
Before you plant a seed, you must prepare the soil. This one-of-a-kind treasury of warm-ups will help you prepare your participants for the session that follows.

Help your participants start the session right. Get them engaged and prepared the minute they arrive with these inventive warm-ups.


From the author of Four Critical Years--a book the Journal of Higher Education called the most cited work in higher education literature--What Matters in College? presents the definitive study of how students change and develop in college and how colleges can enhance that development. Based on a study of more than 20,000 students, 25,000 faculty members, and 200 institutions, the book shows how academic programs, faculty, student peer groups, and other variables affect students’ college experiences.


A stellar cast of the world’s foremost leadership gurus comes together in one place to offer their thoughts on leadership in the new economy. Edited by renowned leadership expert Warren Bennis, the book addresses issues that Bennis identifies as the ones that "keep CEOs up at night", including why we tolerate bad leaders, why leadership is everyone’s business, and how ethics will play into new leadership. With contributions from Charles Handy, Tom Peters, Barry Posner, Jim Kouzes, and Warren Bennis—as well as from such young entrepreneurs as Michael Klein and Tara Church—no other book includes the caliber of authors and the range of thinking found in *The Future of Leadership*.


Team challenges offers more than 170 cooperative activities for classrooms, summer camps, family get togethers-anywhere teachers, facilitators, or parents hope to cultivate children’s problem-solving skills and ability to collaborate.


In today’s fast-paced world of competitive workplaces and turbulent economic conditions, each of us is searching for effective tools that can help us to manage, adapt, and strike out ahead of the pack.

By now, emotional intelligence (EQ) needs little introduction—it’s no secret that EQ is critical to your success. But knowing what EQ is and knowing how to use it to improve your life are two very different things.

*Emotional Intelligence 2.0* delivers a step-by-step program for increasing your EQ via four, core EQ skills that enable you to achieve your fullest potential:

1) Self-Awareness
2) Self-Management
3) Social Awareness
4) Relationship Management


This practical handbook is the ideal writing style guide for all reporters, writers, editors, and English and journalism students. It covers all the essentials of good news writing, according to the styles and guidelines set
forth by the Associated Press -- with lively examples from today's newspapers. This authoritative guide includes:

- Professional advice about crafting a good feature story
- In-depth reviews of important principles in news writing
- Expert guidance on writing concise, informative copy, source citations, and more.
- Clear and instructive discussions of specialized styles.

For those planning programs and teaching courses in leadership. This book is intended for use by all who are committed to the study or development of leadership in its many aspects.

Now a New York Times Bestseller!
From sharing a bathroom with 40 people to sharing lecture notes, *The Naked Roommate* is a behind-the-scenes look at everything students need to know about college. This essential guide is packed with expert advice, plus outrageous stories from students on over 100 campuses.

Through his advice column, college tour, and website, Harlan Cohen has reached thousands of students with his message of being yourself and making the most of the college years.

The Challenge:
*Built to Last*, the defining management study of the nineties, showed how great companies triumph over time and how long-term sustained performance can be engineered into the DNA of an enterprise from the very beginning.

But what about the company that is not born with great DNA? How can good companies, mediocre companies, even bad companies achieve enduring greatness?

The Study:
For years, this question preyed on the mind of Jim Collins. Are there companies that defy gravity and convert long-term mediocrity or worse into long-term superiority? And if so, what are the universal distinguishing characteristics that cause a company to go from good to great?

The new question:
Ten years after the worldwide bestseller *Good to Great*, Jim Collins returns with another groundbreaking work, this time to ask: *Why do some companies thrive in uncertainty, even chaos, and others do not?* Based on nine years of research, buttressed by rigorous analysis and infused with engaging stories, Collins and his colleague, Morten Hansen, enumerate the principles for building a truly great enterprise in unpredictable, tumultuous, and fast-moving times.

"This is not a book about charismatic visionary leaders. It is not about visionary product concepts or visionary products or visionary market insights. Nor is it about just having a corporate vision. This is a book about something far more important, enduring, and substantial. This is a book about visionary companies." So write
Jim Collins and Jerry Porras in this groundbreaking book that shatters myths, provides new insights, and gives practical guidance to those who would like to build landmark companies that stand the test of time.

