

# tools of the trade

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**Human Relations  
Training**

*A Handbook of Structured Experiences for Human Relations Training, Volume VII. J. William Pfeiffer and John E. Jones, eds. La Jolla, California: University Associates, 1979. 152 pp. \$6.00 (paper).*

The newest addition to the *handbook* series contains 24 new structured experiences in the following categories: ice breakers, interpersonal communication, personal feedback, intergroup communication, leadership, organizational development, and group problem solving.

The activities focus on such topics as prejudice, sexual values, and sex-role stereotyping; value clarification; listening skills; power tactics; and negotiations.

The experiences are useful for people dealing with interpersonal relations, management, group dynamics, counseling, and personnel. Users are encouraged to adapt and modify the experiences to suit their needs and circumstances. Users may reproduce the materials for educational or training purposes. Written permission is required for inclusion of them in publications offered for sale.

Jones and Pfeiffer also edit the *Annual Handbook for Group Facilitators* that's a favorite resource of many Extension workers. This handbook contains structured experiences, plus lecturattes and theory and practice papers that provide a background for the structured experiences (games, exercises, activities, simulations).