

Thursdays.

Films

Annex - for info.

Thursday, February 6 - 12:30 p.m.

"Business Letter Business" - 24 min.  
"Now That's a Report!" - 26 min.

These two films are a response to all those A.A.P.S. members who have been asking for educational sessions on business writing. They should provide some helpful hints on improving your skills in written communications.

Thursday, February 20 - 12:30 p.m.

"Time of your Life" - 28 min., colour, 1974

Time is your most valuable resource. Do you often feel that nothing gets accomplished in a day? Do you have trouble getting started on big jobs? This film will help everyone find solutions to these and other problems. This is not a film on time and motion studies, clock-watching, or efficient use of time. It will give you additional flexibility by outlining six simple but powerful tools that will teach you how to get more done with less effort.

"Time Game" - 14 min., 1975

This film takes another look at organization skills, time management and planning.

Thursday, March 13 - 12:30 p.m.

"A Matter of Survival" - 25 min., NFB

Much has been said about the predicament of the blue collar worker in the automated world of industry. This film is about a similar threat to the white collar worker in the business world. It portrays a situation in a company where computer methods are about to be introduced to take over much of the paper work, as a consequence "making surplus" a number of responsible, long-term employees. The film poses the problem from the points of view of both management and of the employees concerned. The film has won four awards for excellence.

"Decisions. Decisions." - 28 min.

Decision-making is not just a single act by one person, but is part of a process involving a whole group. John Cleese (of "Fawlty Towers") plays a manager in charge of moving his company. Everything has gone wrong. He is suddenly confronted by an examination of board leaders from the past. Through flashback scenes, they show how he ignored all the basic principles of good decision making.

Thursday, April 10 - 12:30 p.m.

"Verbal Communication: The Power of Words" - 28 min., colour

Language is the vehicle we all use to transport ideas and messages to others. Getting a message straight between any two people can be difficult enough, but in an organization, communication may involve dozens or even hundreds of people, each with their own capacity for comprehending and relating a message as they see fit. The chances for confusion, misunderstanding and frustration multiply enormously in these situations. This film uses crisp animation, funny vignettes, and dramatized slices of organizational life to illustrate the four parts of every verbal exchange: the speaker, the language used, the atmosphere and the listener.

"Letter Writing at Work" - 19 min.

Moving from verbal communication skills as discussed in the first film, our second presentation concentrates on writing skills with special attention given to drafting effective letters.

Bring your lunch and join us for an hour of entertainment and useful information. For more information, contact the AAPS Education Chairman, Dan Worsley, at Local 5111.