12. Connors, Tracey, and Daniel, John. The volunteer management book. Wiley & Sons, 1995. Drawing on the experience and expertise of recognized authorities on nonprofit organizations, The Volunteer Management Handbook, Second Edition is the only guide you need for establishing and maintaining an active and effective volunteer program. Written by nonprofit leader Tracy Connors, this handy reference offers practical guidance on such essential issues as motivating people to volunteer their time and services, recruitment, and more. Up-to-date and practical, this is the essential guide to managing your nonprofit's most important resource: its volunteers.

13. CAS standards and guidelines for student services/ development program. Council for the advancement of standards for student services/ development programs The standards and guidelines presented herein represent over six years of concerted effort by several hundred higher education student services and student development program professionals across the United States representing twenty-two professional associations.

14. Dove, Kent E. Conduction a successful fundraising program. Jossey-Bas 2001. Conducting a Successful Fundraising Program outlines a unique approach to successful fundraising and features an exhaustive resource section that includes actual organization publications, direct mail samples, model case statements, telemarketing scripts, special events check-lists, and more. This all-in-one resource covers all the traditional elements of fundraising--including annual giving, major gifts and planned giving, corporate and foundation relations, prospect research and management, and fundraising literature and promotions--as well as current issues such as gift administration, technology, and the use of consultants and paid solicitors in the solicitation process. Dove identifies the ten prerequisites that predict success in fundraising and then leads the reader step-by-step through every phase of the fundraising process, and provides specific advice on the elements crucial to any program's success.

15. Duarte, Nancy. Slide:ology - The art and science of creating great presentations. O'Reilly, 2008. No matter where you are on the organizational ladder, the odds are high that you've delivered a high-stakes presentation to your peers, your boss, your customers, or the general public. Presentation software is one of the few tools that requires professionals to think visually on an almost daily basis. But unlike verbal skills, effective visual expression is not easy, natural, or actively taught in schools or business training programs. slide:ology fills that void.

Written by Nancy Duarte, President and CEO of Duarte Design, the firm that created the presentation for Al Gore's Oscar-winning film, An Inconvenient Truth, this book is full of practical approaches to visual story development that can be applied by anyone. The book combines conceptual thinking and inspirational design, with insightful case studies from the world's leading brands.

16. , Dunkel, Norbert W., and Schuh, John. Advising student groups organizations H. Jossey-Bass, 1998. The authors have successfully combined a thorough analysis of the essential elements of student organization advising with practical tools to apply the concepts. This book is essential reading for those who aspire to be effective organizational advisors.

Habitudes furnishes images that teach you leadership truths. They will enable you to wisely influence your world. Images stick. Images illustrate. They carry layers of reality. You’ve heard if before: a picture is worth a thousand words. Check this book out and see if you don’t agree.

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This Second Edition of this practical training guide is for the thousands of college students who serve as leaders, tutors, counselors, and advisors for their peers. It continues the tradition of the first edition—considered the standard for training peer educators—by beginning with a fundamental discussion on student growth and development, providing updates on current research, and providing learning objectives and exercises to help prepare peer educators for such tasks as tutoring, student orientation, residence hall advising, crisis intervention, coaching, and more.

Structured activities that warm-up, motivate, challenge, acquaint, and energize.

In what is the first really fresh job-hunting idea since What Color is Your Parachute? , 30 Days to a Good Job puts you on a strategic, systematic 30-day program that leaves you no time to become discouraged. This positive, highly focused program provides you with an accelerated schedule that reduces the conventional six- to twelve-month job search "sleepwalk" into a well thought out blitz that gets you not one but a half-dozen contacts in each of your prospective companies and up to 150 job contacts in a single month. 30 Days to a Good Job will show you: -How to arm yourself with the most effective self-marketing techniques to beat out the competition. -How to use a highly structured 30-Day Job Planning Calendar, complete with specific assignments to perform daily. -How to speed up your job search by employing Job Prospect Cards (listing company names and key decision-makers within the organization), Life Experience Cards (documenting work, education, and social experiences to help individualize resumes and cover letters), and a Contact Notebook (featuring pertinent information for follow-up letters and phone calls). -How to develop your own original, hand-tailored letters and resumes as adjuncts to the all-important and decisive job interviews -How to computerize your job search

