<b>SID STORY</b>	Effects of positive feedback and recognition. (20 minutes)
	HR0067	<b>THE ABILENE PARADOX</b>	
	HR0064	<b>THE COURAGE TO COACH</b>	Looks at a four-step process for coaching that will work in any employee performance situation. (19 minutes)
	HR0099	<b>WHEN THE COACH IS YOU!</b>	Skills for helping others learn what you already know. Illustrates how an effective coaching program empowers all team members as coaches.
	HR0066	<b>WOMEN IN THE NATIONAL GUARD</b>	Looks at women in the National Guard in the past and future.
<b>Management/Supervisory</b>			
		<b>Video</b>	
	HR0033	<b>A PEACOCK IN THE LAND OF PENGUINS</b>	Modern-day fable about the perils and possibilities of being different in organizations. (10 minutes)
	HR0063	<b>A.C.E. IT! How to Solve Tough Workplace Problems</b>	Training to help employees learn how to address and resolve stressful workplace problems by following the three easy steps of the A.C.E. model. (19 minutes)
	HR0094	<b>A.C.T. WITH INTEGRITY</b>	Look at business ethics, organizational goals and values.

# HR Library Catalog

Category	Catalog#	Item Title	Description
	HR0039	<b>AND WHEN YOU FALL...</b>	Dan Jansen's story of his fight to survive. This powerful video seizes the anguish of adversity, then celebrates the explosive victory that moved the entire world to a standing ovation. (4 minutes)
	HR0061	<b>BE S.A.F.E. (NOT SORRY)</b>	Preventing Violence in the Workplace. Training which will provide employees the practical and necessary tools to help keep the workplace safe in today's hectic and pressure filled world. (17 minutes)
	HR0022	<b>CHANGING TIMES - CHANGING TOOLS</b>	
	HR0016	<b>COMBATING ABSENTEEISM</b>	Looks at the issue of workplace absenteeism.
	HR0102	<b>COURAGEOUS FOLLERS, COURAGEOUS LEADERS</b>	How team leaders and team members can successfully interact to achieve shared goals and a look at the four dimensions of courageous followers.
	HR0003	<b>DEALING WITH CONFLICT</b>	Explores the five basic positions supervisors can choose in a conflict situation, and demonstrates how the choices made impact outcomes. Presents collaboration as the best way to control and resolve conflict.
	HR0015	<b>DEALING WITH INSUBORDINATION</b>	Looks at the issue of dealing with insubordination in the workplace.
	HR0035	<b>DO RIGHT - LOU HOLTZ</b>	Team motivation. This video is an expression of Coach Lou Holtz' lifelong philosophy, told in his own words, with footage of Notre Dame football. (35 minutes)
	HR 0037	<b>DO RIGHT II</b>	Coach Lou Hotz discusses teamwork and four fundamental factors which together create successful teamwork: common goals, communication, diverse talents, and empowerment.
	HR0012	<b>DOCUMENTING DISCIPLINE</b>	Documenting specifics that focus on behavior and the process of implementing a progressive discipline program. How to utilize the FOSA system. (22 minutes)
	HR0065	<b>FED SOURCE SUPV/MGR ORIENTATION</b>	Orientation briefing for supervisors and manager - EAP Program

# HR Library Catalog

Category	Catalog#	Item Title	Description
	HR0001	<b>HOW TO DEAL WITH DIFFICULT PEOPLE VOL I</b>	Strategies and Tactics for Dealing with Difficult People
	HR0002	<b>HOW TO DEAL WITH DIFFICULT PEOPLE VOL II</b>	Dealing with the 10 Most Difficult People - Reasoning with Ruler.
	HR0036	<b>IF ENOUGH PEOPLE CARE (LOU HOLTZ 1994)</b>	Public speaking presentation by Lou Holtz on the issue of team building. (31 minutes)
	HR0052	<b>INTRODUCTION TO TERRORISM</b>	Terrorism training tools produced to assist public officials and first responders in understanding what is terrorism, how to prevent it, and how to plan for a safe response when a terrorist incident does occur.
	HR0048	<b>LEGAL ISSUE FOR MANAGERS</b>	Workplace legal issues for managers. (24 minutes)
	HR0010	<b>LEGAL SIDE OF EVALUATING PERFORMANCE</b>	Demonstrates the biases that can taint the performance evaluation process and how to avoid them. Key points: Communicate expectations and standards; Discuss problems an employee may have in meeting performance standards,; Document all important facets
	HR 0071	<b>MANAGING PEOPLE THROUGH CHANGE</b>	How to handle organizational change by Richard S. Deems, Ph.D. w-book
	HR0023	<b>MORE THAN A GUT FEELING (VERSION III)</b>	Interviewing using the behavioral approach. (32 minutes) (Booklet also)
	HR0042	<b>PROFESSIONAL SUPERVISION SKILLS VOL II</b>	Addressing hiring winners and when and how to coach a troubled employee.
	HR0043	<b>PROFESSIONAL SUPERVISION SKILLS VOL III</b>	Discusses motivation and managing people and looks at the supervisor as a team player.
	HR0041	<b>PROFESSIONAL SUPERVISION SKILLS VOL I</b>	How to become an effective supervisor and master the routine the crucial tasks of a supervisor.
	HR0068	<b>QUALITY: YOU DON'T HAVE TO BE SICK TO GET BETTER</b>	This video focuses on The Four Steps to Quality Improvement. The steps explain how to make, and continue to make, quality improvements to what you do.



