

HSLs – LIFE ORIENTATION TITLES IN STOCK

Get Organized! Managing School, Life, and Fun

R1 700.00

Lost backpacks, unfinished homework, missed carpools...disorganization isn't just annoying—it can seriously jeopardize a student's future. This video teaches young people the value of personal management skills, and provides tips and strategies for getting organized in several key areas: living space, school materials, study time, extracurricular activities, and social life. Dramatizing situations in which a group of teenagers have made themselves miserable through a lack of self-management, the program uses a lighthearted approach that engages young viewers, while driving home a serious message: Effective organizational tactics will be a valuable asset throughout your education and career. A viewable/printable instructor's guide—complete with learning objectives, fast facts, vocabulary terms, discussion questions, student activities, and other features—is available online. **Correlates to National Standards for Family and Consumer Sciences, National Educational Technology Standards, and Standards for the English Language Arts.** (23 minutes) **Item#: HSLs001, Copyright date: ©2006**

Study to Win!

R1 700.00

Tabitha is the best runner on her high school track team. She has learned both physical and mental techniques that help her win long-distance races. But this spunky runner is a mega-procrastinator when it comes to schoolwork. That's all about to change as her best and brainy friends take a closer look at the techniques Tabitha uses to win races and then coach her to apply them academically.

Following the Seven Big C's (COMFORT, CHARGE, CALCULATION, COMPREHENSION, CONCENTRATION, COHESION, and CONFIDENCE), Tabitha learns how to Study to Win!

This energetic and information-packed video shows students how to get Organized, Make a Study Schedule, Take Excellent Notes in class, and Prepare and Preview Material. Also covered are Chapter Summaries, Writing a Rough Draft, Writing an Outline and Thesis, Memorization Tips, How to Use Association and Visualization, and more. Jam-packed with clever and helpful information, all students will benefit from watching this video, and like Tabitha will learn how to Study to Win! (30-minute video) **Item#: HSLs002, Copyright date: ©2000**

This Is a Test...This Is Only a Test: Test-Taking Techniques

R1 700.00

For many students, the mere thought of taking a test sends adrenaline running throughout their bodies, brings perspiration to their brows, and causes them to suddenly forget everything they have learned. This humorous and informative video teaches students the art of stress-free test-taking. Students learn how to put test-taking into its proper perspective and realize that although tests are important, they are simply a way to measure one's knowledge of a subject. *This is a Test* stresses that no gimmick or shortcut can take the place of knowledge and teaches tips for reviewing and retaining information with easy-to-implement, effective study techniques. Students learn how test scores and anxiety levels are affected by preparing, organizing, cramming, and anticipating. Students discover the most effective ways to approach common test formats (multiple choice, standardized, matching, true/false, and essay), the importance of reading questions carefully, and the benefits of preparing themselves physically as well as mentally.

One 30-minute video and how-to-study book. **Item#: HSLs003, Copyright date: ©1992**

Everyday Peer Pressure

R1 700.00

Sometimes positive and sometimes negative, peer pressure is a powerful force for molding behavior. How does it work? This program investigates the dynamics of subtle, overt, and group peer pressure, along with approaches to resisting persuasion to do irresponsible or antisocial things. The importance of reality checks—"Is this what I really want?" "Is this who I am?"—is emphasized. (28 minutes) **Item#: HSLs004, Copyright date: ©2000**

PRICES EXCLUDE VAT

AFRICAN EDUCATIONAL DISTRIBUTORS

Paula van Rensburg 076 063 4320 / 011 616 8415 (t) / (011) 615 5384 (f) paulavr@xsinet.co.za / paula@african-ed.com

Ready...Set...Goals: Setting and Achieving Goals

R1 700.00

Assist students in defining their paths to success by teaching them the purpose and importance of setting goals. This informative video features people of all ages discussing what goals are, how goals have affected their lives, how they choose goals, and forces that have influenced the fulfillment of their goals. Viewers learn about the different types of goals they might work toward, people and things that might help or hinder the achievement of their goals, how to choose and prioritize goals, how to evaluate goals, and when to change goals. Stresses the importance of setting realistic and measurable goals and defines resources which help us to achieve them. Students learn a valuable lesson about how to fulfill their dreams by evaluating their skills, values and resources. (30-minute video and manual) **Item#: HSL005, Copyright date: ©1992**