In bestsellers such as *Purple Cow* and *Tribes*, Seth Godin taught readers how to make remarkable products and spread powerful ideas. But this book is about you—your choices, your future, and your potential to make a huge difference in whatever field you choose.

There used to be two teams in every workplace: management and labor. Now there's a third team, the linchpins. These people figure out what to do when there's no rule book. They delight and challenge their customers and peers. They love their work, pour their best selves into it, and turn each day into a kind of art.

A tribe is any group of people, large or small, who are connected to one another, a leader, and an idea. For millions of years, humans have been seeking out tribes, be they religious, ethnic, economic, political, or even musical (think of the Deadheads). It's our nature.

Now the Internet has eliminated the barriers of geography, cost, and time. All those blogs and social networking sites are helping existing tribes get bigger. But more important, they're enabling countless new tribes to be born groups of ten or ten thousand or ten million who care about their iPhones, or a political campaign, or a new way to fight global warming.
And so the key question: Who is going to lead us?

More people write for the Associated Press than for any newspaper in the world, and more writers—over 1,650,000—have bought The Associated Press Stylebook than any other journalism reference book. It provides facts and references for reporters, and defines usage, spelling, and grammar for editors. A separate section for sports and/or business guidelines and style. Also includes sections for Photo Captions, Filing the Wire, Filing Practices and Proofreaders' Marks. The Libel section explains fundamental principles of libel law and relevant First Amendment principles for working writers and editors.

27. Gray, Dave, and Brown, Sunni Macanufo. *Game storming, a playbook for innovators, rule breakers, and change makers.* James, O'Reilly, 2010.
This book includes more than 80 games to help you break down barriers, communicate better, and generate new ideas, insights, and strategies. The authors have identified tools and techniques from some of the world’s most innovative professionals, whose teams collaborate and make great things happen. This book is the result: a unique collection of games that encourage engagement and creativity while bringing more structure and clarity to the workplace. Find out why -- and how -- with Game storming.

Why do some ideas thrive while others die? And how do we improve the chances of worthy ideas? In Made to Stick, accomplished educators and idea collectors Chip and Dan Heath tackle head-on these vexing questions. Inside, the brothers Heath reveal the anatomy of ideas that stick and explain ways to make ideas stickier, such as applying the “human scale principle,” using the “Velcro Theory of Memory,” and creating “curiosity gaps.”

The primary obstacle is a conflict that’s built into our brains, say Chip and Dan Heath, authors of the critically acclaimed bestseller Made to Stick. Psychologists have discovered that our minds are ruled by two different systems—the rational mind and the emotional mind—that compete for control. The rational mind wants a great beach body; the emotional mind wants that Oreo cookie. The rational mind wants to change something at work; the emotional mind loves the comfort of the existing routine. This tension can doom a change effort—but if it is overcome, change can come quickly.

Twenty-five years ago Robert Greenleaf published these prophetic essays on what he coined servant leadership, a practical philosophy that replaces traditional autocratic leadership with a holistic, ethical approach. This highly influential book has been embraced by cutting edge management everywhere. Yet in these days of Enron and what VISA CEO Dee Hock calls our "era of massive institutional failure," Greenleaf’s seminal work must reach the mainstream now more than ever. Servant Leadership helps leaders find their true power and moral authority to lead. It helps those served become healthier, wiser, freer, and more autonomous. This book encourages collaboration, trust, listening, and empowerment. It offers long-lasting change, not a temporary fix and extends beyond business for leaders of all types of groups.


