

If you are interested in checking out any of the following training resources, email [Kim Broders](mailto:Kim.Broders) or call her at 515-284-4769.

Available Training Resources for Checkout

- ~ Stopping Difficult People From Sucking the Life Out of Your Organization (2 Discs and Workbook)
- ~ Managing the New Work Force: From Ricky and Lucy to Beavis and Butthead (VHS and Workbook)
- ~ Sixty-Minute Training Series (Books):
 - Listen Up: Hear What's Really Being Said
 - The Power of Innovative Thinking
 - The Polished Professional: The Essential Business – Style and Etiquette Handbook
 - Inspire and Motivate Through Performance Reviews: A Step-by-Step Guide
 - The New Dynamic Communication Skills for Women: 9 Steps to Effective and Professional Communication for Today's Successful Business Woman
 - 8 Steps for Highly Effective Negotiation: Letting the Other Person Have Your Way
 - The Power of Self-Managed Teams: Unlock Your Team's Potential
 - How to Handle Conflict and Confrontation: End negative attitudes, hurt feelings, and angry outbursts that stem from conflict
 - How to Coach an Effective Team: Leadership that Gets Results
 - Women and Leadership: Essential Skills for Success in Today's Business
 - The Stress Management Handbook: A Practical Guide to Reducing Stress in Every Aspect of Your Life
 - Self-Esteem: The Power to be Your Best: Gain Confidence and Self-Assurance by Developing High Self-Esteem
 - How to Supervise People: Techniques for Getting Results Through Others
 - The Secret to Developing Peak Performers: Get the Best from Your People
 - Delegate for Results: How to Get More Done Through Others
 - Motivation and Goal-Setting: The Keys to Achieving Success: Motivate Yourself to Turn Goals into Realities
 - Power Communication Skills: How to Communicate With Confidence, Clarity, and Credibility
 - Supreme Teams: How to Make Teams Really Work
 - How to Work With People: Understanding Team Dynamics
 - A New Attitude: Achieve Personal and Professional Success by Keeping a Positive Mental Outlook
- ~ A Woman's Guide to Balancing Career and Family (Book)
- ~ Dealing with Conflict and Anger (Book)
- ~ Think Like a Manager (Book)
- ~ Negaholics No More (Book)
- ~ Taking Aim on Leadership (Book)
- ~ The Manager's Role as Coach (Book)
- ~ Learn to Listen (Book)
- ~ Prioritize Organize: The Art of Getting it Done (Book)
- ~ A Knock at Midnight (Book)
- ~ Managing From the Heart (Book)
- ~ Is That Your Final Answer? (Book)
- ~ The Transparent Self (Book)

- ~ Somebody's Angel Child (Book)
- ~ Booker T. Washington (Book)
- ~ After You've Dressed for Success (Book)
- ~ The Resilient Self: How Survivors of Troubled Families Rise Above Adversity (Book)
- ~ In This Together (Book)
- ~ Wellness for a Lifetime: A Woman's Book for Health and Well-Being (Book)