If you are interested in checking out any of the following training resources, email 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
  - 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)