

At Work



LAP Modules

Can You Relate? (Positive Working Relationships)

The primary reason for workers' losing their jobs is poor human relations skills—the inability to get along with other people in their work environment. ©2007. Recommended: HS.

LAP-EI-005C-CS-4...\$43.95
(Member: \$33.95) (complete)

Additional copies of student LAP (20)

LAP-EI-005K-CS-4...\$25.95 (Member: \$21.95)

Can You Relate? (PowerPoint)

PSW-EI-005-4...\$49.95 (Member: \$35.95)

Work Right (Ethical Work Habits)

Learn the importance of developing ethical work habits. Discover how unethical behavior affects you, your coworkers, and the business. Find out what steps you can take to behave ethically on the job. ©2007. Recommended: MS/HS.

LAP-EI-004C-PQ-4...\$43.95 (Member: \$33.95)
(complete)

Additional copies of student LAP (20)

LAP-EI-004K-PQ-4...\$25.95 (Member: \$21.95)

Work Right (PowerPoint)

PSW-EI-004-4...\$49.95 (Member: \$35.95)



Reference Books (Continued)

Jerks at Work

"Jerks" can be your boss, coworker, subordinate, vendor, or customer. There is no simple strategy that works on every jerk. This book provides a wide array of strategies to deal with all the jerks. Time-tested classical method for the retro-jerks and new strategies for dealing with the cyber-jerks. ©2006. Length: 288. Recommended: PS/AD

RB-05-113-4...\$15.99 (Member: \$15.00)

Job Survival: How to Adjust to the Workplace and Keep Your Job, 3rd Edition

This very special workbook is for those with different job needs. It teaches readers how to adjust to their workplaces and retain their jobs. It covers the basic job retention topics, including attitude, skills, goals, problem solving, stress, following rules, and having good habits and manners. ©2009. Recommended: HS

RB-09-136-4...\$14.95 (Member: \$14.20)

RB-09-136TG-4...\$24.95 (Member: \$23.70)

Career Skills Library: Learning the Ropes, 3rd Edition

[Hardcover] Understanding what to expect from the first day on the job and how to successfully navigate the workplace environment can help ease a challenging transition. Learning the Ropes, Third Edition tackles the difficult subject of how to fit into a new context, whether at work or at school. The awkward period of figuring out how things work and what is expected of someone in a new situation is less difficult with some know-how. This updated resource helps students overcome the "first-day jitters" and prepares them for some of the realities of work life, including dress codes, organizational hierarchies, coworker conflicts and resolutions, and some basic rights of every employee. True-or-false quizzes and an appendix with helpful Web sites are new additions to this authoritative book. ©2010. Length: 176. Recommended: MS/HS

RB-10-011-4...\$25.95 (Member: \$24.65)

Quick Job Success Guide

Many first-time or inexperienced workers get the job but lose it before the probationary period is up because they lack job retention skills. Clear and easy-to-understand worksheets and suggestions on how to adjust to a new job and plan for success. Package of 10. ©2006. Length: 64. Recommended: HS.

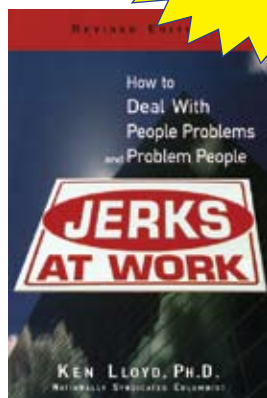
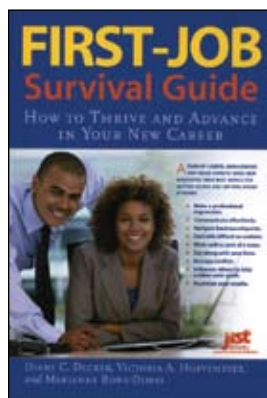
RB-06-034-4...\$34.95 (Member: \$32.50)

Young Person's Guide to Getting and Keeping a Good Job

A step-by-step, workbook approach that helps the user identify and communicate work skills that will lead to success in landing the job they want. In addition, the new employee will learn what it takes to be successful on the job and even earn promotions. ©2006. Length: 216. Recommended: HS.

RB-06-019-4...\$12.95 (Member: \$12.00)

Reference Books



New! The Complete Guide to Service Learning

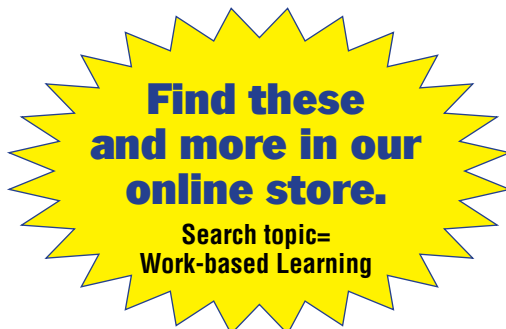
This step-by-step book includes a treasury of activities, ideas, and resources and hundreds of annotated "Bookshelf" recommendations that connect classroom learning and literacy with service to the community. This guide can help teachers and youth workers engage young hearts and minds in reaching out and giving back. ©2009. Length: 240. Recommended: HS/PS

RB-09-144-4...\$39.99 (Member: \$37.99)

First-Job Survival Guide

An easy-to-read-and-understand reference guide for the recent high school or college graduate who is entering the workforce. Very practical and usable. Shows how to thrive in the new career. Real stories, checklists, and self-tests to help people who want to succeed. ©2006. Length: 214. Recommended: HS/PS/AD.