Everyday Goals

R1 700.00

Living life without a goal is like taking a trip without selecting a destination. This program explains the difference between goals and dreams; distinguishes between short- and long-term goals as well as personal, physical, financial, academic, and career goals; and offers strategies for achieving them. The importance of putting goals in writing, setting a timetable, staying focused, and being flexible is stressed. (29 minutes) **Item#: HSL006, Copyright date: ©2000**

Look Before You Leap: The Dropping-Out Crisis

R1 700.00

"When I was your age, I..." The truth of the matter is that the parents, grandparents, and even teachers of today's youth were faced with a smaller array of choices than are open to the teenagers of today. This upbeat, powerful video features young people discussing their reasons for dropping out and the vast differences between the expectations and the reality of life after dropping out. Students see the abundance of choices available to them as high school graduates and the depleted job market accessible to dropouts. *Look Before You Leap* focuses on the choices and alternatives available to all students contemplating dropping out. Vocational schools, part-time work, part-time school, counseling, financial aid, and day care centers for teenage mothers are presented and discussed as alternatives to dropping out. This program also sends an important message to those students who might drop out by emphasizing the importance of having a plan or goals before burning the bridges to education. "Don't just drop out of school. Drop into life." One 30-minute video and workbook. **Item#: HSL007, Copyright date: ©1990**

Mentoring

R1 700.00

Ask the average young person what a mentor is and you're likely to get many different answers, IF they are able to answer the question. Many people have heard of mentors, but not many realize they need them, actually have them, and ARE mentors to people around them, no matter the age. We all rely on others for guidance, advice, and direction in our careers, our schooling, and other interests. Plus, not only is the connection important for the recipient, mentors themselves gain a lot from these arrangements. This video investigates the importance of having a mentor and how that relationship can help you grow in ways you might never have considered. Students watching this video learn about the importance of the experienced helping the inexperienced, and what their role is in that relationship(20-minutes) **Item#: HSL008**

Everyday Values

R1 700.00

People talk a lot about values, but what exactly are they, and how do they work? This program answers both of those questions in detail, discussing how values are formed by upbringing, culture, socialization, and exposure to the media as well as how they function as standards for behavior. The dynamic interplay between individual and group values and the price of adhering to one's values are also explored. (30 minutes) **Item#: HSL009, Copyright date: ©2000**

Date Rape: A Violation of Trust

R1 700.00

To the average student, the definitions of date rape and sexual assault are notoriously unclear. Use this program to eliminate the confusion so young adults understand exactly what these things are—and the attitudes and biases that typically accompany them—before anyone gets hurt. The video firmly reinforces the concepts that rape has its roots in hate crime; date rape is just as wrong as rape by a stranger; a victim is never "asking for it," no matter how the person dresses; and no one ever "deserves it." The video also underscores the rules of the dating game: a date is not an invitation for sex; No means No; and the inability to give consent doesn't mean Yes. Interviews with rape survivors and mental health professionals shed additional light on the trauma caused by rape, the process of post-rape emotional recovery, and the importance of post-rape support by family and friends. Date rape drugs are given special attention, and tips on safer dating are provided. A viewable/printable instructor's guide is available online. **Correlates to all applicable National and State Educational Standards including the NCLB Act.** (28 minutes)

Item#: HSL010, Copyright date: ©2008

Kids Raising Kids: Teenage Parenthood

R1 700.00

Young mothers need to be aware of the benefits and problems associated with the options of marriage or single parenting. This program stresses the importance of developing a positive and responsible attitude in order to make the best of the situation. The video provides information on finding a doctor, prenatal care, and the benefits of a practical diet, exercise, and childbirth classes, as well as advice on adjusting to the baby, assuming responsibility, continuing education, finding help, and managing finances. (42 minutes)

