

Administrative

TAPE #	Video Name	TYPE	Length	Year
AD-001	Budgeting	VHS	15	
AD-002	How Supervisors Should Appraise Employee Performance	VHS	21	
AD-003	Ten Great Safety Ideas for Supervisors	VHS		
AD-004	The Power of Bonds	VHS	14	
AD-005	Land Use Regulations	VHS	47	
AD-006	Leadership Development Series	VHS	63	
AD-007	Dealing with Difficult Customers	VHS	15	1989
AD-008	Remember Me	VHS	10	
AD-009	Mad on Arrival	VHS	12	1989
AD-011	Should you Sell, Lease or Operate Your Own Utility	VHS	60	
AD-012	Regulating Natural Gas	VHS	25	
AD-013	The New Governing Board Member	VHS	18	1985
AD-014	L.U.S.T. - Leaking Underground Storage Tanks	VHS	10	
AD-015	Roberts Rule of Order-Part I	VHS	30	
AD-016	Roberts Rule of Order-Part II	VHS	30	
AD-017	S.T.A.R.T.-Strategic Training and Resource Trageting	VHS	12	
AD-018	Management Skills for New Managers and Supervisors (Part 1)	VHS	60	1997
AD-019	Management Skills for New Managers and Supervisors (Part 2)	VHS	60	1997
AD-020	Management Skills for New Managers and Supervisors (Part 3)	VHS	63	1997
AD-021	Motivation and Goal Setting	VHS	60	
AD-022	Stress Management	VHS	60	
AD-023	Organized Files & Records	VHS	60	1998
AD-024	Office Safety	VHS	13	
AD-025	Middle Management Skill	VHS	14	
AD-026	How to Build an Effective Team	VHS	12	
AD-027	Telephone Skills	VHS	33	
AD-028	Moving into Management	VHS	12	2003
AD-029	Employee Training Responsibilities	VHS	23	
AD-030	Essentials of Leadership-Managing a Work Group	DVD		
AD-031	Essentials of Leadership-Managing a Work Group	DVD		
AD-032	Safety Mangement System for Small Business	DVD		