The economy uncertain, education in decline, cities under siege, crime and poverty spiraling upward, international relations roiling: we look to leaders for solutions, and when they don't deliver, we simply add their failure to our list of woes. In doing do, we do them and ourselves a grave disservice. We are indeed facing an unprecedented crisis of leadership, Ronald Heifetz avows, but it stems as much from our demands and expectations as from any leader’s inability to meet them. His book gets at both of these problems, offering a practical approach to leadership for those who lead as well as those who look to them for answers. Fitting the theory and practice of leadership to our extraordinary times, the book promotes a new social contract, a revitalization of our civic life just when we most need it.


Implications for policy and practice.


This new guide to news photography sets the standard for the three major kinds of professional photojournalism--news, features, and sports. Includes advice on choosing film, paper, darkroom techniques, lighting, cropping and more.

34. Icebreakers – Loose sheets booklet

Helps in starting conversations about different topics.


With Who Moved My Cheese? Dr. Spencer Johnson realizes the need for finding the language and tools to deal with change—an issue that makes all of us nervous and uncomfortable.

Most people are fearful of change because they don't believe they have any control over how or when it happens to them. Since change happens either to the individual or by the individual, Spencer Johnson shows us that what matters most is the attitude we have about change.


Black Greek 101 analyzes the customs, culture, and challenges facing historically Black fraternal organizations. The text provides a history of Black Greek organizations beyond the nine major organizations, examining the pledging practice, the growth of fraternalism outside of the mainstream organizations, the vivid culture and practices of the groups, and challenges for the future.
37. Komives, Susan R. and others. The handbook for student leadership development. Jossey-Bass, 2011. This is a comprehensive handbook provides essential research, theoretical framing, and practical guidance to help higher education practitioners develop, advance, and sustain a student leadership program. This new and thoroughly revised edition introduces a model for designing and executing any student leadership program, which will serve as a framing device for the book. This model covers: Foundations of Leadership Education, Program Design, Program Context, and Program Delivery. In addition, the book includes a rich, organized array of further recommended resources that will be connected to elements in various chapters.

38. Komives, Susan R., Lucas, Nancy, and McMahon Timothy. Exploring leadership - for college students who want to make a difference. Jossey-Bass 1998. This is the thoroughly revised and updated second edition of the best-selling book Exploring Leadership. The book is designed to help college students understand that they are capable of being effective leaders and to guide them in developing their leadership potential. Exploring Leadership incorporates new insights and material developed in the course of the authors’ work in the field. The second edition contains expanded and new chapters and also includes the relational leadership model, uses a more global context and examples that relate to a wide variety of disciplines, contains a new section which emphasizes ways to work to accomplish change, and concludes with concrete strategies for activism.

39. Komives, Susan R., and Wagner, Wendy. Leadership for a better world, Jossey-Bass, 2009. This book offers an approachable student textbook that engages the reader in understanding the nature of social change and the dimensions of leadership that help one become an effective change agent. The text includes case studies, reflection questions, and learning activities to help facilitate engagement with the Social Change Model of Leadership Development that is at the core of the book. Written and edited by some of the country's most recognized and active scholars and educators in student leadership, the book has been field-tested by leadership faculty.

40. Kouze, James M, and Posner Barry Z. Leadership the challenge. Jossey-Bass, 2003. The most trusted resource on becoming a leader is now updated and revised for a new generation. This leadership classic continues to be a bestseller after three editions and twenty years in print. It is the gold standard for research-based leadership, and the premier resource on becoming a leader. This new edition, with streamlined text, more international and business examples, and a graphic redesign, is more readable and accessible than ever before. The Leadership Challenge, Fourth Edition, has been extensively updated with the latest research and case studies, and offers inspiring new stories of real people achieving extraordinary results. The authors' central theme remains the same and is more relevant today than ever: "Leadership is Everyone’s Business." Their "five practices" and "ten commitments" have been proven by hundreds of thousands of dedicated, successful leaders. This edition, with almost one-third new material, emphasizes the global community and refocuses on business leaders.

