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Purchase any Angel  
Productions programs  
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**International Tele-Film**

Canada's Leading Distributor of Training Resources

**EXCLUSIVE TO ITF**

presents...

## Training Resources from Angel Productions

### Videos and Training for a fairer more productive workplace



#### Bullying Prevention



##### **Bully Beware Training Package**

A complete training and action kit for any organization that is serious about preventing bullying and harassment at work, and dealing with these situations when they occur. The package

consists of three programs, each of which is built around a compelling drama scenario.

##### **Program 1: You and Your Workplace**

Designed for all staff, this program gets people to think about their behaviour and raises awareness of bullying and harassment, highlights responsibilities for all staff and managers, outlines organization policies and procedures for dignity at work and the options to stop bullying and harassment and prevent their recurrence, shows staff how to take personal action.  
20 min. • BB001

##### **Program 2: Informal Action**

Encourages managers to take a variety of early and informal actions to keep the workplace free from bullying and harassment by spotting and stopping inappropriate behaviour and nipping it in the bud. Includes scenes on how not to do it, and demonstrates listening, feedback, coaching, dispute resolution and mediation skills.  
32 min. • BB002

##### **Program 3: Formal Action**

Looks at a more serious case of bullying. It contains everything managers need to know about taking formal action, conducting an investigation and responding to counter complaints. It discusses how opportunities are sometimes missed for resolving problems informally before formal action becomes necessary.  
49 min. • BB003

*Includes: Leader's Guide, Reproducible Worksheets and Handouts*  
101 min. • S0001410

**Purchase \$1195 Series • \$795 each**  
**Rental \$495 Series • \$250 each**

**Preview all programs  
online at [www.itf.ca](http://www.itf.ca)**

#### Change



##### **Stop the Clock - flexibility at work**

Being productive matters more than being there. Which matters more in your workplace? Being there and looking busy? Or getting results? In this program, Sue Cook shows how

flexible working hours help people and the organizations they work for, and introduces some alternatives to the 9 to 5 norm. Four modules present practical steps for managers and individuals to plan, achieve and manage the flexibility they need.

##### **Module 1: Flexibility: Why?**

Many people will recognize themselves or their workplace in this drama scene, showing what goes wrong for staff and the employer in the absence of flexibility. (12 min.)

##### **Module 2: Flexibility: How?**

Real examples of flexible working from a bank, government organization, broadcaster and health care facility show what can be achieved, and who benefits. (21 min.)

##### **Module 3: Getting Flexibility**

To get the flexibility you need in working patterns, hours or place, you have to know how to ask for it, and be clear exactly what you are asking for. Consider its impact on you, your colleagues and your manager. There may be alternatives: be ready to compromise! (10 min.)

##### **Module 4: Managing Flexibility**

Introduce flexible working on a planned basis after involving the team. Responsibility for making it work should be shared between managers and staff. (7 min.)

*Quote: "Thought-provoking and interesting ... it should stimulate a healthy debate and open minds to new possibilities"*  
- People Management

*Includes: Training Manual*  
50 min. • SCD10

**Purchase \$925 • Rental \$350**

#### Discrimination

##### **Equality Challenge**

What is equal opportunity? What are my rights? What are my responsibilities? Why does it matter? Our equal opportunities 'primer' poses many thought-provoking questions. The answers? Well that's up to users (though the Equality Challenge manual helps them find their way). The package is based on specially shot drama scenes set in a retail store and a doctors surgery. It deals with relationships with colleagues, staff, customers and suppliers, raising issues including race, sex and pregnancy discrimination, disability, age and sexual orientation.

*Includes: Manual and reproducible Users' Workbook*  
25 min. • EQD142

**Purchase \$895 • Rental \$250**

##### **Oh, Yes I Can - the disability video**

This two-part program presented by Phil Friend, asks us to think what disabled people CAN do, not what they can't!

##### **Program 1: Working With Disabled Staff**

Disability: is it a physical or mental impairment? Or is it the way the world fails to cater for you if you're not normal? This segment challenges many assumptions about disabled people. In it we meet people with a range of different impairments, working successfully in widely different jobs. The case studies raise issues about prejudice, access to work, attitudinal barriers, training and support. (30 min.)

##### **Program 2:**

##### **Serving Customers With Disabilities**

13 million adults have a disability or care for someone who has. If you're in business, you ignore this huge market at your peril! This segment shows how making goods and services accessible to disabled people is good business sense. And it explains why accessibility does not just mean ramps for wheelchair users. Beyond physical accessibility, the examples show the importance of awareness of disabled peoples needs. (20 min.)

