

Heritage Centers Resource Library Catalog

Resource Libraries located at:

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This catalog is updated regularly through the Administrative Services Department. Last updated on: 5/4/2010.

FCS material is off-site and may be requested. Contact the individual location or Library Coordinator, Brian Kindron (833-8603 x346) should you need further assistance.

Catalogue Legend

Material Type	Code
Book	B
Tape/CD/DVD/Cassette	T
Catalog	C
Magazine	M
Kit	K
Newsletter/Paper	NL
Manual	Man.

Topic	Code
Disability Resource	D
Education & Adaptive Equipment	E&AE
Health & Safety	H&S
Personal Growth & Training	PG&T
Reference	R

Location	Material Type	General Topic	Title	Brief	Author
Main	B	PG&T	175 ways to get more done in less time	Time management & organization	David Cottrell & Mark C. Layton
Main	B	PG&T	180 Ways to walk the customer service talk	The how-to handbook for everyone in your organization	Eric Harvey
Main	B	PG&T	212° The extra degree	How to achieve results beyond your wildest expectation; the way to think; the way to act	S.L. Parker
Main	B	PG &T	1001 Ways to Energize Employees	Collection of ideas from all types of managers to keep morale and production up by keeping employees energized.	Bob Nelson
Main	B	PG&T	1001 Ways to Reward Employees	Ideas, inspirations and resources to praise and reward employees and improve the business at the same time	Bob Nelson
Main	M	R	AAA Traffic Safety Materials	Catalog of Videos and materials covering various auto/traffic situations	AAA Foundation

FCS	T	H&S	Accident Reporting and Investigation (16 min)	Refresher on the importance of reporting and basic investigative steps for managers	FCS
Oak	T	PG&T	Ace the Interview—Get the Job You Have Always Wanted	The job interview process step by step using the 18 most frequently asked questions.	Park Avenue Productions
Oak	T	PG&T	Achieving Your Goals: How to Make Things Happen For You, Instead of to You	4 tape audio series on how to determine the main ingredients for success.	Seminars International
Oak	B	R D	ADA Employer's Guide	Making employers & employees aware of their rights & obligations under the ADA employment rules.	ADA Consulting Services
Main	T	AM	Agency Orientation	Overview of history and programs at Heritage Centers	Heritage Centers
Oak	T	PG&T	Assertive Communication Skills for Professionals	4 cassette set on how to communicate powerfully in a style that is comfortable for you.	Career Tracks Publications
Main	C	R	ASTD Resource Directory	Listing of the American Society for Training and Development members in WNY	ASTD Niagara Frontier Chapter
Main	C	AE	Augmentative Communication Products	Catalog of education programs, hardware, books and supplies with communication focus	Mayer-Johnson Co.
Main	C	PG&T	Baudville 2006, vol.184	Recognition, Team Building, Special Events supplies	Baudville, Inc.
Oak	T	PG&T	Be Cool—Coping with Difficult People—Coping with Bullying	3 part series for coping with others.	James Stanfield & Company
Main	T	PG&T	Be Prepared to Lead (26.5min) (2 copies)w/Study Guide and Leader Guide	Video and guides for development of leadership skills and examining management/leadership differences.	Toastmasters

Main	T	PG&T	Be Prepared to Speak (30 min) w/Study Guide and Leader Guide	Video and guides addressing the ten steps to successful public speaking	Toastmasters
Main	T	H&S	Bedrail Safety	OMRDD Video on bedrail safety techniques	OMRDD
Oak	B	R D	Benefits Management for Working People with Disabilities	Covers the many aspects of how work ability affects a person's right to Social Security, SSI, and Medicaid & Medicare.	Upstate Law Project
Oak	B	R	Beyond Traditional Job Development	Exploring job development success.	Milt Wright & Associates, Inc.
Main	T	H&S	Blood borne Pathogens in the School	Ten minute tape discussing the safety measures to use for blood borne pathogens	
Main	T.	H&S	Blood borne Pathogens in the Workplace	Eleven minute tape discussing the safety measures to use for blood borne pathogens	
Main	T	H&S	Building a Safer Workplace – OSHA Blood borne Pathogens Standard 1910.103	Thirty minute tape with information brochure regarding blood borne pathogens safety measures	Spectrum
Oak	B	PG&T	Building a Total Quality Culture	Function as an individual in a well functioning organization.	Crisp Publications
Main	C	PG&T	Business Learning & Training Solutions April-August 2005/vol86	Catalog of seminars, trainings and products that promote leadership, HR, Customer service, Business and Writing & Design skills.	National Seminars Group Padgett Thompson
Oak	G	PG&T	Career Odyssey	Players have fun as they try to match their own talents and interests to the demands of various careers.	Franklin Learning Systems
Oak	B	R	Case Management: Blueprint for Success—Tools of the Trade	Preparing employment specialists for functional job rules within your supported employment program.	RISE