Item#: HSL011, Copyright date: ©1992

Red Flags: Avoiding Abusive Relationships

R1 700.00

What if dating were like football, where flags are thrown when the rules are broken? In this award-winning program, the Love Referee does just that, using his red flag system to stop the action when abusive dating situations develop. Play-by-play coverage of scenarios involving sexual pressure, manipulative and obsessive behavior, physical abuse, lying, and problem lifestyles help make it easier to recognize and avoid those pitfalls in real life. The overall message? Everyone deserves to be treated with respect and to feel safe on a date. (21 minutes)

Item#: HSL012, Copyright date: ©1996

Boost Your Confidence

R2 000.00

Most people have self-confidence issues, whether occasional or frequent. Even movie stars and CEOs can suffer a "crisis of confidence," but what sets people like them apart from others is the strategies they employ to master their nerves and doubts. *Boost Your Confidence* will show viewers how to move from their (dis)comfort zone to the place they need to be in order to get more from their lives. Topics range from the negatives—negative friends, negative self-talk, victim mentality, setbacks, and feeling the fear—to the positives: making yourself feel wonderful, attracting opportunities, achieving what you want, and much, much more! (64 minutes)

Item#: HSL013, Copyright date: ©2010

Career Planning Basics, DVD

R2 000.00

Item Number: HSL014

Lesson topics include:

- Portfolio development
- Interviewing
- Applications, cover letters and résumés
- Job searching
- Higher education
- Applications, cover letters and résumés
- Job searching
- Higher education, and many more!
- This state-of-the-art presentation will not only prepare students for future job opportunities but also aid them in other aspects during or after high school. The DVD writers have teamed up with teachers, counselors, the people who are hiring/firing and students to determine what is needed to build a student's future. Whether a student is continuing his or her education, working full or part time or participating in an internship, this DVD will guide students in the right direction. This interactive presentation features 11 career-building sections- Portfolio Development; Business Etiquette; Interviewing; Job Search; Application, Cover Letter, & Résumé; Career Testing; Career Research; Higher Learning; What to Wear; Dream Job "Happy Burger" and Setting the Form "Stay in School." With detailed examples and guided activities, students walk away prepared to enter the job market.

PRICES EXCLUDE VAT

AFRICAN EDUCATIONAL DISTRIBUTORS

Paula van Rensburg 076 063 4320 / 011 616 8415 (t) / (011) 615 5384 (f)
paulavr@xsinet.co.za / paula@african-ed.com

Common Job Interview Mistakes: What NOT to Say or Do

R2 000.00

It's true that a job seeker needs to stand out from the crowd—but there are good and bad ways to do that! Having all the right credentials and experience doesn't count for much if a candidate comes off as unprepared, unmotivated, and unprofessional in an interview. This video shows how to avoid that fate with concrete advice from experts, eye-catching graphics that reinforce core concepts, and clear-cut dramatizations that illustrate interview dos and don'ts. For newcomers to the job market, a firm grasp of the don'ts definitely comes in handy—after all, young people may not realize they should turn off their cell phones before an interview or refrain from asking too early about the position's salary. From tips on ensuring punctuality to strategies for giving the most positive, team-oriented impression possible, this is a first-rate informational resource for employment counseling and business education. (25 minutes)

Item#: HSL015, Copyright date: ©2012

Work It Out! Strategies for Resolving Conflict

R1 700.00

Last year's Spring Fling at Jefferson High School was a total disaster—and this year's student committee doesn't want it to happen again! But can the group put aside the past and work together constructively to create a successful dance? This video uses scenario analysis to model four key conflict resolution strategies: taking the person out of the problem; focusing on issues, not egos; being objective; and creating win-win solutions. Show your students that differences are a part of who we are—and that while we may not get along with each other all the time, we do have to find positive ways to work out our disagreements. A viewable/printable instructor's guide is available online. **Correlates to National Standards for Family and Consumer Sciences Education and Project 2061.** (22 minutes)