41. Lencioni, Patrick. Death by meeting - A leadership fable. Jossey-Bas, 2004. Casey McDaniel had never been so nervous in his life. In just ten minutes, The Meeting, as it would forever be known, would begin. Casey had every reason to believe that his performance over the next two hours would determine the fate of his career, his financial future, and the company he had built from scratch. “How could my life have unraveled so quickly?” he wondered.
In his latest page-turning work of business fiction, best-selling author Patrick Lencioni provides readers with another powerful and thought-provoking book, this one centered around a cure for the most painful yet underestimated problem of modern business: bad meetings. And what he suggests is both simple and revolutionary.


The clock becomes your enemy when reading this book. The revelations propel you along causing you to read faster and faster to the next line, paragraph, page, and chapter. Must reading for anyone concerned about higher education and the future. This will be the most often quoted research and literature on student demographics for all higher education during the next decade!


New York Times best-selling author John C. Maxwell shows anyone how to lead, regardless of their level in any organization.

In his nearly thirty years of teaching leadership, John Maxwell has encountered this question again and again: How do I apply leadership principles if I'm not the boss? It's a valid question that Maxwell answers in The 360 Degree Leader.

You don't have to be the main leader, asserts Maxwell, to make significant impact in your organization. Good leaders are not only capable of leading their followers but are also adept at leading their superiors and their peers. Debunking myths and shedding light on the challenges, John Maxwell offers specific principles for Leading Down, Leading Up, and Leading Across.

360-Degree Leaders can lead effectively, regardless of their position in an organization. By applying Maxwell's principles, you can expand your influence and ultimately be a more valuable team member.


It is hard to imagine a more practical how-to book on the subject of writing than the one turned out by this husband and wife team. The Meyers provide numerous clear and detailed guidelines that will be a godsend to the novice struggling with his/her first writing project, as well as a welcome aid to the more seasoned writer occasionally floundering about for just the right technique to develop an idea. -- Voice of Youth Advocates

Reading "How to Write" is like discovering the trick behind a magic act. Once the act is understood, it isn't nearly as awesome as it had seemed. It becomes almost easy to learn and execute. "How to Write" can be read in less than an hour and should be kept thereafter between the dictionary and the thesaurus. -- Harriet Gerard, Hearst Feature Service


This Assessing and Improving Student Organization (AISO) program is intended as a guide for leaders of student-led college organizations. It is designed to promote the assessment of their organization by leaders and members, help them with planning and improvement, and assist them in responding to reviews by governing bodies and national chapters.

Apart from affording their members a structure for engaging with peers in activities of mutual interest, collegiate organizations provide them with hands-on opportunities for enhancing understanding of groups and organizations, and how they operate, and for acquiring and practicing the leadership, communication and collaborative skills that are so important for personal and professional effectiveness throughout life.
This Guide provides you with a structure for analyzing the workings of your organization. It will generate insights to help you determine how effectively the organization is functioning, identify strengths and weaknesses, devise priorities and plans for future improvement, and in the process, promote your reflective learning.

This Workbook is intended for student participants during the AISO assessment and planning sessions, and to be used in tandem with the Guide for Students. Each page presents an action or reflection slide from the Guide with a space below for participants to note their own ideas, outcomes of discussions, and items for action. The Workbook becomes a record of successive assessment and planning sessions, and a resource to refer back to during implementation.

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A book of questions for college students. This book is designed to expand students’ horizons and expose them to the diverse world that surrounds them. Questions included were created with college student in mind and focus on pertinent issues that they may face.

Designed for professional facilitation, each activity states its objective and is categorized according to its most probable use:

- Team effectiveness
- Values
- Feedback
- Role clarification
- Problem solving/decision making
- Team-member relationships
- Intergroup activities
- New, temporary, and transition teams

TIMING: Varies with each activity -- 45 minutes to 4 hours

AUDIENCE: The intended audience for this product is teams.

This exciting collection of team activities and other materials will help you make a difference in team and individual performance. Each activity is designed for an intact work group and takes a learning-by-doing approach that gets RESULTS!

This unique set brings together the approaches of team building and team development to help teams perform up to their potential. Some designs are appropriate for experienced facilitators, while others can be conducted by any team leader.