Main	C	PG&T	Catalog of Training and Development Programs; September 2008-March 2009	OMRDD catalog of training courses; MSC, general interest, Professional Development. (Formerly known as Work Force Development Programs).	OMRDD
Oak	B	E&AE, H&S	Choosing and Preparing Foods	Basic nutrition & food preparation for special students	J. Weston Walch Publisher
Oak	T	E&AE R	Come Hear with Me	A guide to assistive devices for people who are deaf or hard of hearing.	League for the Hard of Hearing
Oak	B	PG&T	The Complete Idiot's Guide to the Perfect Resume	Sample of resume styles, action plan for a successful job search, cover letters, interviews, etc.	Alpha Books
Main	B	PG&T	Common Ground: Managing and Understanding Workplace Diversity	Contains proven, practical tips and techniques to help you overcome prejudices and unfair perceptions.	National Press Publications.
Main	C	E&AE,H&S	Consumer Information Catalog- Winter 2004-05	GSA Federal Citizen Information Center guide from Pueblo, Co. Offers free and very low cost pamphlets/booklets on various subjects.	GSA
Oak	B	PG&T	Cooperation	What cooperation means, learning to cooperate, why we cooperate, what happens when people do not cooperate, how we can cooperate better.	Rosen/Steck-Vaughn
Main	T (DVD)	PG&T, R	Crash Course in Crash Prevention	Simulated driving experiences and quiz for independent study and evaluation	AAA
Oak	T	R	Creating a World of Change	Describes the work of the NYSDDPC (a Federally funded state agency).	NYS Developmental Disabilities Planning Council
Oak	B	PG&T	Creative Decision Making—Using Positive Uncertainty	Using both rational & intuitive techniques to make the best decisions.	Crisp Publications
Oak	T	PG&T	Creative Problem Solving: How to Resolve Problem Situations Before They Get Out of Hand	4-tape audio series on how to get to the root of the "real problem", how to keep the problem from becoming an issue...rather than the solution, etc.	Seminars International

Main	C	H&S	CSAP- Substance Abuse Resource Guide- Fall 1999	Center for Substance Abuse Prevention- Catalog of workplace substance abuse prevention materials.	U.S. Dept. Health and Human Services
Oak	T	PG&T	Day-to-Day Negotiating: How to Get What You Want	4 cassette set on negotiating techniques, how to analyze, how to plan, how to avoid verbal side traps, how to increase persuasive power, how to deal with anger, etc.	Seminars International
Main	B	PG&T	Defining Competence	Overview of six topics relating to competencies and behavioral objectives	SUNY College At Buffalo
Oak	T	PG&T	Delegating: How to Make Sure Work Hand Off is Done...and Done Right	4-Tape audio series on delegation.	Seminars International
Oak	B	PG&T R	Delivering Effective Training Sessions— Technique for Productivity	Individual study, workshops & seminars, remote location training and informal study groups.	Crisp Publications
Main	C	PG&T	Dinn Bros. Recognition Awards March 2005	Catalog containing awards and recognition materials. Plaques, clocks, pins, desk sets, etc...	Dinn Bros.
Main	C	R	Disability Resources for Professionals- 2005	Catalog of videos and books covering various topics re: disabilities	Program Development Associates
Main	C	R	“New” Disability Resources	Updated catalog of new disability training material Received August 2004	Program Development Associates
Oak	B	R	Discover the World Wide Web with your Sportster	Everything you need to know about the World wide Web-Internet.	Sans.net Publishing
Main	B	PG&T	Discovering Computers	Comprehensive over view of computers	Shelly Cashman Series
Oak	B	PG&T	Discovering Self Confidence	Childhood messages, self control, believing in yourself, roles, fitness, shyness, inferiority-superiority complex, peer pressure, criticism, rejection, forgiveness, responsibility.	Rosen/Steck-Vaughn
Oak	B	PG&T	Discovering Your Own Space	Your personal space, living and working together; your place in the world	Rosen/Steck-Vaughn