# HR Library Catalog

Category	Catalog#	Item Title	Description
	HR0017	<b>SEVEN KEYS TO EFFECTIVE DISCIPLINE</b>	
	HR0005	<b>SID STORY</b>	Effects of positive feedback and recognition. (20 minutes)
	HR0006	<b>SID STORY</b>	Effects of positive feedback and recognition. (20 minutes)
	HR0027	<b>TAKING THE STEP UP TO SUPERVISOR</b>	Preparing supervisors for their role in leading people and their performance. (33 minutes)
	HR0064	<b>THE COURAGE TO COACH</b>	Looks at a four-step process for coaching that will work in any employee performance situation. (19 minutes)
	HR0028	<b>WE NEED TO TALK - COACHING EMPLOYEES</b>	Reviews the issues of employee performance and is designed to make performance coaching easier. (24 minutes) (Booklet also)
	HR0099	<b>WHEN THE COACH IS YOU!</b>	Skills for helping others learn what you already know. Illustrates how an effective coaching program empowers all team members as coaches.

## Office Environment

### Video

HR0063	<b>A.C.E. IT! How to Solve Tough Workplace Problems</b>	Training to help employees learn how to address and resolve stressful workplace problems by following the three easy steps of the A.C.E. model. (19 minutes)
HR0061	<b>BE S.A.F.E. (NOT SORRY)</b>	Preventing Violence in the Workplace. Training which will provide employees the practical and necessary tools to help keep the workplace safe in today's hectic and pressure filled world. (17 minutes)
HR0004	<b>COMMUNICATING NON-DEFENSIVELY</b>	Address why people behave defensively and how to use the five skills for non-defensive communication.
HR0102	<b>COURAGEOUS FOLLERS, COURAGEOUS LEADERS</b>	How team leaders and team members can successfully interact to achieve shared goals and a look at the four dimensions of courageous followers.

# HR Library Catalog

Category	Catalog#	Item Title	Description
	HR0003	<b>DEALING WITH CONFLICT</b>	Explores the five basic positions supervisors can choose in a conflict situation, and demonstrates how the choices made impact outcomes. Presents collaboration as the best way to control and resolve conflict.
	HR0060	<b>EVERYBODY WINS: Turn Conflict into Collaboration</b>	Learn to recognize three of the most common conflict situations in the workplace. (19 minutes)
	HR0001	<b>HOW TO DEAL WITH DIFFICULT PEOPLE VOL I</b>	Strategies and Tactics for Dealing with Difficult People
	HR0002	<b>HOW TO DEAL WITH DIFFICULT PEOPLE VOL II</b>	Dealing with the 10 Most Difficult People - Reasoning with Ruler.
	HR 0071	<b>MANAGING PEOPLE THROUGH CHANGE</b>	How to handle organizational change by Richard S. Deems, Ph.D. w-book
	HR0011	<b>OFFICE SAFETY</b>	Covers basic office safety. (19 minutes)
	HR0020	<b>WITH ALL DUE RESPECT</b>	Promoting a respectful workplace. (18 minutes)
	HR0019	<b>YOU CALL THAT RESPECT?</b>	Looks at overcoming obstacles to a respectful workplace. (16 minutes)

## Performance Management

### Video

HR0012	<b>DOCUMENTING DISCIPLINE</b>	Documenting specifics that focus on behavior and the process of implementing a progressive discipline program. How to utilize the FOSA system. (22 minutes)
HR0010	<b>LEGAL SIDE OF EVALUATING PERFORMANCE</b>	Demonstrates the biases that can taint the performance evaluation process and how to avoid them. Key points: Communicate expectations and standards; Discuss problems an employee may have in meeting performance standards,; Document all important facets
HR0068	<b>QUALITY: YOU DON'T HAVE TO BE SICK TO GET BETTER</b>	This video focuses on The Four Steps to Quality Improvement. The steps explain how to make, and continue to make, quality improvements to what you do.

