

FERRIS STATE UNIVERSITY

It's **YOUR** Center!

STAFF CENTER
FOR TRAINING
AND DEVELOPMENT

What skills do you want to develop?

The Staff Center has resources for all employees to borrow!

1. Place a check by 1-2 library resources you would like to borrow.
2. Send this form to the Staff Center, in PRK 150. The resource will be sent to you via campus mail. Or, email it your request to sctd@ferris.edu.
3. Return the resource to PRK 150 when you are finished with it.

Topic	Title	Book Number
Leadership	<input type="checkbox"/> No Fail Meetings <input type="checkbox"/> Leaders Eat Last <input type="checkbox"/> How Successful People Lead <input type="checkbox"/> The Leadership Challenge <input type="checkbox"/> How Full is Your Bucket?	<ul style="list-style-type: none"> • Book: 163 • Book: 131 • Book: 078 • Book: 002 • Book: 129
Teamwork	<input type="checkbox"/> The 17 Indisputable Laws of Teamwork <input type="checkbox"/> The Ideal Team Player <input type="checkbox"/> Quick Team Building Activities for Busy Managers <input type="checkbox"/> Trust Your Canary: Every leader's guide to taming workplace incivility	<ul style="list-style-type: none"> • Book: 151 CD: 147 • Book: 154 • Book: 027 • Book: 162
Change	<input type="checkbox"/> Switch: How to Change Things When Change is Hard <input type="checkbox"/> The Six Secrets of Change <input type="checkbox"/> Leading in a Culture of Change <input type="checkbox"/> Managing Transitions: Making the Most of Change	<ul style="list-style-type: none"> • Book: 158 • Book: 089 • Book: 045 • Book: 156
Software	<input type="checkbox"/> MOS 2016 Excel Expert Study Guide – Exam 77-728 <input type="checkbox"/> Microsoft Excel 2016 Charts & Graphs <input type="checkbox"/> Microsoft Excel 2016 Pivotables <input type="checkbox"/> Microsoft Excel 2016 Shortcuts	<ul style="list-style-type: none"> • Book: 140 • DVD: 168 • DVD: 169 • DVD: 170

Name: _____

Phone: _____

Campus Mailbox: _____

Check out the complete list of available resources on the Staff Center website: www.ferris.edu/sctd.

"Education is life. It involves growth, development and training." - Woodbridge N. Ferris