RB-05-157-4...\$12.95 (Member: \$12.00)



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www.MBAResearch.org

At Work

DVDs

Communicating with Tact, Candor and Credibility

This engaging program shows you how to connect with coworkers, team members and supervisors and gives you a four-step method to present your point of view with tact and diplomacy. ©2008. Length: 19. Recommended: HS

DVD-08-187-4...\$99.00 (Member: \$94.05)

Dress and Groom for the Workplace

This enlightening DVD presents the fundamental principles of dressing for success on the job interview and in the workplace. Male and female viewers learn do's and don'ts for dressing and grooming in the job search and in the workplace. ©2009. Length: 30. Recommended: HS/PS

DVD-09-014-4...\$149.00 (Member: \$141.55)

Get Going on Your Job

Managing stress levels and having healthy relationships with coworkers is essential for success on a new job. Teaches viewers how to build up themselves, build a relationship with their boss, and build relationships with others. By following these simple steps (and by developing "soft skills"), people can excel in their jobs and enjoy it. ©2006. Length: 17.

Recommended: HS/PS/AD

DVD-06-012-4...\$129.00 (Member: \$119.95)

Get Ready in Your Job

Provides everything new and seasoned workers need to get started on the right foot. Viewers learn how to prepare themselves, prepare their family and friends, make use of helpful tools, and succeed on their first day. ©2006. Length: 17. Recommended: HS/PS/AD

DVD-06-011-4...\$129.00 (Member: \$119.95)

How People Are Paid: From Work to Wages

This brand new video offers a fresh look at the world of paychecks, deductions, and benefits. Students learn about federal withholding, how it's calculated, and how it affects their take-home pay. We show the myriad ways that pay is calculated— from hourly to salary commission and tips. Learn how FICA deductions are taken and funds the benefits provided by Social Security. ©2009. Length: 27.

Recommended: MS/HS

DVD-09-009-4...\$99.00 (Member: \$94.05)

Manners at Work

A worker who knows good manners has a real business advantage at work. Etiquette is the oil of social machinery that smoothes the rough edges of personal interaction. Etiquette isn't just being nice; it's about being effective. Good manners are good business. ©2006. Length: 20.

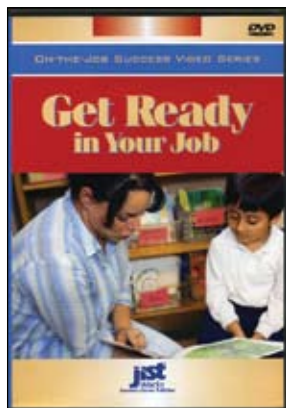
Recommended: HS/PS

DVD-06-002-4...\$99.00 (Member: \$93.00)

The Seven Competency Skills for the Workplace

This on-the-job documentary teaches students the 7 skills they need to be successful employees. Good communication skills, leadership, adaptability, problem-solving, negotiation, computer literacy and the ability to juggle multiple demands are skills that will take teens from their first jobs through a lifetime of working. ©2009. Length: 20. Recommended: HS/PS

DVD-09-068-4...\$139.95 (Member: \$132.95)



DVDs (Continued)



Transition to Work and Self-Sufficiency: DVD Series

Throughout this six-part DVD series, viewers follow four people from varied walks of life as each person faces different job search challenges and barriers. By the time viewers finish this series, they'll have the confidence and the knowledge to find their place in the world of work. ©2009. Recommended: HS/PS/AD

DVD-09-015-4...\$695.00 (Member: \$660.25)

Transition to Work and Self-Sufficiency: The Real Work Begins

[DVD/ Title 6 of 6] Throughout this six-part DVD series, viewers follow four people from varied walks of life as each person faces different job search challenges and barriers. By the time viewers finish this series, they'll have the confidence and the knowledge to find their place in the world of work. ©2009. Length: 25.

Recommended: HS/PS/AD

DVD-09-021-4...\$129.00 (Member: \$122.55)

Transition to Work and Self-Sufficiency: The World of Work

[DVD/ Title 1 of 6] Throughout this six-part DVD series, viewers follow four people from varied walks of life as each person faces different job search challenges and barriers. By the time viewers finish this series, they'll have the confidence and the knowledge to find their place in the world of work. ©2009. Length: 25.

Recommended: HS/PS/AD

DVD-09-016-4...\$129.00 (Member: \$122.55)

You're Hired! Skills You Need To Get The Job You Want

Fast-paced video divided into short segments that address basic skill sets all workers need, whether they're in an office, retail store, or on a construction site: People Skills like teamwork and working well with others, Thinking Skills for making decisions, along with Personal Skills like honesty and enthusiasm. ©2007. Length: 17.

Recommended: HS/PS. Rated: ★★☆☆☆

DVD-07-064-4...\$108.00 (Member: \$103.00)

Workplace Etiquette: Why Being Polite Counts on the Job

Using acted-out scenarios in common workplace settings, plus commentary from real bosses, the video shows teens conducting themselves inappropriately and then models what is appropriate. ©2009. Length: 20. Recommended: HS/PS

DVD-09-070-4...\$139.95 (Member: \$132.95)