Each ready-to-use activity specifies:

- Goal of the activity

Keeping your meeting participants involved, focused and awake with Warmups for Meeting Leaders!

Learn the function of warmups and how to conduct them to achieve maximum results. Use these activities to energize a group, help gain commitment, dissolve apprehensions, create a feeling of ownership in the task, generate involvement in the agenda, and get groups focused on the business of a meeting.

Warmups include:
- The Hat Trick
- The Puzzler
- Listening Test
- Scrambled puzzles
- What's Right with You...and many more!

Warmups for Meeting Leaders gives you 100 dynamic activities you can use immediately, with overhead masters that you can photocopy, and tips on developing customized warmups.


The Boxed Set provides a great variety of fresh activities that add sparkle to presentations and foster the transfer of learning.

This compact, portable collection of 240 activities helps groups focus on:
- Values
- Listening
- Awareness
- Power
- Motivation
- Leadership
- Trust
- Consensus . . . and much more!
- Each structured experience is:
  - Easy to use? For each activity, you are given the goals, group size, time and materials needed, variations, instructions, and suggestions for further reading when appropriate.
  - Adaptable? You can quickly modify activities to meet your specific needs.

With this ready resource you will have a super array of training tools at your fingertips. Order yours today!


Open your next training session with a BANG!

One of the hardest tasks you'll face as a trainer is pulling participants' thoughts away their daily duties long enough to engage them in your training. According to training master Bob Pike, two of the most important learning concepts are "primacy" and "recency." People don't remember middles; they remember beginnings
("primacy") and ends ("recency"). That's why, if you want your training to be a success, you have to gain their attention as soon as they walk in the door.

Following up on the success of 50 Creative Training Closers, the most trusted and recognized names in training bring you 50 Creative Training Openers and Energizers. These lively, interactive session openers, ice breakers, and attention grabbers are what you need to inspire continued application, learning, and skill development. And you don’t have to be a professional trainer to use this collection--business presenters and educators of all kinds can immediately incorporate these creative designs into their work.


Whether it’s the kick-off of an event, a 20-minute gap between functions, or an all-day or multiday retreat, this sourcebook suggests a wide array of solutions for keeping young people upbeat, engaged, and unified. Offering icebreakers, “straight-up” games, and reflection activities, the book provides instructions for staging meaningful, fun interactions that encourage participants to think. Games are organized in sections identifying various stages of group-building, ranging from establishing foundational relationships and building upon them to transitions and celebrations. Among the games included are: Change Over—turn a tarp completely over while always remaining on the tarp; Common Ground—Which team has the most in common?; and You’re a Star—team members guess whose celebrity name is on their backs. Details on timing and supplies are also featured for each activity.


"There is no more powerful way to prove that we know something well than to draw a simple picture of it. And there is no more powerful way to see hidden solutions than to pick up a pen and draw out the pieces of our problem."

So writes Dan Roam in The Back of the Napkin, the international bestseller that proves that a simple drawing on a humble napkin can be more powerful than the slickest PowerPoint presentation. Drawing on twenty years of experience and the latest discoveries in vision science, Roam teaches readers how to clarify any problem or sell any idea using a simple set of tools.


A splendid collection of nonsensical and entertaining things to do to help a youth event, an evening meeting, or a day away start with a swing or even a bang. Includes fifteen more serious "themed evenings" and six quizzes.


Each of us can be a leader in our daily lives and make a positive difference, whatever our title or position.

Through the stories of a number of unsung heroes, Sanborn reveals the keys each one of us can use to improve our organizations and enhance our careers.

Genuine leadership – leadership with a “little l”, as he puts it, is not conferred by a title, or limited to the executive suite. Rather, it is shown through our everyday actions and the way we influence the lives of those around us. Among the qualities that genuine leaders share:

• Acting with purpose rather than getting bogged down by mindless activity
• Caring about and listening to others
• Looking for ways to encourage the contributions and development of others rather than focusing solely on personal achievements
• Creating a legacy of accomplishment and contribution in everything they do
As readers across the country discovered in *The Fred Factor*, Mark Sanborn has an unparalleled ability to explain fundamental business and leadership truths through simple stories and anecdotes. *You Don’t Need a Title to Be a Leader* offers an inspiring message to anyone who wants to take control of their life and make a positive difference.