Oak	B	R	Documenting Discipline	Provides steps to ensure solid, consistent documentation procedures throughout your organization	American Media Publishing
Oak	B	PG&T	Don't Get Fired-How to Keep a Job	Being responsible, being aware of time, following a schedule, and more...	Simon & Schuster Education Group
Main	B	R, PG&T	Drawing the Line...	Guide to developing effective sexual assault prevention programs-- written for middle school needs level.	Am College of Obstetricians & Gynecologists
Main	B	R	Drivers Manual, NYS	NYS Dept. of Motor Vehicles Official Drivers Manual	NYS Dept. of Motor Vehicles
Oak	T	H&S	Dr. Art Ulenes—How to Lower Your Blood Pressure	Questions about high blood pressure and its affects.	A Vision Entertainment
Main	B	PG&T	E-Learning Solutions on a Shoestring	Information on designing e-learning training on a restricted budget.	Jane Bozarth
Oak	B	PG&T	Effective Performance Appraisals	A practical guide for more productive & positive performance appraisals.	Crisp Publications
Oak	T	PG&T	Employability Skills—Skills for Verbal & Non Verbal Communication	Preparation for interviews, interview questions, proper attire & body language.	Educational Associates
Main	T	PG&T H&S E&AE	Ergonomics	Training tape using workshop setting to view three primary ergonomic changes	Seneca ARC
Main	B	PG&T	Ethics 4 Everyone	Handbook for integrity based business practices	Harvey & Airtam
Main	T (cd/dvd)	E&AE PG&T	Everybody Rides the Carousel	3 vignettes on growth and development, values and maturing	Huble Studios
Main	B	R	Everyday Language Bookshelf	Dictionary, Thesaurus, Vocabulary and Spanish/English dictionary	Merriam-Webster
Oak	B	PG&T	Farewell to Fear—The “Do It” Success Series	Provides techniques for breaking the shackles of fear and building self-confidence to reach a level of success.	Pathway Books
Main	T	AM E&AE PG&T	Feeding – In-service (40 min)	Agency training tape on recognizing feeding issues in consumers and feeding procedure.	Heritage Centers
Main	B	R	Fetal Alcohol Spectrum Disorders	Resource manual on the topic of fetal alcohol syndrome- facts, prevention, treatment, etc	NYS ASAS

Main	T	PG&T, R	Freeway Driving (7:52 min)	Training tape on freeway driving skills	AAA Foundation
Oak	B	PG&T	From School to Work-Student Activity Guide	Activities to help make a smooth transition from your school classroom to a meaningful job in the work world.	The Goodheart-Wilcox Company, Inc.
Main	T (cd/dvd)	PG&T	(Al Morale's) Game Show Presenter	CD of game show formats for training projects	Boudine com.llc
Oak	B	PG&T	Games (& other stuff) for Group	Activity based counseling, activities & games.	Wood'n'Barner
Oak	B	PG&T	Giving and Receiving Criticism—Your Key to Interpersonal Success	Dealing with criticism is an essential skill for success in business. This book excels in teaching the here's –how-to-do-it steps everyone wants to know.	Crisp Publications
Main	Kit	H&S	Glo- Germ Kit	Activity kit to learn about thorough hand washing	
Oak	T	R	Going to Work	Incentives you should know about—Social Security.	
Main	C	E&AE	Goodheart-Willcox	Family & Consumer Sciences catalog of educational material.	G-W Publisher
Main	C	E&AE PG&T	Grow Your Future in the Floral Industry	An easy-read brochure about the floral industry for possible training and career choice	American Floral
Oak	B	R	A Guide to Job Analysis—A "How To" Publication for Occupational Analysis	Job analysis studies, job analysis components, worker characteristics, job analysis reports of the United States Employment Service.	Materials Development Center
Oak	B	R D	A Guide for Developing Transitional & Supported Employment	Principles & methods in developing & operating successful industry-integrated programs.	Materials Development Center
Main	C	H&S PG&T	Healthy Communities – Aug 2002	Catalog of resources to educate a community at large: academic, health, teamwork etc.	Channing Bete
Main	R	AM	Heritage Centers Training and Development Courses	Listing of all courses offered through the Heritage Centers Administrative Services and other related course offerings	Heritage Centers