*Includes: Trainer's Manual*  
50 min. • OYD011

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## Diversity

### The Difference - Diversity at Work

Is Managing Diversity anything more than a fancy new name for Equal Opportunities? 'The Difference' a two-part program that shows how a strategy which recognizes peoples' diversity can release potential, enhance staff motivation, improve performance and deliver better service to customers.

#### Program 1: What the Photocopier Saw

Powerful and entertaining drama scenes showing the costs and benefits of managing a diverse team badly or well. The action revolves around the office photocopier, a silent witness to countless everyday incidents revealing how the business suffers when team members fail to treat each other with respect. Training scenes from this segment are versatile and can contribute to training in a number of other areas, including communication skills, team working and supervisory skills. (48 min.)

#### Program 2: Real People: Different People

Six people talk about the prejudices and stereotypes they encounter at work because of their personal characteristics: their age, gender, race, sexuality, disability or parental responsibilities. Each has their own way of dealing with other peoples' attitudes towards them. This program also highlights the positive benefits each of the six brings to work by being different. (24 min.)

Quote: "Head and shoulders above the other Diversity videos we previewed."

- National Westminster Bank

Includes: Training Manual structured for use by trainers or individual learners.  
72 min. • TDD01

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"Angel Productions has a well-established track record for making video products on equality and diversity issues. It is particularly strong on the "shadow side" of behaviour at work, tackling subjects such as harassment and poor attitudes towards disability. Its portfolio occupies a distinctive niche in the market, offering resources that are outside the mainstream production catalogues of training videos."

- People Management

### Toronto

(416) 252-1173 • (800) 561-4300

Ann Hamaway ext. 242 • email: [annh@itf.ca](mailto:annh@itf.ca)

Teresa Machado ext. 247 • email: [tmachado@itf.ca](mailto:tmachado@itf.ca)

### Montréal (service bilingue)

(514) 352-5361 or (800) 989-8929

Nicole Paré • email: [nicole@itf.ca](mailto:nicole@itf.ca)

Taxes and shipping & handling extra. Prices subject to change without notice. All transactions subject to ITF standard terms and conditions.

Also, download the following catalogues and brochures from our website at [www.itf.ca](http://www.itf.ca)

- Training Resources Catalogue
- Respectful Workplace Catalogue
- Star Thrower Brochure
- French Training Resources Catalogue
- Media Partners Brochure
- FISH! Catalogue

## Management Skills



### Find Your Voice - how to manage people

I was good at my job so they put me in charge of the team...

This two-part toolkit for people managers is an essential resource for anybody in charge of a team, and can help take the anxiety out of managing people. It shows all the main skills and processes involved, including managing performance, managing conflict and managing a diverse team. Designed as a primer, rather than an in-depth treatment of the many issues it raises, this package helps pinpoint user's further training needs.

#### Program 1: Getting into Harmony

Built around our 'VOICE' acronym, summing up the essential skills for managing people: Vision – Organization - Involvement - Communication - Enquiring. (21 min.)

#### Program 2: Dealing with Difficulties

Presents some of the more challenging tasks likely to face anyone with a team to manage including: dealing with performance and performance problems, and dealing with inappropriate behaviour. (29 min.)

For: New Manager orientation, existing manager training, team diversity

Includes: Printable training manual, a workbook, PowerPoint presentations, handouts and everything a trainer needs to deliver a two day introduction to a people management course.  
50 min. • FVD86

**Purchase \$925 • Rental \$350**

**Industry and Multiple Copy Discounts Available**

## Presentation Skills



### Can You Hear Me? - how to give memorable presentations

Whoever you are and whoever you're speaking to, a few simple techniques can help you keep the attention

of your audience, get your message across and turn presenting into a pleasure instead of an ordeal. Whether you are describing your research to an academic audience, briefing your team on health and safety, presenting the figures to the board or trying to sell your new product, the same principles apply. In this program, presentation coach Greg de Polnay describes the essential skills and delivers self-help tips anyone can benefit from.

30 min. • CH001

**Purchase \$895 • Rental \$250**

## Selection Interviewing

### Best of the Bunch - recruitment & selection

A step by step guide to fair recruitment and selection, for everyone involved in the process. 'Best of the Bunch' is not just about how to interview, and is not just for the HR manager. It provides a step-by-step guide to the whole recruitment and selection process, from start to finish, for everyone involved. Engaging drama scenes show good and bad practice, and expert commentary explains the key points. A systematic, criterion-based approach ensures good selection decisions and fairness for all candidates.

Includes: Comprehensive Training Manual designed for use either by trainers or individual learners, reproducible Training Handouts and Sample Forms  
45 min. • BBD178

**Purchase \$925 • Rental \$350**



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