

FORMAT	TITLE	DESCRIPTION
DVDS		
	Professionalism 101 Skills to Succeed and Advance at Work – Working Together – DVD 395.52 DIM 2012	This DVD demonstrates skills for getting along with colleagues and discusses problems with conflict, gossip, and office politics. It explains what information should be shared with supervisors and what should not, emphasizes the importance of understanding an organization’s chain of command, and presents tips for participation in both in-office and virtual meetings. The DVD also covers such topics as taking time off, workplace ethics, bullying, and harassment. (25 minutes)
	Writing a Great Research Paper – Quoting, Citing, & Paraphrasing – DVD 808.02 WEB 2007	This DVD teaches how to incorporate the research and ideas of others into effective written works. It examines the use of quotations, citations, and paraphrasing and explains how to write in a tone that conveys professionalism, maturity, and authority. (75 minutes)
	Professionalism – Upgrade Your Communication Skills at Work – DVD 651.7 VID 2009	This DVD introduces the modern professional code of conduct, defines integrity as a commitment to excellence and such ethical standards as service, respect, honesty, discretion, responsibility, and diligence; and emphasizes the importance of integrity to the contemporary professional. It discusses the nine principles of professionalism, presents tips for cultivating a strong work ethic, and features expert advice. (75 minutes)
	Enhancing Professionalism – DVD 610.730 INS 2004	This DVD defines the standards for professionalism and describes the ways in which professionalism contributes to an organization’s overall mission. (30 minutes)
	– Communication Strategies to Enhance Professionalism – DVD 651.7 GEI 2006	This DVD offers communication strategies to enhance professionalism. It covers meetings, presentations, and follow-up activities and looks at common barriers to communication. (32 minutes)
	Professionalism 101 Skills to Succeed and Advance at Work – Business Etiquette – DVD 395.5 DIM 2012	This DVD, business experts and young professionalism discuss proper personal conduct in a variety of work – related situations. The DVD covers such topics as balancing social media and one’s job, asking for a raise, handling dissatisfied callers, interrupting a busy colleague, composing professional emails, and managing time. (25 minutes)
	Goal Planning - D 362.8 GOA 2002.	This DVD demonstrates techniques for working on goal planning with a client, this DVD presents an unrehearsed home visit. It describes the purpose of the visit, provides

		important case background information on the client, and reviews the results of the visit. 25 minutes
	The Role of Mandated Child Abuse Reporters - D 362.76 ROL 2012.	This DVD discusses the challenges and responsibilities of mandated child abuse reporting, and offers strategies for information collection and confidential reporting that ensure that an investigation process is not compromised. It identifies types of child abuse, explains what to include in a report of suspected child abuse, identifies child abuse, explains what to include in a report of suspected child abuse, identifies those who are obligated to report suspected child abuse, outlines factors to consider when reporting suspected abuse, and looks at mandated reporter skills. 28 minutes
	Becoming a Social Worker: Real Students, Real Clients, Real Growth - D 362.8 BEC 2008.	This DVD features interviews with social work students, considers reasons for studying social work. It looks at first encounters with clients, considers what supervision involves, and outlines the termination process. 50 minutes
	Theories in Social Work Practice – D 361.3 THE 2006.	This DVD experts discuss key theories and movements in the evolution of social work. The DVD covers such topics as utilitarianism, classic theories, psychoanalytic theories, structural theories, family theories, postindustrial and modern theories, system theories, social-learning theories, and cognitive and Rational-Emotive therapies. 30 minutes
	Steps in Planning and Conducting Research – D 507 STE 2008.	This DVD examines the steps for planning and carrying out a research study. It explains how to choose a topic; establish a hypothesis, select dependent and independent variables, choose a research design, select participants, and collect data, analyze results, and share the findings of the study. 38 minutes
	How to Read and Understand a Research Study (Power Point) – D 507 HOW 2008.	This DVD introduces the parts of a research paper and explains what information should be included in each section. It discusses the abstract, introduction, methods, results, discussion, acknowledgements, and literature cited sections and differentiates among observation studies, true experiments, and quasi-experiments.
	Improving Your Speaking Skills – D 800 IMP 2007.	This DVD features exercises, games, and drills, provides a platform for practicing vital communication skills. It covers such topics as volume and breath support, articulation, pacing, pausing vocal expression, eye contact, posture, movement, gesture, smiling, inflection, and facial animation. 50 minutes
	The Problem Solving Process: Taming the	This DVD introduces a six-step process that can be used to tackle any problem. It explains how to identify the problem,