Main	T	R	Heritage Oak Promotional DVD	2007 HOF promotional DVD	HOF
Oak	B	R	How Desktop Publishing Works	Tour of the complete desktop publishing process	Ziff-Davis Press
Oak	T	R D	How Difficult Can This Be?	The viewer looks at the world through the eyes of a learning disabled child.	
Oak	T	PG&T	How to Deal with Difficult People	4 cassette set on strategies for getting results with the Hard-to-Handle people in your life.	Career Track Publications
Oak	B	R	How to Get that Job	ADA employment & individuals with disabilities.	ADA Consulting Services
Main	T	R	How to Set Up & Maintain a Training Library	Successful development of a company resource library	Career Track
Main	C	PG&T	HRD Press 2004/ Vol. 4	HRD catalog of training and development aids and tools	HRD Press
Main	C	PG&T	HRDQ- Training resource Fall 2007 Sept.	Training resources catalog	HRDQ
Oak	B	PG&T	I am Already Successful	80 activities to develop motivation and self-esteem, sections include You are Unique, Success with Others, Your Success in the World. With instructor manual.	JIST Publishers, Inc.
Oak	T	PG&T	I Belong Out There	Encourages finding fun & friendship in the community.	Irene M. Ward & Associates
Oak	R	R	I Have to Fire Someone	Shows the Care and Control approach to termination.	American Media Publishing
Main	B	PG&T	Inspire & Motivate Through Performance Reviews	Learn how to give honest, meaningful performance appraisals. Discover essential communication techniques for resolving conflicts and offering criticism. 60 minute training series.	National Press Publications
Oak	B	PG&T	Interviewing: More Than a Gut Feeling	How to be more effective when you conduct a hiring interview.	American Media Publishing
FCS	T	H&S	It Only Takes a Second (4 min)	Awareness and prevention are the key elements for safety. Good tape for safety meeting or training.	FCS
Oak	B	D E&AE R	It's Never Too Early, It's Never Too Late	For persons with developmental disabilities, to develop personal relationships, have positive roles, increase their control of their own lives & skills & abilities to achieve goals.	Kay Zwernik

Main	C	E&AE, PG&T	James Stanfield-Specialist in Special Education and School-to-Life Transition, Fall 2007 & supplement	Special Education School to life transition training material- work training, social skills, sex education, over 60 research based programs on transitioning from school to life. Supplement catalog <u>Be Cool</u> .	James Stanfield
Oak	B	PG&T	Job Hunting Tips for the So-called Handicapped or People Who have Disabilities	Rules about job-hunting, fears the employer has, when employers seem to like you, but won't hire you and resources to help.	Richard N. Bolles/Ten Speed Press
Oak	B	PG&T	Job Performance & Chemical Dependency	Effective management of chemically dependent employees.	Crisp Publications
Oak	B	PG&T	Job Power—Choose Your Career	Discover how to build on your strengths, interests and abilities to choose a satisfying career	J. Weston Walch Publisher
Oak	B	PG&T	Job Search Handbook for People with Disabilities	Prepare consumers to best represent themselves to potential employers and to reassure them that they are capable workers.	JIST Publishers, Inc.
Oak	B	PG&T	The Job Seeker—A Source Book for Youth in New York State	Job market, kinds of industries & occupations, finding a job, how to: applications, resumes, cover letters, job interviews, and occupational profiles.	NYS Department of Labor
Oak	B	PG&T	Job Survival—How to Adjust and Keep Your Job	For everyone who has been out of the workplace for various reasons, has had trouble keeping a job or has a situation that may affect job survival. With instructor manual.	JIST Publishers, Inc.
Oak	T	PG&T	The Job World—Before Tomorrow Becomes Today	Encourages proper planning to realistically determine & attain one's life and career goals.	Educational Associates
Oak	B	PG&T	The Job World Instructor's Manual	Instruction on understanding the importance of attitudes, motivation, values & communication, identifying employment, life goals, getting & keeping a job.	Educational Associations
Oak	G	PG&T	Keys to Job Success	Players have fun while giving Jennifer, a new employee, advice on dealing with problems and making the most of opportunities on her job.	Franklin Learning Systems

