



The Training Services Division Library Loan Program



The following materials may be accessed via the Intranet:

Bullying Made Simple

- Video
- Support Materials

Harassment Made Simple

- Video
- Support Materials

Sexual Harassment Made Simple

- Video
- Support Materials

The following materials are available to borrow by completing and faxing a Library Loan Contract to the attention of Cynthia Harris.

It's About Respect

- [DVD](#) (click to see a clip from vendor's website)
- It's About Respect Handbook, "Recognizing Harassment in a Diverse Workplace"

The Respectful Workplace: It Starts With You

- [DVD](#) (click to see a clip from vendor's website)
- Leader's Guide
- Reproducible Worksheets (click to access)

The Respectful Communicator: The Part You Play

- [DVD](#) (click to see a clip from vendor's website)
- Leader's Guide
- Reproducible Worksheets (click to access)

Ouch? That Stereotype Hurts

- [DVD](#) (click to see a clip from vendor's website)
- Book - Communicating Respectfully in a Diverse World by Leslie C. Aguilar
- Leader's Guide
- PP Presentation
- Participant Handout

Overcoming the Five Dysfunctions of a Team by Patrick Lencioni (Book)

- The Five Dysfunctions of a Team (A Supplemental Guide)
- [DVD](#) (click to see a clip from vendor's website)

The Supervisor Toolkit (CRM Learning)

- (3) Chaptered CD-ROM's with 2 versions of all clips; also contains electronic Leader's Guide file
- Leader's Guide for The Supervisor Toolkit
- [DVD](#) with 2 versions of all clips; with introductory narration and without (click to see a clip from vendor's website)

Would I Follow Me?

- [DVD](#) (click to see a clip from vendor's website)
- Training Leader's Guide

5 Questions Every Leader Must Ask

- [DVD](#) (click to see a clip from vendor's website)
- Leader's Guide
- CD-ROM with PP Presentation and Reproducible Participant Worksheets
- Book - Leadership Made Simple By Ed Oakley and Doug Krug

The Right Words at the Right Time

- [DVD](#) (click to see a clip from vendor's website)
- Leader's Guide
- PP Presentation

~ Special Request Only ~

The materials listed below are used only by the staff of Training Services to facilitate programs that are considered as special request.

Trust Works - Building Organizational Trust

Leader as Trust Builder

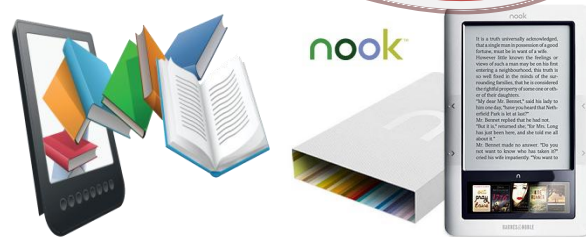
- Self Assessment
- TrustWorks Model for Leader

Great Teams (New Teams, Teams in Progress, Teams in "Stuck" Mode)

- Assessing the Team
- Diagnosing the Results
- Planning for Improvement

New to the Loan Library Program

The Nook



Nooks are now available for loan on a first come first serve basis for a maximum of three weeks. Extensions may be provided depending upon the availability of the Nooks. The topics for many of the ebooks consist of coaching, leadership, managing transitions, emotional intelligence, collaboration, and organizational health. Contact Cynthia Harris via email at: Cynthia.Harris@Maryland.gov or you may call 410-767-1851 to schedule an appointment to reserve a Nook for your reading pleasure.

Please be advised that all Nooks must be checked out and/or returned in person by stopping by the Training Services Division located at 201 W. Preston Street, 1st floor, Baltimore, MD 21201.