	TIGER – D 153.43 PRO 2011.	brainstorm solutions, evaluate options, implement the best idea, and review and plan for the prevention of future problems. 23 minutes
	Developing Session and Home Task – D 361.3 DEV 1994.	This DVD offer demonstrations and interviews with involuntary clients, this program shows a task – centered approach to problems in a family. It teaches strategies for task development. 36 minutes
	Basic Attending Skills –D 158.3 IVE 2007	This DVD illustrates Allen Ivey’s basic micro skills framework for counseling. It demonstrates attending behavior, open and close questions, paraphrasing and the reflection of feelings, and summarization. The program also shows how to conduct an interview using only listening skills. 110 minutes
	Good Boss, Bad Boss: How to Master the Art of Leadership – DVD 658.409 SUT 2010	This DVD Robert Sutton of the Stanford Graduate School of Business explores the five characteristics of high – quality, tuned – in leaders. He explains that good bosses are appropriately assertive, convey wisdom, possess both confidence and humility, and work to eliminate negativity in an organization. 54 mins
	Building a Winning Team – DVD 658.4022 GOR 2010	Featuring author Jon Gordon, this DVD teaches how to enhance an organization’s level of employee engagement and trust. The program emphasizes the importance of communication in the process of uniting a team and shows how to eliminate the subtle negativity that can sabotage teams. 46 mins.
	Child Abuse and Neglect: Prevention and Reporting Guide – DVD 362.76 GOT 2001	This DVD for counselors, social workers, and educators, discusses physical, emotional, and sexual abuse and neglect; teaches how to recognize signs of abuse; and explains what to do when abuse is suspected. 24 mins.
	Boys and men Healing – DVD 616.85 WEI 2010	This documentary explores the topic of sexual abuse of boys and examines the way in which it affects their lives and their development. It emphasizes the importance of helping the boys to heal and of speaking out against abuse. 58 mins.
	Drugs of Abuse: Treatment and Recovery – DVD 362.29 LEE 2012	In this DVD, doctors, and clinicians join individuals in recovery to discuss the symptoms and consequences of drug abuse, the neurobiology of addiction and substance abuse treatment, and life in recovery. The program examines the progression of drug abuse to recovery management, looking at such drugs as alcohol, nicotine, marijuana, heroin, cocaine, inhalants, and prescription drugs. 90 mins
	Women & Addiction –	This DVD explores the gender-specific approaches that

	DVD 362.29 COV 2007	make a real difference for women in treatment. A pioneer in this field, presenter Stephanie S Covington, Ph.D., is co-director of the Institute for Relational Development and the Center for Gender and Justice in La Jolla, California, and author of numerous books and curricula. Her ideas will help you look through the lens of women's lives to see the cultural, socioeconomic, and relationship pressures that can affect addition and recovery. 1:14 mins
BOOKS		
	Basic Attending Skills (4 th Edition) – B 158.3 IVE 2007	This book illustrates Allen Ivey's basic micro skills is the original and most researched interviewing skills program. The basic of listening have been taught to hundreds of thousands of people throughout the world in 17 languages or more. This updated fourth edition will enable you to: Master the most fundamental skill of listening – attending behavior – by the second chapter. Learn and master basic listening skills of questioning, encouraging and paraphrasing, reflecting feeling, and summarization through a straightforward step- by- step process. Understand how interviewing skills need to be adapted to individual and multicultural differences. Complete a well structured interview using only listening skills. Teach your own helpers and others the important skills of listening – and use these skills with groups and families.
	Trauma Competency – A Clinician's Guide- 616.8521 CUR 2010 – Author –Linda A. Curran.	This book for clinicians. More specifically, it is a book for clinicians to use with their clients affected by trauma's sequelae. Unique in its approach, author Linda Curran not only defines and explains the current trauma paradigm-relevant, theories and current neuroscience, but step-by step demonstrates its in session clinical utility and applicability. This book that clinicians will refer to daily- the beat-up book whose pages are falling out due to excessive handling, referencing specific pages over and over, and copying handouts for clients. From assessment through stabilization, from internal and external resourcing to the working through of traumatic material, each chapter guides the clinician further into trauma's theory and practice. Recommended for all clinicians working with trauma, this book is a clear and concise, reader-friendly illumination of the HOW and the WHY of trauma treatment.
	MINDFULNESS SKILLS WORKBOOK- 616.89142 BUR 2013 – Author – Debra	This comprehensive workbook provides the theory behind each tool, a step-by-step process to implement, and expert guidance on processing client results. Like no other resource, Mindfulness Skills Workbook combines the latest research and best practices – all in a simple guide to

	Burdick, LCSWR, BCN.	successfully teach mindfulness to your clients.
	101 Trauma – Informed Interventions-616.8521 CUR 2013 – Author – Linda A. Curran.	This is the workbook that all mental health professionals wish they had at the beginning of their careers. Over 200 approaches to effectively deal with trauma in one concise resource. Equally useful in both group and individual settings, these interventions will provide hope and healing for your clients.
	EMDR Made Simple – 616.8917 MAR 2011 – Author- Jamie Marich P.h.D, LPCCS, LICDC.	This book explains the despite of numerous studies touting EMDR’s efficacy, it is still largely regarded as too complicated to understand, a major factor in why many who have been trained in EMDR no longer use it. EMDR Made Simple: 4 Approaches to Using EMDR with every client offers a fresh approach to understanding, conceptualizing, and ultimately implementing EMDR into clinical settings. Dr. Jamie Marich brings in her clinical experience from other modalities and disciplines to show that EMDR is more than just a series of protocols that need to be mastered in order for it to be effective. Using common sense language, clinical cases, and practical examples, EMDR Made Simple will give you the tools to build on your existing clinical knowledge and make EMDR work for you and your clients.