Get any training session off the ground fast—or jumpstart one whenever it lags—with more than 400 proven activities in the bestselling Games Trainers Play series. Their names may range from "Tombstone Planning" to "The Nobel Prize Winner," but these brilliantly offbeat, unexpected, disarming, fully reproducible games have one serious mission: to coax even the most reluctant groups to talk, laugh, think, and work together. Page after page of fun, easy-to-plan tear-out exercises help you: break the ice and get participants acquainted; shake up outworn habits and perceptions; challenge with thought-provoking brainteasers; test learning and retention; develop communication and listening skills; bring out and involve participant-leaders; win back lethargic, distracted, low-energy groups; encourage creative problem-solving; boost or reinforce a group’s self-image; forge cohesive work teams that value group effort; facilitate transfer of training to the job.

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Announcing the fourth and newest edition to the best-selling training games series of all time! *Even More Games Trainers Play*, Edward Scannell and John Newstrom pick up where they left off in previous Games Trainers Play guides. You’ll find fully-explained, ready-to-use icebreakers, brainteasers, problem-solvers and session closers that target the skills you need to teach most—communication, listening, presentation, leadership, creative problem-solving and more. Each game can be played in under 30 minutes and implemented at little or no cost. What’s more, this edition focuses in on today’s “hot topics” of team building, quality initiatives and quality in customer service.

Say goodbye to the dull and deadly! Siberman's back—and better than ever!

Think about your last meeting. Was it boring? Meetings often are. You might be yawning just thinking about it. You're not the only one!

Those who attend stale meetings are as bored with them as the people responsible for running them. "Dull and deadly" is never the way to get things done. In his latest book, active training specialist Mel Silberman packs 101 tools, tips, and techniques guaranteed to brighten your next meeting. You'll move the action along while successfully fulfilling genuine business goals and objectives. This is a resource for everyone!

"Mel has done it again! Use just a few of the more than 200 ideas in this gem of a book and never again will you hear 'ugh, another meeting.'"—Glenn M. Parker, team building consultant; author, Team Players and Teamwork; co-author, Teamwork and Teamplay

You'll get the basics on:

- Preparing a meeting
- Engaging participants right away
- Stimulating discussion
- Prompting creative problem solving
- Managing conflict
- Building consensus
- Creating an unforgettable closing . . . and much more!

Silberman has drawn a few choice tips from his other resources, but most of 101 Ways to Make Meetings Active consists of all-new, powerful techniques for pumping energy into your business gatherings. Your meetings and presentations will be more fun than ever before—and you'll also build a stronger, more collaborative sense of mission and purpose.

Stop yawning! No need to be bored when Siberman's on the scene. A special BONUS is the "nuts and bolts" section that contains 140 field-tested facilitation tips!

Workbook to accompany THE ADVANCED GRAMMAR BOOK.

Offers proven techniques for choosing an audience, deciding what you want them to do, and persuading them to do it. Show how to utilize the various modes of communication, including the telephone, the written word, and television.

We attempt or avoid difficult conversations every day—whether dealing with an underperforming employee, disagreeing with a spouse, or negotiating with a client. From the Harvard Negotiation Project, the organization that brought you Getting to Yes, Difficult Conversations provides a step-by-step approach to having those tough conversations with less stress and more success. You'll learn how to:
- Decipher the underlying structure of every difficult conversation
- Start a conversation without defensiveness
- Listen for the meaning of what is not said
- Stay balanced in the face of attacks and accusations
- Move from emotion to productive problem solving

If you're a college student leader and you're frustrated that you and a few others do all the work, you need to start "Motivating the Middle" in your organization. It's the concept that will set student leaders free. Stop focusing on the bottom third members, those who check out or cause problems, and start focusing on the "middle third members" who hate drama, care for your organization, and prefer to play a supporting role. Directing your efforts toward the middle -- and understanding what makes them different, what gets them engaged, and what they can contribute -- may solve your most pressing leadership challenges.

