

tools of the trade

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"TT" editor

Glad to Be Me *Glad to Be Me. Dov Peretz Elkins (ed.). Englewood Cliffs, N.J.: Prentice-Hall, Inc., 1976. 138 pp. \$3.95.*

Pictures and philosophy make up this warm and human book. Elkins has gathered poems and excerpts from many authors and divided them into two major ideas: "Love Yourself" and "You Are Beautiful." The authors include Maslow, Moustakas, Satir, Tillich, Rogers, Horney, Prather, Buber, and Fromm. The pictures capture us as we are, and the words point to us as we can be. You'll see yourself, and the others in your life, as you search for maturity. Most excerpts are short enough to use when they'll help in teaching.

Making Contact *Making Contact. Virginia Satir. Millbrae, California: Celestial Arts, 1976. 96 pp. \$3.95.*

A small book that is deceptively simple in appearance and wording. As always, Virginia Satir states complex human behaviors in easily understood ways. This is a book of "the essentials—the BARE BONES of interpersonal relationships"—the essence of the work of Virginia Satir. Some of the concepts discussed are emotional honesty, freedom, forms of communication, words, self-esteem, and risk taking. Read it, and re-read it, as a foundation for your own growth and teaching.

Listening Beyond Words *Listening Beyond Words. Provo, Utah: Brigham Young University, Media Marketing W-STAD, 1973. Film (color), 21 minutes. \$14 rental/day; \$2 rental each day after. \$240 purchase.*

As the title implies, this film is devoted to helping us receive all the messages directed to us by others. Emphasis is placed on nonverbal as well as verbal messages. Seven situations are shown in which mis-communication occurs. After each, a flashback shows ways to improve communication through attentive listening. Examples given occur at work, at school, at church, and at home. A user's guide is included for use in teaching. This film is beautiful, and its religious elements are tasteful and low key.

If You Don't Know *If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else.* David P. Campbell. Niles, Illinois: Argus Communications, 1974. 144 pp. \$1.95.

A book to help you determine your own future, written by a leader in vocational guidance and testing. In the first section, Campbell makes a strong case for setting goals—planning someplace to go—while stressing the reality of change. He identifies multiple levels of goals for use in controlling your plan. In later sections, he writes about discovery and use of personal assets and outlines six basic categories of occupations. The book has meaning for beginning, renewing, and changing a vocation. A caveat is in order, however. Some of the generalizations such as “People who do well in one task tend to do well in others,” and “There is substantial consistency in human performance,” apply to whole groups of people, rather than individuals. If your past success level hasn't been high, you can still achieve the goals you desire.

Ella Mae Bard

Pack Your Own Chute *Pack Your Own Chute.* Eden Ryl. New York: Ramic Productions, 58 W. 58th St., N.Y. 10019, 1974. Film (color), 30 minutes. \$100 rental. \$550 purchase. Also super 8 and video cassette.

Give yourself and others this pep talk when it can help. The theme of this film is the need to take responsibility for our own reactions to people and events—that we choose our own behaviors. Eden Ryl makes a parachute jump to demonstrate to herself that she can overcome unrealistic fear. She emphasizes the need to give oneself a shaking up and to begin wholehearted participation in living. The scenery and photography are magnificent, and the emphasis connoted is freedom. This type of motivational approach is useful in moderation, but again a caveat. Changing ourselves is most feasible for those with the most resources. Changing self is more difficult for others having personal and economic resource limitations.

Annual Handbook *Annual Handbook for Group Facilitators.* John E. Jones and J. William Pfeiffer (eds.). La Jolla, California: University Associates, Inc. Yearly from 1973-1977, each approximately 290 pp. Looseleaf, \$25 each; paperbound, \$12 each.

These annuals are yearly collections of structured experiences, instruments, lecturettes, theory and practice

papers, and resources. The materials are from the areas of personal growth, leadership development, organization development, and community development and were written and edited to be immediately useful to practitioners. Users are free to duplicate and modify, for educational and training purposes, all materials except those for which reprint permission must be obtained from the primary source. A credit statement is required. These materials are practical, high quality, human relations training resources.

**Handbook for
Human Relations**

Handbook of Structured Experiences for Human Relations Training, Volumes I-VI. J. William Pfeiffer and John E. Jones (eds.). La Jolla, California: University Associates, Inc., Vol I-1969, Vol. II-1970, Vol. III-1971, Vol. IV-1973, Vol. V-1975, Vol. VI-1977. 120-150 pp. Vol. I-V: \$5.00 each; Vol. VI: \$5.50.