Main	B	PG&T	The Kallikak Family: A study in the Heredity of Feeble-Mindedness	This study published in 1913 was devised as a study of early mental illness and of developmental disabilities.	Henry Herbert Goddard
FCS	T	H&S	Kitchen Safety and Sanitation (9 min)	Basic review of safety while working in the kitchen	FCS
Oak	B	PG&T	Know-How is the Key, Twelve Steps to Job Success	Everything you need to know to find, get and keep a job! With instructor manual.	JIST Publishers, Inc.
Main	C	E&AE, PG&T	Laureate Learning Systems	2008 Fall Catalog-Special needs software for multiple disabilities and school ages as well as ESL and Speech Language Pathology.	Laureate Learning Systems
FCS	T	H&S PG&T	Leadership and Safety: Your Role in Ensuring a Safe Workplace	OSHA responsibilities of the Manager; reporting, rights, citations, and penalty process. Employee rights and responsibilities	FCS
Main	B	PG&T	The leadership Secrets of Santa Claus	How to get things done in your "workshop"...all year long	Walkthetalk.com
Oak	T	D R	Learning Disabilities & Social Skills (Teacher's Guide)	Addresses social problems that learning disabled children face.	PBS
Main	B	PG&T	Learning and Teaching Styles: The Art of Individualizing Instruction	Supported Employment Education Designs	Mindy J. Oppenheim, M.Ed.
Main	B	PG&T	Lessons in Loyalty	Short book on Leadership and loyalty.	Lorraine Grubbs-West
Oak	T	PG&T	Life by Design	4 cassette set on making lifestyle choices that contribute to better physical & emotional health.	Career Tracks Publications
Oak	T	PG&T	Life Smart—Job Smart	6 segment series on doing the right things at the job.	
Oak	T	PG&T	Life Smart—People Smart	6 segment series on working with others & overcoming interpersonal issues.	
Main	T	H&S	Life with MIC-KEY Low Profile Gastrostomy Feeding Tube	Instructional product video. DVD & VHS 2002	Kimberly-Clark

Oak	B	D R E&AE	Making Futures Happen	A manual for facilitators of "personal futures planning".	Kat Zwernik
Oak	T	PG&T	Making It on Your First Job	Differences between high school & work, how to be successful on first job, how to adapt to "on the job" situations.	Cambridge Career Products (See Manual)
Main	B	PG&T	(The) Manager's Coaching Handbook	A practical guide to improving employee performance.	David Cottrell, Mark Layton
Main	T	R PG&T	Managing Space & Time for Safe Driving (9 min)	Video on space cushion training for drivers	AAA
Main	C	E&AE	Mayer-Johnson Fall 2005	Catalog of adaptive software, books, accessories equipment	Mayer-Johnson
Oak	B	R D	Meeting the Needs of Youth with Disabilities	Handbook for implementing community based Vocational Education Programs according to the Fair Labor Standards Act.	National Transition Network
Oak	T	PG&T	Memory Power	6 cassettes set on proven techniques for remembering facts, names & numbers easily & instantly.	Career Tracks Publications
Main	B	PG&T	Microsoft Office Access 2003	Training Text for Access software	New Perspectives
Main	B	PG&T	Microsoft Office 2003	Brief Concepts and Techniques for Word, Excel, Access, PowerPoint	Shelly Cashman Series
Main	B	PG&T	Microsoft Office XP: Brief Concepts and Techniques	Provides overview of Windows 2000 Office XP and various programs associated with it. How to Guide.	Shelly Cashman Series
Main	B	H&S	Morbidity and Monthly Weekly Report: Recommendation & Reports	Recommendations for Prevention and Control of Hepatitis C Virus (HCV) Infection and HCV-Related Chronic Disease October 16, 1998/vol.47/no.RR-19	U.S. Department of Health and Human Services; CDC
Main	B	H&S	Morbidity and Monthly Weekly Report: Recommendation & Reports	Prevention of Hepatitis A Through Active or Passive Immunization: Recommendations of the Advisory Committee on Immunization Practices (ACIP) October 1, 1999/vol.48/no. RR-12	U.S. Department of Health and Human Services; CDC
Oak	T	PG&T	Motivating People in Today's Workplace	4 cassettes set on creating the internal motivators & external rewards that make your people more involved, enthusiastic & productive.	Career Track Publications
Oak	B	PG&T	Motivating People In Today's Workplace	Creating the internal motivators & external rewards that make your people more involved, enthusiastic & productive.	Career Track Publications

Main	B	PG&T	Murdoch Training Manuals	Step by step training of activities in daily living; 4 Vol. set. Vol. 1: Dressing, Toilet training, Hygiene & Grooming; Vol. 2: Food; Domestic; Vol. 3: Special & Medical Needs, Leisure, Motor, & Exercise; Vol. 4: Academic, Vocational.	Wheeler, et. al.
Oak	T	PG&T	Negotiate Like the Pros	6 cassette set on never paying too much, settle for too little or giving in too soon again.	Career Tracks Publications
Oak	B	PG&T	New Employee Orientation	Guidelines on how to conduct new employee orientation for any manager or supervisor	Crisp Publications
Oak	B	R	The New Supervisor	Helpful resource for the new supervisor.	Crisp Publications
Oak	B	PG&T	The New Supervisor: Skills for Success	A guide to develop the skills needed to think like a leader, gain respect and more...	American Media Publishing
Oak	B	PG&T	No More Mistakes—The “Do It” Success Series	It tells you what causes your mistakes and then provides you with crystal-clear guidelines for becoming error free.	Pathway Books
Main	B	PG&T	The Next Level	Leading Beyond the Status Quo	David Cottrell
Main	B	PG&T, D	No Pity: People with disabilities forging a new civil rights movement	Book by Joseph P. Shapiro about people with disabilities and the culture that surrounds them.	Times Books
Main	C	PG&T	NY State Industries for the Disabled, Inc.- Training & Information Program 2007	Training Guide course catalog	NYSID
Main	T	PG&T	Office 97 CD-ROM training	Tutorial for Office 97 package	Learn Key
FCS	T	H&S	Office Safety (19 min)	Basic office safety habits for employees	FCS
Oak	B	RD	An Orientation & Overview of Supported Employment	A training manual for integrated employment options.	Cornel University
Main	C	R	Oriental Trading Spring 2005	Prizes and gifts, wrapping and toys	
Main	T	H&S	Osteoarthritis: A video house call	An educational program about Osteoarthritis. 27 minutes.	American Medical Association/Feeling Fine.