Item#: HSL016, Copyright date: ©2005

Brilliant Public Speaking

R2 000.00

The fear of public speaking is said to be even stronger than the fear of death. The good news is that public speaking is something that a person can learn—and excel at. This video features top speakers and public speaking coaches who share their superb advice on how to speak confidently in any situation. Topics include choosing your subject, preparation, rehearsal, dealing with nervousness, dress codes, keeping the audience's interest, timing, delivery style, building rapport, coping with mistakes, PowerPoint, and more. This is the definitive step-by-step guide to an inspired presentation! (65 minutes)

Item#: HSL017, Copyright date: ©2010

Communication or Frustration: Men and Women in Dialogue

R2 000.00

This program examines conflicts between genders and explores techniques that can be used to resolve them. It discusses the ways in which communication is affected by differing the rationales of men and women and a variety of gender characteristics.

DVD / 2005 / 25 min / HSL018

I'm Normal, You're Weird: Understanding Other Cultures

R2 000.00

In this humorous DVD, a group of aliens prepares to take on human form. While rehearsing their new roles, they learn the complexities of diverse cultures and discover that much of human behavior is culturally based.

DVD / 1997 / 23 min / HSL019

Speaking With Confidence, Clarity, and Charisma

R2 000.00

This DVD teaches how to present ideas effectively, establish rapport, build credibility, and convey enthusiasm over the phone. It also explains how to orient oneself for maximum influence during a meeting and how to project confidence when speaking.

DVD / 2002 / 23 min / HSL020

PRICES EXCLUDE VAT

AFRICAN EDUCATIONAL DISTRIBUTORS

Paula van Rensburg 076 063 4320 / 011 616 8415 (t) / (011) 615 5384 (f) paulavr@xsinet.co.za / paula@african-ed.com

The Art of Effective Communication

R2 000.00

Showing how a single situation can be interpreted in multiple ways, this program teaches methods for improving communication. It differentiates between hearing and listening and presents tips for improving nonverbal, listening, and written communication skills.

DVD / 2000 / 25 min / HSBUS104

Communication Skills... What Everyone Needs to Know

R2 000.00

This program presents techniques for clarifying work-related communications, including written, oral, and electronic messages and interactions with coworkers. Silver Davey Award. *DVD / 1997 / 30 min / HSBUS105*

Conflict Management: The Art of Making Peace

R2 000.00

In this video, conflict resolution specialist George Kohlrieser addresses the theory, practice, and problems of dialogue and negotiation as they relate to conflict resolution. Kohlrieser discusses the causes of conflict and teaches how to resolve conflict while maintaining interpersonal bonds. *DVD / 1999 / 55 min / HSBUS106*

Critical Listening

R2 000.00

Introducing the concept of critical listening, this program features dramatizations that illustrate visual cues in listening, considers the differences between hearing and listening, and explores listening for a purpose. It examines tone, pitch, and volume and teaches effective listening skills. *DVD / 1999 / 20 min / HSBUS107*

Conflict Resolution and Peer Mediation

R2 000.00

This DVD defines conflict, discusses emotional and physical conflict, considers the physical effects of conflict, and examines the ways in which people manage disputes. It explores peer mediation as a form of conflict resolution.

DVD / 2003 / 25 min / HSBUS110

Developing Listening Skills

R2 000.00

This program offers tips for improving one's listening skills. It covers such topics as the causes of poor listening and examines types of listening. *DVD / 2003 / 35 min / HSBUS112*

Persuasive Speaking

R2 000.00

This DVD teaches how to create speeches that influence an audience's perspective and behavior. It shows how to incorporate extrinsic and intrinsic proofs and how to appeal to feelings, attitudes, beliefs, and values. *DVD / 1997 / 30 min / HSBUS115*

Conquering Communication Anxiety

R2 000.00

This program presents a how-to approach for overcoming stage fright. It covers the causes and physical symptoms of anxiety and teaches behavioral steps and cognitive approaches to overcoming communication anxiety. *DVD / 2005 / 24 min / HSBUS116*

Writing for Business Results

R2 000.00

Presenting a clear-cut method for powerful, interesting, and relevant writing, this program teaches the essentials of effective business writing. It shows how to grab attention with a strong opening line, keep messages short and simple, and provide important supporting information. The program covers such forms of business writing as letters, memos, and e-mails.

DVD / 1999 / 25 min / HSBUS117

PRICES EXCLUDE VAT

AFRICAN EDUCATIONAL DISTRIBUTORS

Paula van Rensburg 076 063 4320 / 011 616 8415 (t) / (011) 615 5384 (f) paulavr@xsinet.co.za / paula@african-ed.com

Killer Presentation Skills: Everything You Need to Know

R2 000.00

In this entertaining DVD, Doug Jefferys teaches presentation skills that enhance audience retention. Exploring factors that inhibit presenters, Jefferys covers such topics as making eye contact with audience members, using gestures, and inflection. The program also teaches how to establish rapport with an audience and overcome stage fright. *DVD / 2006 / 90 min / HSBUS118*

Using Language Skillfully

R2 000.00

Exploring habits and skills that impede communication, this program shows how to effectively use language. It teaches how to empower listeners, increase confidence, improve one's personal image, and enhance the quality of presentations.

DVD / 2000 / 31 min / HSBUS120

Developing Positive Listening Skills

R2 000.00

This program explores the characteristics of active listening, suggests ways listeners can best give feedback to speakers, evaluates the importance of nonverbal communication, and examines empathic and neutral forms of listening.

DVD / 2004 / 27 min / HSBUS122

Succeed by Listening

R2 000.00

This program teaches how to become an active listener and better communicator in one's personal and professional lives. It shows how to overcome common listening and language barriers. *DVD / 2004 / 35 min / HSBUS124*

Body Language: Beyond Words

R2 000.00

This DVD shows how gestures and posture mirror inner feelings and send messages. It examines unwritten rules of eye contact and concepts of personal and public space, considers when people smile and show their tongues, and discusses cross-cultural differences in nonverbal communication. *DVD / 2008 / 25 min / HSBUS125*

Communicating With Tact, Candor, and Credibility

R2 000.00

This program teaches practical techniques for successful workplace communication. It explains how to communicate on the level with coworkers, team members, and supervisors; present a specific point-of-view; rephrase talking points; turn criticisms into feedback; maintain composure with confrontational coworkers; and develop strong workplace relationships. The DVD also discusses lightweight speech patterns, corporate jargon, and artful scripting. *DVD / 2008 / 19 min / HSBUS126*

Effective E-Mail

R2 000.00

This program teaches how to write effective e-mails. It discusses appropriate e-mail recipients, attention-grabbing subject lines, netiquette, e-mail structures and formats, and the importance of concise messages. *DVD / 2007 / 49 min / HSBUS127*

Communication Strategies to Enhance Professionalism

R2 000.00

This program offers communication strategies that individuals can employ to enhance his or her level of professionalism. It defines professionalism and discusses meetings, presentations, follow up activities, and common barriers to communication.

DVD / 2005 / 32 min / HSBUS128

The Basics of How to Plan, Write, and Give a Winning Presentation

R2 000.00

This program teaches how to plan, write, and deliver effective presentations and covers such topics as understanding the audience and avoiding stagefright. **Gold Davey Award.** *DVD / 2005 / 30 min / HSBUS129*

Nonverbal Communication

R2 000.00

This video teaches how to interpret nonverbal messages and how to use them to become a better communicator. It focuses on personal space, touch, body motion, artifacts, environment, tone of voice, and physical characteristics.

DVD / 1996 / 45 min / HSBUS130

Make the Connection: How to Be Effective and Productive

R2 000.00

on the Phone

This program shows how to become a master telephone communicator. It teaches how to establish instant rapport, calm irate callers, skillfully manage interruptions and background noise, keep calls short, and end calls gracefully.

DVD / 2003 / 22 min / HSBUS131

Public Speaking in a Second Language — Fear Not!

R2 000.00

This program for nonnative English speakers introduces public speaking and covers pitch, tone, intonation, voice projection, syllable stress, and pronunciation. It also offers tips for overcoming stage fright. *DVD / 2005 / 38 min / HSBUS132*

Persuasive Language

R2 000.00

This informative and entertaining program presents dramatizations that illustrate the nature and techniques of persuasion. It introduces a variety of persuasive techniques and presents role plays that illustrate each. The program examines such techniques as suggestive selling; emotive language; card-stacking; and the use of connotations, analogies, generalizations, and exaggerations.

DVD / 1999 / 20 min / HSBUS133

Persuasive Speaking Made Easy

R2 000.00

Offering practical advice for students who need to improve their speechmaking skills, this program teaches how to be persuasive and convincing when speaking in front of an audience. *DVD / 2000 / 19 min / HSBUS134*

Communicating Between Cultures

R2 000.00

This DVD presents cross-cultural situations that show how such cultural givens as getting right to the point, saving face, and taking turns in conversation can complicate intercultural communication. It provides practical guidelines for communicating respectfully. *DVD / 2004 / 23 min / HSBUS136*

Cross-Cultural Communication: How Culture Affects Communication

R2 000.00

This program examines issues in cross-cultural communication. It discusses public behavior, taboos, power, stereotyping, prejudice, miscommunication, time conceptualization, socialization, direct and indirect communication, and context. The program features vignettes and offers practical applications for cross-cultural communication. *DVD / 2005 / 20 min / HSBUS137*

I'm Normal, You're Weird: Understanding Other Cultures

R2 000.00

In this humorous DVD, a group of aliens prepares to take on human form. While rehearsing their new roles, they learn the complexities of diverse cultures and discover that much of human behavior is culturally based.

DVD / 1997 / 23 min / HSBUS138

PRICES EXCLUDE VAT

AFRICAN EDUCATIONAL DISTRIBUTORS

Paula van Rensburg 076 063 4320 / 011 616 8415 (t) / (011) 615 5384 (f) paulavr@xsinet.co.za / paula@african-ed.com

Resolving Conflict Creatively in the Multicultural Community: R2 000.00

Intercultural Mediation

Shot in Ontario, Canada, during the Commonwealth Youth Conference in Conflict Resolution, this program shows how cultural misunderstandings can become the underlying causes of conflict. The DVD offers methods for managing conflict, avoiding violence, and building stronger relationships between individuals and groups. *DVD / 2000 / 24 min / HSBUS139*

Them and Us: Cultural Awareness R2 000.00

Explaining that prejudice is rooted in a need to distinguish between "us" and "them," this program explores the mental processes that people use to evaluate other cultures. It shows how common thinking habits can lead to assumptions, biases, and prejudices.

DVD / 2007 / 25 min / HSBUS140

Communication Skills in a Multicultural World R2 000.00

This video demonstrates cross-cultural communication skills. It discusses keeping an open mind, thinking before speaking, and avoiding stereotypes. *DVD / 1994 / 20 min / HABUS141*

Cross-Cultural Communication: How Culture Affects Communication R2 000.00

This program examines issues in cross-cultural communication. It discusses public behavior, taboos, power, stereotyping, prejudice, miscommunication, time conceptualization, socialization, direct and indirect communication, and context. The program features vignettes and offers practical applications for cross-cultural communication. *DVD / 2005 / 20 min / HSBUS142*

Overcoming Barriers to Intercultural Communication R2 000.00

This DVD focuses on ways to break down such barriers to communication as ethnocentrism, anxiety, and prejudices and increase positive cross-cultural communication in the global community. *DVD / 2005 / 25 min / HSBUS143*

The Cultural Environment of International Business R2 000.00

This program discusses international business customs. It features Roger E. Axtell, who examines cultural differences in communication styles, body language, and etiquette. The DVD emphasizes the importance of understanding local business practices when conducting international business.

DVD / 1992 / 37 min / HSBUS144

LS026 – TIME MANAGEMENT R1 500.00

MODULE 1 – A WHOLE LOT OF TIME

This course is presented as a practical workshop. The programme addresses the core subjects of time management & time awareness. Every person has these subjects as part of their intrinsic nature. However, depending on the cultivation of either negative or positive habits towards time, we suffer disappointments or successes respectively. This training course begins by identifying the importance of quantifying activities into a time frame. Once this is done one may prioritise activities & address them in order. The programme gives valuable instruction on goal setting, task execution & monitoring the results or feedback. (Duration: 25min)

PRICES EXCLUDE VAT

AFRICAN EDUCATIONAL DISTRIBUTORS

Paula van Rensburg 076 063 4320 / 011 616 8415 (t) / (011) 615 5384 (f) paulavr@xsinet.co.za / paula@african-ed.com

LS027 – TIME MANAGEMENT**R1 500.00****MODULE 2 – WORKING AGAINST TIME**

This programme is an expansion on module one with greater depth. The focus is on a positive effective approach to planning, with the productive use of whatever tools that may be available. The subject of dealing with distractions & diarising is looked at more thoroughly. Instruction is also given on task delegation & communicating ones needs well. (Duration: 18min)

LS036 – STRESS MANAGEMENT**R1 500.00**

This training video provides vital well-researched information regarding stress & practical ways in which to manage stress in everyday life. The subject of stress is divided into 3 parts, namely, work related stress, financial stress, & stress at home. This training video is suited for both personal instruction & for a workshop or seminar instruction. The information given is up to date & relevant to modern society with current issues that people are working through. This training may also be used to form part of a larger training course/programme, especially for management preparation. (Duration:31min)

LS037 – MOTIVATION: YOU CAN DO IT**R1 500.00**

This English training video gives important instruction on goal setting. Goal setting is, and always will be a character trait that determines a person with winning qualities. Leading a successful lifestyle in our modern society requires a person to have & apply some very important life skills. These life skills can be learned & mastered. This training video is one of the few instruction videos that present the subject without clouding it with statistics & pep talk. The presenter gives insight & practical instruction on the activities that a person needs to get involved in. Motivation is defined & made tangible through various exercises. This title is most suitable for private study or group training in workshops since it is divided into segments with breaks for discussion & note taking. (Duration: 25min)

LS038 – GETTING MOTIVATED, KEEPING MOTIVATED**R1 500.00**

Catherine Glennie is a motivational speaker, trainer & columnist with the Argus newspaper. She has produced a successful video & book that are available in this catalogue. The motivational training video deals with how to move forward in life despite the trials & tribulations that we all experience to varying degrees. Through a personal account Catherine gives the important principals to internalize & put into practice in order to turn one's life around & be successful. These powerful tools are explained well & step by step guidelines are given to put these into operation in our lives. This video may be used as a stand alone training course, however this course becomes even more powerful when worked through together with the book. The book by the same title is a compilation of the weekly articles written for, the 'Job Shop,' which is the supplement of the Cape Town daily newspaper, the 'Argus.' These articles were published between July 1999 & June 2001. The articles flow into each other & closely look at the principals of successful living. This book may be used on its own, however, the message is most powerful when studied together with the video. (Duration: 36min)

Paula van Rensburg 076 063 4320 / 011 616 8415 (t) / (011) 615 5384 (f)

LS039 – LIFE SKILLS: PART I**R1500.00**

This training video seeks to prepare a person for the necessary skills in modern day society. The video is aimed at South Africans & discusses this important subject from the perspective of what applies locally. (Duration: 43 minutes)

LS040 – LIFE SKILLS: PART II**R1 500.00**

This 2 part series of training videos was produced to reach over the language & education barrier to individuals who have little or no formal education. Mr. Lyndon Nicholson (B.Com / MBS) of Net skills has recorded his very successful live training workshop, which he conducts around the country. The material is well presented in Zulu (70%) & English (30%). This type of training is not covered fully by the secondary schooling educational system. South African society has left the subject of life skills to be taught at home, by the families. Sadly this is not the truth. Mr. Nicholson looks at the fundamental skills that a person should acquire. These are: - Financial Management, which include monthly budgeting, buying a house, buying a car, applying for finance, getting insurance & other important topics; - Health, a special discussion is given on the threat of HIV/AIDS.

(Duration: 51min)

PRICES EXCLUDE VAT

AFRICAN EDUCATIONAL DISTRIBUTORS

Paula van Rensburg 076 063 4320 / 011 616 8415 (t) / (011) 615 5384 (f)