One way to involve people in their own learning is by using structured experiences. This excellent series of six handbooks helps the trainer by serving as a source of this type of experience. Each experience is "designed to focus on individual behavior, constructive feedback, processing, and psychological integration." Each provides the individual an opportunity for risk-taking in a supportive group environment. In use, the experiences need to be modified by the trainer for the particular group he/she is working with. And the trainer will want to choose experiences that are suitable to his/her level of expertise. Used appropriately and with restraint, structured experiences contribute to personal growth. As with the annuals, users are free to modify and duplicate the materials.

Being and Caring

Being and Caring. Victor Daniels and Laurence J. Horowitz. San Francisco: San Francisco Book Company, Inc., 1976. 388 pp. \$10.95.

If you've been looking for a way to put your scattered psychological understandings together for use in your own growth and relationships with others, you'll like this book. In it, the authors, speaking as one person, deal simply and without jargon with such specific daily behaviors as responsibility, acceptance, changing, feeling, thinking, dreams, and fantasy. The book has a strong scholarly basis and combines ideas from sources ranging from Freud to "touchy-feely" empiricism. A variety of exercises, games, and self-examinations are suggested—some for group use, some for individuals. The

many areas covered offer insight into our daily living, and there's a list of references for any you want to explore further.

Coping *Coping: A Survival Manual for Women Alone. Martha Yates. Englewood Cliffs, N.J.: Prentice-Hall, Inc., 1976. 272 pp. \$9.95.*

"Why this book? Because I found nothing like it when I desperately needed it" As a result of her painful experience of widowhood, Martha Yates compiled this book of advice and information for women struggling with the world alone. Topics covered are broad, from doing simple auto maintenance to how to help your children without a partner. Also how to: establish credit in your name, manage your money, make complaints, be a successful job hunter, and live with sex or without it. You'll find many answers. A most helpful part of the book is names of agencies to contact in case you can't solve a problem by yourself. The book can be useful to all women who live alone now or may in the future. It also provides a valuable reference for the Extension professional.

Fumiko N. Mehl

Self-Actualization *Self-Actualization. Robert E. Valett. Niles, Illinois: Argus Communications, 1974. 96 pp. \$3.95.*

We've all heard about self-actualization and live it, but do we know what it is? This book suggests specific facets in self-actualization and provides exercises for experiencing each more fully. It's done in an appealing workbook format—first an explanation of each facet, then a series of exercises for direct personal application. When you're finished, you have a book about yourself and where you are in your own process of becoming self-actualized. The materials could also be used in working with others.

Retirement *Retirement and Pre-Retirement Information and Services. Long Beach, California: American Association of Retired Persons. \$3.00 for either of these bi-monthly magazine subscriptions: Modern Maturity (for those aged 65 or older) or Dynamic Maturity (for those 50 to 65).*

The price of the magazine provides information about pre-retirement if you're 50-65, and post-retirement after you've retired. In addition to the magazine, a bulletin comes

bi-monthly to those who are 65 or older. Options available include guidebooks about specific aspects of pre-retirement planning; pharmacy service; life, health and auto insurance; lower rates at certain motor inns and motels; an employment service; and a travel service. In addition, the AARP supports legislation having special importance to older citizens. Retirement preparation materials, retirement planning seminars, and leader training are also available to organizations for a fee.

Asserting Your Self *Asserting Your Self. Sharon Anthony Bower and Gordon H. Bower. Reading, Mass.: Addison-Wesley Publishing Company, 1976. 244 pp. \$4.95.*

Information and techniques to use for stopping yourself from knuckling under and starting to stand up for your own rights and interests are described in this book. The authors suggest behavior-change techniques we can all use to become more assertive. Beginning with improving self-esteem and coping with stress, the Bowers move to assertive exercises and scripts for dealing effectively with interpersonal conflicts. They describe defensive maneuvers others may make as we begin to assert ourselves and ways to deal with them. Ways of looking and feeling assertive and developing friendships are emphasized. This is a down-to-earth book with exercises you can use to develop a personal program of change. If you plan to teach assertiveness to others, an instructor's manual is also available.

Better Retirement *A Better Retirement Through Planning. U.S.D.A. Available from your state Extension retirement officer.*

A double pocket folder containing several pieces including: Retirement Planning, A Brief Explanation of Medicare, Planning Your Retirement, Retirement Planning Check List, Planning the Future, Record of Important Papers, a Retirement Annuity Chart, and Do You Need a Will? These are excellent informational materials.