Main	T	H&S	Out of the Darkness: Women and Depression	VHS concerning Depression and women	Organon Inc.
Main	C	PG&T	Parlay International	Educational & Training Materials	Parlay International
Oak	B	E&AE	A Parent's Guide to Special Education for Children Ages 5 to 21	Your child's right to an education in New York State.	The State Education Department/University of the State of New York
Oak	B	E&AE	Pathfinder	Exploring career & educational paths for junior high/high school students.	JIST
Main	B	PG&T	PC's Made Easy: A Practical Course #6	Topics include: Windows-settings, Briefcase, screen savers, display, Recycle Bin, Accessibility, Outlook Express, WordPad and Notepad	Reader's Digest
Main	B	PG&T	PC's Made Easy: A Practical Course #8	Topics Include: Windows, Software, Hardware, Home Learning & Leisure, The Internet	Reader's Digest
Main	C	PG&T	Performance Improvement Management	Contact names and sources for management training	Joseph Argenio
Oak	B	PG&T	Personal Time Management	A no-nonsense approach to time management	Crisp Publications
Oak	B	R	Physical Demands Job Analysis: A New Approach	A discussion of job analysis procedures & tools which permit creative job development for difficult to place persons.	Materials Development Center
Oak	B	PG&T	Plan for Success—The "Do It" Success Series	Guidelines to help you find out where you are, where you want to go and what you have to do to get there.	Pathway Books
Oak	B	R D	Planning for the Future	A guide to families & friends of people with developmental disabilities.	NYS Developmental Disabilities Planning Counsel
Oak	B	PG&T	Positive Mental Attitude in the Workplace	Shows how to develop and maintain positive mental attitude, how to remain positive during time of change and how to turn failure into a positive experience.	America Media Publications
Oak	C	PG&T	Positive Promotions Spring/Summer 2006	Catalog of recognition & special events products	Positive Promotions

Main	T	PG&T	Potato Video (3 min)	Sensitivity video about approach to people with disabilities	Program Development Associates
Oak	B	PG&T	Preparing for Your Interview-Getting the Job You Want	A logical step by step approach to interviewing.	Crisp Publications
Oak	T	PG&T	Project Management	4 cassette set on how to keep your projects on track, on time & within budget.	Career Track Publications
Oak	B	R	Promoting Job Opportunities (5 copies)	Towards a better future for low-income children & families	The Annie E. Casey Foundation
Oak	B	PG&T	Quality Interviewing	The selection process & conducting interviews that will lead to sound decisions.	Crisp Publications
Oak	B	PG&T D	Read My Lips—It's My Choice	5 ways that you can help increase the freedom of choice for people with developmental disabilities.	William T. Allen, Ph.D.
Main	B	PG&T, D	The Ragged Edge	The disability experience from the pages of the first fifteen years of the disability rag.	Edited by Barrett Shaw The Advocado Press
FCS	T	H&S	Repetitive Motion Injury Prevention is in Your Hands (15 min)	15 min tape on preventing injury or debilitation	FCS
Main	T	PG&T	Reporting Allegations of Abuse	Computer video on CD ROM. HC Training Dept. video.	HC Training Dept.
Main	B	PG&T	The Resiliency Advantage	Master change, thrive under pressure and bounce back from setbacks	Al Siebert, PhD.
Oak	B	PG&T	The Right Job for You	Make better decisions about your Career and Life—Interactive Planning Guide	JIST Publishers, Inc.
Oak	B	PG&T	Rightful Termination: Avoiding Litigation	The correct ways of terminating employees.	Crisp Publications
Oak	T	PG&T	The Road Less Traveled	6 cassette set on a new psychology of love, traditional values & spiritual growth.	Career Track Publications
Main	C	PG&T	RRECP II: A view of Region II	RRCEP II newsletter of region and general RRCEP	RRCEP II
Main	C	PG&T	RRCEP II Program Catalog Fall -2007	Professional course schedule from Regional Rehabilitation Continuing Education Program for those in the human services/rehabilitation services fields	Regional Rehabilitation Continuing Education Program

Main	T	PG&T	RRCEP II Program Catalog 2007-2008	Professional course schedule from Regional Rehabilitation Continuing Education Program for those in the human services/rehabilitation services fields Program Outlines & Description	Regional Rehabilitation Continuing Education Program
FCS	T	H&S	Safety Matters	Overview of basic safety on the job	FCS
Main	NL	H&S	SAMHSA News-Vol.3, no.4 Fall 2000	Substance Abuse and Mental Health Services Administration – Newsletter concerning substance abuse issues in the work place.	U.S. Dept. of Health and Human Services
Oak	T	E&AE R	Say It with Signs	Sign language.	
Main	T	H&S, R	Seizure First Aid (11min) (2 copies)	Dealing with a seizure situation	Epilepsy Foundation
Oak	B	PG&T	Self Directed Search Professional's User Guide	The self directed search (SDS) is a self administered, self scored & self interpreted career counseling tool.	PAR
Oak	T	PG&T	Self Esteem for Women	6 cassette set on how to increase your self worth, self respect & life satisfaction.	Career Track Publications
Oak	T	R D	Set Net—Person Centered Planning	Promoting customer choice.	
Main	B	R, PG&T	Sexual Assault Prevention Training Manual	Participant manual for this course. Detailed info on the topic.	Federal Forensic Education Project – Resource Manual 2003
Oak	B	PG&T	Sexual Harassment in the Workplace	A professional's guide to preventing sexual harassment in the workplace.	Crisp Publications
Main	T	PG&T	Sexual Harassment: Serious Business (25 min) (2 copies)	Video and guide booklet material on dealing with sexual harassment in the workplace	Advantage Media
Main	C	PG&T	SHRM Store – HR Products for Professionals	Summer & Fall-2004 publications, videos and software of staff training topics	SHRM
Main	C	E&AE, D	Special Needs and Multi-Media Product Catalog	Education products (CD and other) and adaptive devices to use them.	Edmark

Main	C	PG&T	Stanford Executive Briefings – Video Programs	Catalog of Presentations given by name presenters on various topics	Stanford
Main	B	PG&T	Start Right...Stay Right	Every Employee's Straight Talk Guide to Job Success	Steve Ventura
Main	B	PG&T	Start Right, Stay Right... Lead Right	Every Leader's straight talk guide to job success	Steve Ventura
Main	AM	R	Staying on the Cutting Edge-Trainer's Literature	In-house collection of articles for trainers to keep current with the trade	Various
Main	C	PG&T	Strategize for Success	Catalog of training programs	Pfeiffer
Main	B	PG&T	Stress Management & Relaxation Activities for Trainers	50 Group activities for training sessions	Epstein
Main	C	PG&T	Successful Events	Custom imprinted products	Successful Events
Oak	B	PG&T	Suggestions for Career Exploration & Job Seeking	Start your job search by utilizing New York State Job Service & Community Service Centers.	NYS Department of Labor
Main	C	E&AE	Sunburst	Software Catalog for teachers/educators	Sunburst Technology
Main	T	PG&T	Supervising For Quality (30min) (2 copies) w/Instructor Guide	Video and guide on having quality supervisors using the task/relationship model	Toastmasters
Oak	B	PG&T	The Supervisor's Sourcebook	The most common questions being asked by today's managers with answers and an up-to-date reference guide.	American Business Communications, Inc.
Main	B	D	Supporting Adults with Prader-Willi Syndrome in Residential Settings	Covers strategies and support issues related to Prader-Willi for residential care takers.	B. J. Goff
Oak	T	PG&T	Take This Job & Keep It	Job keeping skills.	Cambridge Educational

Oak	T	PG&T	Take This Job & Love It	Focuses on skills it takes to be successful on any job-people skills and attitude are as important as a learned skill.	Cambridge Educational (See Manual)
Oak	T	PG&T	Taking Control of Your Workday—How to Achieve More in Less Time—With Less Stress	4 tape audio series on how to respond to other people's demands while still accomplishing your own goals.	Seminars International
Main	C	E&AE	Teacher's Catalog	Education courses catalog.	Tom Snyder
Main	C	PG&T	Tom Snyder Productions Essential Software for your Curriculum. Fall 2006/Winter 2007	Educational Software for students	Tom Snyder
Main	T	PG&T	(The) Team Approach (24 min)	Examination of teams for short projects	Toastmasters
Oak	T	PG&T	Ten Golden Rules for the Workplace	Overview of 10 "golden" work habits.	Irene M. Ward & Associates
Oak	T	R	Tomorrow Jobs: Meeting Challenges		NYS Department of Labor
Main	C	PG&T	Training & Information Program, NYSID, Inc.	2009 training catalog of programs	NYSID, Inc.
Main	C	PG&T	Training Solutions	Catalog of training videos, Spring 2005	Kantola Productions
Main	C	PG&T	Trainer's Tool Chest 2002	Training tapes for groups and classes	
Main	C	PG&T	Trainer's Warehouse Spring 2006	Training supplies, videos, games, etc	Trainer's Warehouse
Main	C	PG&T	Training Catalog 2003	Tapes, kits and written material for workplace training	Pfeiffer
Oak	B	D E&AE	Training Employees with Disabilities	Strategies to enhance learning & development.	American Management Association

Main	B	PG&T	Transferring Learning to Behavior	Using the four levels to improve performance	Donald L. Kirkpatrick & James D. Kirkpatrick
Main	T	R, PG&T	Understanding Sexual Violence: Prosecuting Adult Rape and Sexual Assault	Volume 1 – Presenting medical evidence in an adult rape trial.	Federal Forensic Education Project
Oak	T	PG&T	Undeveloped & Overexposed, Getting Your Self Esteem into Focus	Acquaints young adults with the problems caused by low self-esteem and teaches techniques for creating a more positive self image.	Cambridge Educational
Main	C	R	US Consumer Information Catalog	Listing of gov't programs, aide etc	Spring 2003
Main	T	R	VISIO Software CD	CD for VISIO graphics – charts, rooms, etc	
Oak	T	PG&T	Vocational Coping Training	Series of tapes preparing for employment situations.	Richard Roessler/Virginia A. Johnson
Main	T	R, D	Willowbrook: The Last Great Disgrace	Narrative regarding the NY institution and deplorable conditions special needs populations lived under	Geraldo Rivera
Main	T	R, D	Willowbrook: Unforgotten, 25 Years Later	20 yrs. later – what's happened?	Geraldo Rivera
Main	T (DVD)	R, D	Unforgotten: 25 Years After Willowbrook	25 yrs. Latter w/ Complete Original Geraldo Rivera Willowbrook footage	Geraldo Rivera
Oak	T	R	WNY Employment Consortium	Everyone wins when everyone works.	WNYEC
Oak	T	PG&T	Work Maturity Skills—Positive Attitudes: Success in Keeping a Job	Discusses appearance, attendance, problem solving, directions, workplace and motivation.	Educational Associates
Oak	T	PG&T	Work Maturity Skills—Your Job: Now It's Up to You	Importance of proper actions, work habits & attitudes in keeping a job.	Educational Associates

Oak	B	R	Work Perfect 6 for DOS	Features clear, concise explanations of all current WordPerfect commands and step-by-step directions.	Sybex, Inc.
Oak	T	PG&T	Working I— Attitudes and Habits for Getting and Holding a Job	8 scenarios of work related topics	James Stanfield & Company
Oak	T	PG&T	Working II— Interpersonal Skills Assessment and Training for Employment	3 segments of dealing with others (intro., supervisor, and co-workers).	James Stanfield & Company
Oak	B	E&AE	Workplace Essential Skills	Materials are aimed at adults who are at the pre-GED (6 th – 8 th grade) reading level. Math/Reading/Communication & Writing/Employment	PBS Literacy Link
Oak	B	PG&T	Working Smart	Focuses on the all important skills needed to keep a job and advance in the field.	Southwestern Publishing Company
Oak	T	PG&T	Yes, I Can Work With People	Working with peers, supervisors, the public, solving people's problems.	RPB Press
Oak	B	PG&T	Young Person's Guide to Getting & Keeping a Good Job	This book explains how to find a good job that suits you and your strengths. Includes worksheets, check lists, examples and tips. With instructor manual.	JIST Publishers, Inc.
Oak	G	PG&T	You're Hired	Players have fun learning the impact of applications & interview techniques on getting hired	Franklin Learning Systems
Main	K	H & S	Your Mealtime Companion	How to take on the mealtime challenge when you take insulin at mealtime. Dietary training for insulin dependent people.	Novo Log