# HR Library Catalog

Category	Catalog#	Item Title	Description
	HR0028	<b>WE NEED TO TALK - COACHING EMPLOYEES</b>	Reviews the issues of employee performance and is designed to make performance coaching easier. (24 minutes) (Booklet also)
<b>Personal Development</b>			
		<b>Video</b>	
	HR0068	<b>QUALITY: YOU DON'T HAVE TO BE SICK TO GET BETTER</b>	This video focuses on The Four Steps to Quality Improvement. The steps explain how to make, and continue to make, quality improvements to what you do.
<b>Safety/Health</b>			
		<b>Video</b>	
	HR0018	<b>A POLICY IS NOT ENOUGH</b>	Leading a respectful workplace is the issue of this video.
	HR0053	<b>CIVILIAN ACCIDENT PREVENTION PROGRAM</b>	Look at the Army Civilian Accident Prevention Program. (13 minutes)
	HR0052	<b>INTRODUCTION TO TERRORISM</b>	Terrorism training tools produced to assist public officials and first responders in understanding what is terrorism, how to prevent it, and how to plan for a safe response when a terrorist incident does occur.
	HR0051	<b>NO INJURY, NO ACCIDENT</b>	Workplace injuries.
	HR0011	<b>OFFICE SAFETY</b>	Covers basic office safety. (19 minutes)
	HR0054	<b>PREVENTING AND MANAGING COMPUTER RELATED INJURIES</b>	Looks at the causes and cures for computer-related traumas.
	HR0055	<b>PREVENTING AND MANAGING STRESS</b>	Discusses the causes of stress and how to lessen its negative impact. (22 minutes)
	HR0020	<b>WITH ALL DUE RESPECT</b>	Promoting a respectful workplace. (18 minutes)
	HR0019	<b>YOU CALL THAT RESPECT?</b>	Looks at overcoming obstacles to a respectful workplace. (16 minutes)

# HR Library Catalog

Category	Catalog#	ItemTitle	Description
<b>Team Building</b>			
		<b>Video</b>	
	HR0018	<b>A POLICY IS NOT ENOUGH</b>	Leading a respectful workplace is the issue of this video.
	HR0039	<b>AND WHEN YOU FALL...</b>	Dan Jansen's story of his fight to survive. This powerful video seizes the anguish of adversity, then celebrates the explosive victory that moved the entire world to a standing ovation. (4 minutes)
	HR0102	<b>COURAGEOUS FOLLERS, COURAGEOUS LEADERS</b>	How team leaders and team members can successfully interact to achieve shared goals and a look at the four dimensions of courageous followers.
	HR0035	<b>DO RIGHT - LOU HOLTZ</b>	Team motivation. This video is an expression of Coach Lou Holtz' lifelong philosophy, told in his own words, with footage of Notre Dame football. (35 minutes)
	HR 0037	<b>DO RIGHT II</b>	Coach Lou Hotz discusses teamwork and four fundamental factors which together create successful teamwork: common goals, communication, diverse talents, and empowerment.
	HR0036	<b>IF ENOUGH PEOPLE CARE (LOU HOLTZ 1994)</b>	Public speaking presentation by Lou Holtz on the issue of team building. (31 minutes)
	HR0029	<b>INVISIBLE RULES: Men and Women and Teams</b>	Dr. Pat Heim sorts out some of the invisible rules between men and women. (34 minutes)
	HR0043	<b>PROFESSIONAL SUPERVISION SKILLS VOL III</b>	Discusses motivation and managing people and looks at the supervisor as a team player.
	HR0068	<b>QUALITY: YOU DON'T HAVE TO BE SICK TO GET BETTER</b>	This video focuses on The Four Steps to Quality Improvement. The steps explain how to make, and continue to make, quality improvements to what you do.
	HR0067	<b>THE ABILENE PARADOX</b>	
	HR0030	<b>THE POWER DEAD-EVEN RULE - gender differences</b>	Looking at the cultural differences unique to each gender by Dr. Pat Heim. (36 minutes)

# HR Library Catalog

Category	Catalog#	ItemTitle	Description
	HR0099	<b>WHEN THE COACH IS YOU!</b>	Skills for helping others learn what you already know. Illustrates how an effective coaching program empowers all team members as coaches.
<b>Workplace Violence</b>			
<b>Video</b>			
	HR0063	<b>A.C.E. IT! How to Solve Tough Workplace Problems</b>	Training to help employees learn how to address and resolve stressful workplace problems by following the three easy steps of the A.C.E. model. (19 minutes)
	HR0061	<b>BE S.A.F.E. (NOT SORRY)</b>	Preventing Violence in the Workplace. Training which will provide employees the practical and necessary tools to help keep the workplace safe in today's hectic and pressure filled world. (17 minutes)