Motivating the Middle offers a simple, empowering strategy for student government officers, team captains, chapter presidents, club leaders, residence life staff, and other college students looking to make a difference on today's campuses.

Robert's Rules have long been the ultimate guide for running meetings and outlining procedures. The Complete Idiot's Guide(r) to Robert's Rules, Second Edition, teaches readers everything from the ladder of motions to how to use Robert's Rules for any size or type of meeting or political caucus.

This book includes sample minutes, a sample agenda, and scripts for every type of meeting situation
Includes a complete reproduction of Sylvester's "Basics of Parliamentary Procedure," a handy guide based on Robert's Rules of Order Newly Revised, as an appendix
Gives readers a practical one-stop shop in the category-they can buy one book and get a copy of the rules and a book on how to use them

Learn from the best of the best!

Written by highly regarded experts in the field--including Zane L. Berge, Jay A. Conger, Robert Hargrove, James M. Kouzes, Julie O'Mara, Barry Z. Posner, Fran Rees, William J. Rothwell, and Edgar H. Schein--What Smart Trainers Know offers you a comprehensive guide to the HRD profession's most critical issues. In thirty-five mini-chapters (each of which can be read in approximately fifteen minutes) the book provides a handy resource for new practitioners who want to develop a broad working knowledge of the field. The book also offers seasoned professionals the opportunity to examine the latest thinking from a wide range of noted experts.

Emphasizing practical applications of theory, this collection covers all the basic needs of HRD practitioners in five key categories:
- Strategic training and development
- Employee and organizational development
- Assessment and evaluation
- Training and development design
- Training and development methods

"Whether you're new to training or a seasoned pro, looking for theory or practical application or needing to be revitalized or reconfirmed, What Smart Trainers Know has been written by the best-of-the-best to deliver what you need."

--Elaine Biech, ebb associates inc., and author, The Business of Consulting

Leading a meeting? giving a presentation? Heading a workshop? Icebreakers are great for lightening up the atmosphere at the beginning of a meeting or event, and encouraging everyone to participate fully. This collection of 50 icebreakers is organized around common business situations and is designed to help leaders
start every session, meeting, presentation, or workshop with a burst of energy and fun. Includes icebreakers for sales meetings, team building, complete strangers, introducing a topic, staff meetings, groups over 20, outdoor settings, and more. This latest book in the popular Big Book of Business Games series is the most fun yet!

The largest collection of icebreakers ever published! With the help of these playful, fun-filled games, exercises, and activities, you’ll be able to start every session, meeting, speech, or presentation with a burst of energy and fun.

Create dynamite flip-chart presentations with these resources. A user friendly guidebook that explains when and how to use a variety of flip-chart applications and how to organize training around flip charts.

This informative, quirky book is the definitive reference guide to the real world challenges encountered by graduates. Cap & Compass' first book, and flagship product, covers a wide range of topics from money to housing to engagement rings.

72. Collidascope, Question Box.
The objective of the game is to provide information regarding certain groups of people as well as the discrimination faced by these groups. Fact cards contain true/false and multiple choice questions. Situation cards contain dilemmas teams respond according to the game rules. This game is an effective training tool for professional staff, student groups, student leaders, and peer educators.


Strategies for preventing alcohol and other drug problems.

75. Leadership Exchange, Vol 9, issue 3, fall 2011.
Magazine on solutions for student affairs management. Issue on sustainability and social justice.

76. Whiter Shades of Pale
Whiter Shades of Pale: The Stuff White People Like, Coast to Coast, From Seattle’s Sweaters to Maine’s Microbrews is Christian Lander’s follow up to his bestselling book Stuff White People.

77. Decisive
Based on an exhaustive study of decision-making literature, this book introduces a four-step process designed to counteract these biases. Decisive takes readers on an unforgettable journey from a rock star’s ingenious decision-making trick to a CEO’s disastrous acquisition to a single question that can often resolve thorny personal decisions.
References: