

# TAKE AWAY TRAINING

# Take Away Training Series

117 Outstanding Titles

**Set of 117 videos**  
**Instant access to professional development for staff and managers on the go ...**  
**Advice in just 15 minutes per program**



Featuring psychologists Eve Ash and Peter Quarry

BEST SELLER



**TAKE AWAY TRAINING SERIES**  
**SET OF 117 VIDEOS**  
 STOCKCODE: TATSET  
 ISBN: 978-1-921910-01-2

DVD SET PRICE	\$11,583
1 DVD	\$275 each
2-4 DVDs	\$220 each
5-10 DVDs	\$187 each
11-19 DVDs	\$165 each
20-35 DVDs	\$143 each
36-49 DVDs	\$132 each
50-79 DVDs	\$110 each
80+ DVDs	\$99 each

Streaming Options Available **7D TV**

9 DVDs

## MANAGEMENT & LEADERSHIP

- 10 Point Checklist for Briefing a Consultant
- Delegating and Prioritising
- Leadership
- Making Teams Work Brilliantly
- Management Mastery Checklist
- Managing a Mature Age Workforce
- Supervisory Styles
- The Changing Role of Managers
- The New Supervisor

10 DVDs

## LEARNING & TRAINING

- 10 Point Checklist Before Delivering Training
- Adult Learning Principles
- Conducting Training Activities
- Designing and Delivering a Training Session
- Developing a Training Plan
- Evaluate Anything
- Getting the Most out of Training
- Learning from Mistakes
- Learning to Learn
- Moving to e-Learning

11 DVDs

## JOB, CAREERS, INTERVIEWS & SELECTION

- 10 Employability Attributes & Skills
- 10 Essential Interviewing Skills
- 6 Essential Steps to Getting That New Job
- 6 Ways to Boost Your Career Prospects
- 6 Ways to Increase Job Satisfaction
- 9 Essentials for Exit Interviews
- Career Planning
- Coping with Retrenchment
- Going for a Job Interview
- Selection Techniques
- The Art of Behavioural Interviewing

10 DVDs

## PRODUCTIVE WORKPLACES

- 10 Essentials for Successful Induction
- 6 Ways to Prevent Sloppy Work
- An Introduction to Business Ethics
- Best Practice Workplace Checklist
- Decision Making in Groups
- Manage Change Successfully
- Men and Women are Different
- Overcoming Personal Barriers to Diversity
- Project Management Success Factors
- Reducing Absenteeism

10 DVDs

## PRESENTATION, FACILITATION & MEETING SKILLS

- 10 Powerful Networking Skills
- Common Facilitation Mistakes
- Consulting Skills for Professionals
- Controlling Meetings
- Difficult Presentations Made Easy
- Facilitation Skills
- Leading Group Discussions
- Public Speaking with Confidence
- Setting Agendas and Taking Minutes
- Understanding Group Dynamics

10 DVDs

## PERSONAL DEVELOPMENT

- 5 Steps to High Self-Esteem
- Coping with Change
- Developing Assertiveness Skills
- Managing Boundaries
- Personal Goal Setting
- Positive Thinking
- Preparing for Your Appraisal
- Problem Solving and Initiative
- Self-Empowerment
- Successful Thinking Habits

14 DVDs

## COACHING, MENTORING, COUNSELLING & FEEDBACK

- 10 Steps to Flawless Appraisal Interviews
- 360° Feedback
- Coaching
- Conducting Successful Discipline Interviews
- Counselling Poor Performers
- Dealing with the Unmotivated Employee
- Essential Counselling Skills
- Giving Personal Feedback
- How to Develop Your People
- How to Mentor
- Increasing Motivation at Work
- Managing Performance
- Managing Upwards
- Mentoring

10 DVDs

## ANGER, CONFLICT & DIFFICULT SITUATIONS

- 6 Ways to Resolve Conflict
- 7 Ways to Handle a Difficult Boss
- Conflict within Teams
- Dealing with Abusive & Threatening Calls
- Dealing with Difficult People
- Dealing with Manipulative People
- Eliminating Workplace Bullying
- Handling the Difficult Customer
- Managing Aggression in the Workplace
- Overcoming Harassment

9 DVDs

## SALES & CUSTOMER SERVICE

- 10 Essential Reception Skills
- 7 Key Sales Skills
- Advanced Sales Techniques
- Business Etiquette
- Handling Complaints
- How to Manage & Motivate a Sales Team
- How to Sell a New Idea
- Sales and Service Turn Offs
- The Spirit of Service

11 DVDs

## COMMUNICATION SKILLS

- 6 Ways to Build Rapport
- 7 Steps to Improving Communication
- Be Careful with Email
- Developing Emotional Competence
- How to Make a 5 Star Impression
- Listening
- Negotiating With Suppliers
- The Art of Questioning
- The Power of Empathy
- The Psychology of Saying Sorry
- Understanding Body Language

13 DVDs

## STRESS MANAGEMENT & WELL BEING

- 10 Healthy Work Habits
- 15 Ways to Handle Today's Stress
- 6 Ways to Manage Overload
- Balancing Work and Private Life
- Dealing with Trauma & Distress
- Energy & Enthusiasm
- Giving Up Bad Habits
- How to Survive Email Overload
- Regaining Control of Your Day
- Staying Happy & Positive Throughout Life
- Stress Management
- Time Management
- Understanding & Dealing with Depression



# TAKE AWAY TRAINING

# Take Away Training Series

9 DVDs

## MANAGEMENT & LEADERSHIP

A group of 9 programs to develop core skills for leading a team.

### 10 Point Checklist for Briefing a Consultant

TAT55 | ISBN: 978-1-921909-05-4  
16 minutes

Use this checklist to ensure you get the most out of your consultants right from the start.

### Delegating and Prioritising

TAT26 | ISBN: 978-1-921909-41-2  
18 minutes

Gain control over your work by skilful delegation and re-evaluation of priorities.

### Leadership

TAT27 | ISBN: 978-1-921909-61-0  
17 minutes

Learn the characteristics of effective leaders and the essential leadership behaviours.



### Making Teams Work Brilliantly

TAT46 | ISBN: 978-1-921909-66-5  
13 minutes

Learn to set clear direction and create a positive and productive team culture.

### Management Mastery Checklist

TAT57 | ISBN: 978-1-921909-68-9  
14 minutes

Rate yourself against the eight point checklist and know what skills you must develop.

### Managing a Mature Age Workforce

TAT58 | ISBN: 978-1-921909-69-6  
14 minutes

Overcome myths and appreciate the value of retaining these valuable employees.



### Supervisory Styles

TAT02 | ISBN: 978-1-921909-90-0  
14 minutes

Know when to use autocratic, democratic or laissez faire styles of supervision.

### The Changing Role of Managers

TAT61 | ISBN: 978-1-921909-92-4  
15 minutes

Discover the six key coaching skills to ensure a happy and productive team.

### The New Supervisor

TAT01 | ISBN: 978-1-921909-93-1  
13 minutes

Team members want direction, feedback and respect so start leading well from the start.



10 DVDs

## PRODUCTIVE WORKPLACES

These 10 titles give managers and teams strategies for best practice.

### 10 Essentials for Successful Induction

TAT49 | ISBN: 978-1-921909-03-0  
15 minutes

Practical steps to make sure your new people gain the best impression from day one.

### 6 Ways to Prevent Sloppy Work

TAT103 | ISBN: 978-1-921409-34-9  
14 minutes

Set standards and objectives, coach, give feedback, manage mistakes and give rewards.

### An Introduction to Business Ethics

TAT89 | ISBN: 978-1-921909-21-4  
19 minutes

Everyone in the business should know how to deal with an ethical dilemma.



### Best Practice Workplace Checklist

TAT90 | ISBN: 978-1-921909-24-5  
15 minutes

Discover the top ten strategies known to ensure happy staff and quality work.

### Decision Making in Groups

TAT43 | ISBN: 978-1-921909-40-5  
15 minutes

Six ways to make decisions in groups, with pros and cons of each method.

### Manage Change Successfully

TAT96 | ISBN: 978-1-921909-67-2  
16 minutes

Learn skills to plan and implement change, gain commitment and overcome resistance.

### Men and Women are Different

TAT72 | ISBN: 978-1-921909-73-3  
14 minutes

Learn the psychological differences and how both genders work together constructively.



### Overcoming Personal Barriers to Diversity

TAT108 | ISBN: 978-1-921409-33-2  
19 minutes

Challenge perceptions, appreciate diversity and make your workplace inclusive.

### Project Management Success Factors

TAT59 | ISBN: 978-1-921909-81-8  
14 minutes

Five strategies to ensure projects are on time, on budget and agreed specifications.

### Reducing Absenteeism

TAT60 | ISBN: 978-1-921909-83-2  
14 minutes

Learn specific techniques to overcome absenteeism and educate your people.



**TAKE  
AWAY  
TRAINING**

# Take Away Training Series

14 DVDs

## COACHING, MENTORING, COUNSELLING & FEEDBACK.

These 14 programs can develop skills to motivate and improve performance.

### 10 Steps to Flawless Appraisal Interviews

TAT102 | ISBN: 978-1-921409-30-1  
15 minutes

Practical tips on how to conduct positive performance appraisals that achieve results.

### 360° Feedback

TAT34 | ISBN: 978-1-921909-08-5  
16 minutes

Learn about the best ways to implement and benefit from 360° feedback.

### Coaching

TAT24 | ISBN: 978-1-921909-27-6  
16 minutes

Assess when and how to improve performance, confidence and motivation with coaching.

### Essential Counselling Skills

TAT65 | ISBN: 978-1-921909-49-8  
14 minutes

Learn 3 key counselling skills and how to best develop them.



10 DVDs

## LEARNING & TRAINING

Use these 10 programs to build trainer skills and improve the learning experience.

### 10 Point Checklist Before Delivering Training

TAT41 | ISBN: 978-1-921909-04-7  
15 minutes

Get organised, anticipate issues, and be confident your session runs smoothly.

### Adult Learning Principles

TAT87 | ISBN: 978-1-921909-19-1  
18 minutes

Avoid mistakes and find out how to maximise the learning experience.



### Conducting Successful Discipline Interviews

TAT105 | ISBN: 978-1-921409-35-6  
16 minutes

Learn about progressive discipline, documentation, structure, emotions and the pitfalls.

### Counselling Poor Performers

TAT25 | ISBN: 978-1-921909-35-1  
15 minutes

A six-step approach to improving performance, whilst maintaining a positive relationship.

### Dealing with the Unmotivated Employee

TAT76 | ISBN: 978-1-921909-38-2  
13 minutes

Invest effort to solve a motivation problem, or encourage the person to move on.

### Giving Personal Feedback

TAT09 | ISBN: 978-1-921909-53-5  
13 minutes

Give feedback effectively whether it's about body odour, lateness or personal calls.

### How to Develop Your People

TAT113 | ISBN: 978-1-921409-86-8  
12 minutes

Determine needs, implement learning strategy and evaluate development



### How to Mentor

TAT106 | ISBN: 978-1-921409-32-5  
18 minutes

Listening, questioning, contracting, goal setting and challenging are role-modelled.

### Increasing Motivation at Work

TAT56 | ISBN: 978-1-921909-60-3  
13 minutes

Learn simple, realistic techniques to manage common motivational problems.

### Managing Performance

TAT07 | ISBN: 978-1-921909-71-9  
11 minutes

Learn the logical steps and practical tips for successful performance management.

### Managing Upwards

TAT10 | ISBN: 978-1-921909-72-6  
15 minutes

Learn to get feedback, ask for help and clarifying expectations with your manager.

### Mentoring

TAT38 | ISBN: 978-1-921909-74-0  
18 minutes

The essential skills for mentors and protégés and how to avoid the pitfalls involved.



### Conducting Training Activities

TAT14 | ISBN: 978-1-921909-29-0  
14 minutes

Use case studies, role-plays and business games to improve engagement in training

### Designing and Delivering a Training Session

TAT13 | ISBN: 978-1-921909-42-9  
12 minutes

Use adult learning principles to engage learners and improve your own effectiveness.

### Developing a Training Plan

TAT12 | ISBN: 978-1-921909-43-6  
16 minutes

How to do a training needs analysis, plan activities and evaluate effectiveness.

### Evaluate Anything

TAT52 | ISBN: 978-1-921909-50-4  
12 minutes

Skills to evaluate programs, projects, performance for improved accountability.



### Getting the Most out of Training

TAT45 | ISBN: 978-1-921909-52-8  
13 minutes

Trainees can learn about the 5 common learning blocks and how to overcome them.

### Learning from Mistakes

TAT53 | ISBN: 978-1-921909-63-4  
14 minutes

A 3-step process to change perceptions and view mistakes as learning opportunities.

### Learning to Learn

TAT36 | ISBN: 978-1-921909-64-1  
17 minutes

Use a practical 5-step model to develop the skills of being a good learner.

### Moving to e-Learning

TAT54 | ISBN: 978-1-921909-75-7  
14 minutes

Learn about trends in e-learning, why strategies fail and gain insights into today's learners.



# TAKE AWAY TRAINING

# Take Away Training Series

10 DVDs

## PRESENTATION, FACILITATION & MEETING SKILLS

A group of 10 titles with skills for productive meetings and powerful presentations.

### 10 Powerful Networking Skills

TAT78 | ISBN: 978-1-921909-06-1  
18 minutes

Learn skills for success by moving from passive networking to being active or proactive.

### Common Facilitation Mistakes

TAT42 | ISBN: 978-1-921909-28-3  
15 minutes

Learn the five common mistakes new and even experienced facilitators make.

### Consulting Skills for Professionals

TAT11 | ISBN: 978-1-921909-31-3  
11 minutes

Gain practical advice for consulting – entry phase, diagnosis, action and disengagement.

### Controlling Meetings

TAT17 | ISBN: 978-1-921909-32-0  
16 minutes

Learn to control agendas, time, participation and difficult people in meetings.

### Difficult Presentations Made Easy

TAT44 | ISBN: 978-1-921909-46-7  
16 minutes

Discover the five most common difficult situations and practical ways to deal with them.

### Facilitation Skills

TAT16 | ISBN: 978-1-921909-51-1  
13 minutes

Know how to structure, lead and facilitate discussions, meetings and training sessions.

### Leading Group Discussions

TAT15 | ISBN: 978-1-921909-62-7  
17 minutes

Learn successful techniques to lead discussions as a trainer, manager or supervisor.

### Public Speaking with Confidence

TAT05 | ISBN: 978-1-921909-82-5  
12 minutes

Discover skills to cope with anxiety and techniques to make presentations interesting.

### Setting Agendas and Taking Minutes

TAT117 | ISBN: 978-1-921409-90-5  
14 minutes

Adopt this easy checklist for improving the effectiveness of meetings and minutes.

### Understanding Group Dynamics

TAT47 | ISBN: 978-1-921910-00-5  
15 minutes

Learn the key dynamics in groups and how to intervene to improve group functioning.



10 DVDs

## ANGER, CONFLICT & DIFFICULT SITUATIONS

These 10 programs provide powerful techniques for resolving difficult people situations. Help your staff manage problems without escalation.

### 6 Ways to Resolve Conflict

TAT50 | ISBN: 978-1-921909-15-3  
15 minutes

Learn six practical techniques to implement immediately to resolve conflict at work.

### 7 Ways to Handle a Difficult Boss

TAT86 | ISBN: 978-1-921909-18-4  
17 minutes

Learn seven specific strategies to help with even the most challenging boss.

### Conflict within Teams

TAT18 | ISBN: 978-1-921909-30-6  
17 minutes

Learn crucial skills to identify and resolve conflict between team members.

### Dealing with Abusive & Threatening Calls

TAT64 | ISBN: 978-1-921909-36-8  
15 minutes

Know how to manage aggression and give professional warnings before terminating.

### Dealing with Difficult People

TAT21 | ISBN: 978-1-921909-37-5  
17 minutes

Develop techniques to handle angry, abusive or uncooperative staff.

### Dealing with Manipulative People

TAT111 | ISBN: 978-1-921409-84-9  
15 minutes

Learn about reactions to manipulation, how to say 'NO' and how to confront the issue.

### Eliminative Workplace Bullying

TAT51 | ISBN: 978-1-921909-47-4  
14 minutes

Share the need for policy to help both the victims and perpetrators of bullying.

### Handling the Difficult Customer

TAT112 | ISBN: 978-1-921409-85-1  
15 minutes

Learn why customers are difficult and explore new ways to effectively deal with them.

### Managing Aggression in the Workplace

TAT97 | ISBN: 978-1-921909-70-2  
17 minutes

Prevent aggression at work by reducing risk and if it does occur, managing it effectively.

### Overcoming Harassment

TAT23 | ISBN: 978-1-921909-76-4  
19 minutes

Learn about the effects on individuals and simple techniques for dealing with the problems.



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# TAKE AWAY TRAINING

# Take Away Training Series

11 DVDs

## COMMUNICATION SKILLS

A group of 11 programs with strategies to improve communication and create impact.

### 6 Ways to Build Rapport

TAT82 | ISBN: 978-1-921909-12-2  
17 minutes

Learn useful ways for creating a bond and connection, regardless of your role or audience.



### 7 Steps to Improving Communication

TAT63 | ISBN: 978-1-921909-17-7  
13 minutes

Learn a simple yet effective 7-step blueprint that you can use immediately.



### Be Careful with Email

TAT70 | ISBN: 978-1-921909-23-8  
15 minutes

Know the legal and other dangers involved in email usage, and how to avoid the email 'sins'.



### Developing Emotional Competence

TAT92 | ISBN: 978-1-921909-45-0  
15 minutes

Find out what is emotional competence and how it can be developed.



### How to Make a 5 Star Impression

TAT94 | ISBN: 978-1-921909-57-3  
12 minutes

Learn how to make a powerful impression for service, interviews and influencing.



### Listening

TAT37 | ISBN: 978-1-921909-65-8  
15 minutes

Avoid common listening traps and learn to really hear – and understand what is said.



### Negotiating With Suppliers

TAT115 | ISBN: 978-1-921409-88-2  
15 minutes

Be factual, clear, fast and persistent to improve efficiency and avoid common mistakes.



### The Art of Questioning

TAT99 | ISBN: 978-1-921909-91-7  
20 minutes

Learn various forms of questions, how to combine them and use them to motivate



### The Power of Empathy

TAT68 | ISBN: 978-1-921909-94-8  
16 minutes

Learn about empathy, the crucial skill for dealing with emotional people.



### The Psychology of Saying Sorry

TAT100 | ISBN: 978-1-921909-95-5  
18 minutes

Discover the benefits of apologizing and forgiveness, and learn the dos and don'ts.



### Understanding Body Language

TAT75 | ISBN: 978-1-921909-99-3  
15 minutes

Learn to interpret non-verbal behaviour in a number of common work situations.



11 DVDs

## CAREERS, INTERVIEWS & SELECTION

These 11 programs will help you build your career and improve job satisfaction.

### 10 Employability Attributes & Skills

TAT77 | ISBN: 978-0-9802947-1-2  
14 minutes

Critical skills for work success – a must for job seekers and recruiters.



### 10 Essential Interviewing Skills

TAT62 | ISBN: 978-1-921909-01-6  
16 minutes

Learn to encourage, get facts, keep control and make quality judgements.



### 6 Essential Steps to Getting That New Job

TAT80 | ISBN: 978-1-921909-10-8  
23 minutes

Build your skills so you impress and succeed in interviews.



### 6 Ways to Boost Your Career Prospects

TAT81 | ISBN: 978-1-921909-11-5  
16 minutes

Take control and extend your career with these practical tips.



### 6 Ways to Increase Job Satisfaction

TAT83 | ISBN: 978-1-921909-13-9  
17 minutes

If you are not happy in your job find out what to do about it.



### 9 Essentials for Exit Interviews

TAT104 | ISBN: 978-1-921409-35-6  
15 minutes

Uncover staff satisfaction problems and improve your business.



### Career Planning

TAT08 | ISBN: 978-1-921909-26-9  
14 minutes

Practical steps for planning and implementing career strategies.



### Coping with Retrenchment

TAT20 | ISBN: 978-1-921909-34-4  
16 minutes

Turn upset into opportunity, cope with the emotions and get a new job.



### Going for a Job Interview

TAT31 | ISBN: 978-1-921909-55-9  
19 minutes

Discover how to answer difficult questions and to stand out from the crowd.



### Selection Techniques

TAT28 | ISBN: 978-1-921909-85-6  
17 minutes

Learn strategies beyond the selection interview to make good decisions.



### The Art of Behavioural Interviewing

TAT109 | ISBN: 978-1-921409-37-0  
19 minutes

How to design and ask behavioural questions, probe and assess credibility and suitability.



# TAKE AWAY TRAINING

# Take Away Training Series

## 10 DVDs

### PERSONAL DEVELOPMENT

A group of 10 programs to develop yourself to become a more effective individual.

#### 5 Steps to High Self-Esteem

TAT69 | ISBN: 978-1-921909-09-2

14 minutes

Discover five things that you can do right now to improve your self-esteem.



#### Coping with Change

TAT19 | ISBN: 978-1-921909-33-7

15 minutes

A program to help people affected by change to move beyond feeling angry, upset or fearful.



#### Developing Assertiveness Skills

TAT71 | ISBN: 978-1-921909-44-3

14 minutes

Learn a range of practical communication skills for dealing assertively with a range of people.



#### Managing Boundaries

TAT114 | ISBN: 978-1-921409-87-5

14 minutes

Learn about boundaries and how to successfully work within and around them.



#### Personal Goal Setting

TAT73 | ISBN: 978-1-921909-77-1

13 minutes

Achieve success by overcoming the 5 common mistakes people make when setting goals.



#### Positive Thinking

TAT67 | ISBN: 978-1-921909-78-8

13 minutes

Use our three-step strategy to break the habit of negative thinking.



#### Preparing for Your Appraisal

TAT39 | ISBN: 978-1-921909-79-5

15 minutes

Learn to evaluate your own performance and get what you want out of the interview.



#### Problem Solving and Initiative

TAT32 | ISBN: 978-1-921909-80-1

19 minutes

Develop initiative and confidence to become more productive in finding solutions.



#### Self-Empowerment

TAT33 | ISBN: 978-1-921909-86-3

14 minutes

Don't wait for someone to give you the power to make things happen and be effective.



#### Successful Thinking Habits

TAT74 | ISBN: 978-1-921909-89-4

14 minutes

Learn the eight ways you can overcome blocks, strive for and achieve success in your work and personal life.



## 9 DVDs

### SALES & CUSTOMER SERVICE

These 9 programs are designed to improve the impact of sales and service staff.

#### 10 Essential Reception Skills

TAT48 | ISBN: 978-1-921909-02-3

14 minutes

Present professionally, deal with multiple demands and manage waiting visitors.



#### 7 Key Sales Skills

TAT85 | ISBN: 978-1-921909-16-0

19 minutes

Avoid the classic mistakes and learn the essentials skills to help you succeed in sales.



#### Advanced Sales Techniques

TAT88 | ISBN: 978-1-921909-20-7

17 minutes

Learn skills to overcome six typical challenges faced by experienced sales people.



#### Business Etiquette

TAT35 | ISBN: 978-1-921909-25-2

17 minutes

Discover etiquette sins and use business etiquette principles to improve service.



#### Handling Complaints

TAT22 | ISBN: 978-1-921909-56-6

16 minutes

A proven formula to diffuse anger, resolve problems and gain positive outcomes.



#### How to Manage & Motivate a Sales Team

TAT95 | ISBN: 978-1-921909-58-0

19 minutes

Implement seven essential skills to ensure success of the sales team.



#### How to Sell a New Idea

TAT66 | ISBN: 978-1-921909-59-7

15 minutes

Avoid the pitfalls and learn ten easy steps to make sure you present ideas successfully.



#### Sales and Service Turn Offs

TAT67 | ISBN: 978-1-921909-84-9

15 minutes

Learn the ten core principles of excellent service and what leads to lost business.



#### The Spirit of Service

TAT40 | ISBN: 978-1-921909-96-2

17 minutes

Learn behaviours that internal and external customers love and be passionate about service.



Distributed by SEVEN DIMENSIONS PTY LTD

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# TAKE AWAY TRAINING

# Take Away Training Series

Give staff resources to create a balanced life!

10 DVDs

## STRESS MANAGEMENT & WELLBEING

A group of 13 programs to assist you to reduce stress and improve wellbeing.

### 10 Healthy Work Habits

TAT110 | ISBN: 978-1-921409-83-7  
17 minutes

Discover practical strategies for being healthy at work and improving performance.



### 15 Ways to Handle Today's Stress

TAT79 | ISBN: 978-1-921909-07-8  
15 minutes

A wide range of stress management techniques that work for different people.



### 6 Ways to Manage Overload

TAT84 | ISBN: 978-1-921909-14-6  
19 minutes

Identify constructive changes to improve your efficiency, productivity and well-being.



### Balancing Work and Private life

TAT29 | ISBN: 978-1-921909-22-1  
17 minutes

Discover helpful strategies and ideas to regain and maintain your balance.



### Dealing with Trauma & Distress

TAT91 | ISBN: 978-1-921909-39-9  
15 minutes

Gain insight into trauma and the symptoms and impact post-traumatic stress.



### Energy & Enthusiasm

TAT30 | ISBN: 978-1-921909-48-1  
18 minutes

Be successful by developing and maintaining high levels of energy and enthusiasm.



### Giving Up Bad Habits

TAT93 | ISBN: 978-1-921909-54-2  
15 minutes

Whatever your bad habit, this program will show you the steps to get over it.



### How to Survive Email Overload

TAT107 | ISBN: 978-1-921409-37-0  
14 minutes

Use the CADDY system to manage emails and reduce the stress from overload.



### Regaining Control of Your Day

TAT116 | ISBN: 978-1-921409-89-9  
13 minutes

Learn a mindset strategy and the ABCDEFG formula to help you regain control.



### Staying Happy & Positive Throughout Life

TAT98 | ISBN: 978-1-921909-87-0  
18 minutes

Find out if you are really happy and learn practical techniques to become happier.



### Stress Management

TAT03 | ISBN: 978-1-921909-88-7  
14 minutes

Become calmer and under control by adopting the five ways to minimise stress.



### Time Management

TAT04 | ISBN: 978-1-921909-97-9  
12 minutes

Learn to conduct a time audit and discover ways to solve time management problems.



### Understanding & Dealing with Depression

TAT101 | ISBN: 978-1-921909-98-6  
18 minutes

Learn about symptoms and causes and what to do if you, or someone you know is depressed.



STOCKCODE: TATSET  
ISBN: 978-1-921910-01-2

DVD SET PRICE \$11,583

1	DVD	\$275 each
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20-35	DVDs	\$143 each
36-49	DVDs	\$132 each
50-79	DVDs	\$110 each
80+	DVDs	\$99 each

Streaming Options Available



Psychologists Eve Ash and Peter Quarry provide practical advice in 117 Take Away Training titles.