

tools of the trade

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Team of Two *A Team of Two. Hollywood, California: Caly Curtis Company. Film (color), 30 minutes, \$100 rental/3 days. \$460 purchase.*

This is a time management film for managers and secretaries, part of the Alan Lakein Time Management Series. It stars June Lockhart and Tom Kennedy.

The film sets forth a three-step approach for becoming a team of two: organize yourself, organize each other, and communicate. It offers practical suggestions for improving boss-secretary effectiveness and is helpful in clarifying roles and responsibilities.

A "Team of Two" reinforces the ideas of "The Time of Your Life," the first film of Alan Lakein. ("The Time of Your Life" was reviewed in the September/October, 1976 issue of the *Journal of Extension*.)

This is a fast-paced film with excellent photography. It can be successfully incorporated into time management and/or boss-secretary effectiveness workshops; or it can be an effective tool for improving the effectiveness of state or county Extension offices, well worth showing at a staff meeting. A real winner.