

## SPORT SERIES

## DEPARTMENT OF EDUCATION

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## JOINERY

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Joinery, Part I, is the first of four books prepared by the Technical Correspondence School. It deals with methods of construction of doors, framed and ledged door, panelled doors, flush doors, and glazed doors.

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Joinery, Part III, covers window joinery. It also deals with built-in-fittings, carcass work; fitment doors and drawers.

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## MANPOWER PLANNING IN PUBLIC ADMINISTRATION

## STATE SERVICES COMMISSION

51 p. 1981. Discussion Paper No. 1. \$3.95 plus 55c p & p

'Manpower planning' is a term which has a wide and rather ill-defined meaning. This report, addressed to the central question: "What is manpower planning?", opens with the philosophy of manpower planning, what it is, its aims and objectives. This is followed by a discussion of what is involved in forecasting the supply and demand for people and skills in the public service. The essentials of departmental manpower is then discussed followed by a chapter devoted to the practice of career development and concluding with a statement on the future development of manpower planning in the public service.

## AFTER WORK

## STATE SERVICES COMMISSION

36 p. 1982 reprinted. \$3.50 plus 55c p & p

Written and produced in the Training and Development Branch Office, of the State Services Commission, this booklet asks "Have you made preparations or plans for retirement?" It includes information on Public Service Retirement Policy; finance; where to live; health and adjustment; names of organisations which may be of interest and a list of books and articles written about retirement.

## INFORMATION IN FORMATION

## A Guide to Report Writing

## STATE SERVICES COMMISSION

31 p. 1978. \$1.45 plus 40c p & p

Contains helpful suggestions for preparing, planning, organising, structuring, writing, and revising reports, ideas on visual aids and descriptions of a few of the many types of reports.

## LIVING LETTERS

## STATE SERVICES COMMISSION

36 p. 1980 reprint. \$1.75 plus 55c p & p

One of the aims in letter writing is to get ideas across to the reader clearly and briefly. But do letters always say what is meant? Even if they are clear to the writer, will the reader understand them easily? If you are still using the old clichés of "acknowledging receipt of", "according to our records", and "enclosed please find" it is almost certainly time to change your attitude to writing Living Letters.

## TREES AND SHRUBS OF NEW ZEALAND

*By A. L. Poole and Nancy M. Adams*

275 p. 1979 fourth impression with amendments. \$15.95 plus \$1.50 p & p

This book has been designed especially to assist many people who lack a formal botanical training yet are deeply interested in New Zealand's trees and shrubs and want to be able to identify them and name them correctly. There is a complete coverage of the native trees and shrubs and over 400 species have been illustrated.

## SBX PLAN

## ROYAL CANADIAN AIR FORCE

32 pp. 1981. Third Edition. \$1.75 plus 55c p & p

The five basic exercises (SBX) Plan is designed to show how to develop and hold a high level of physical fitness. The scheme is not dependent on elaborate facilities or equipment. The exercises require only eleven minutes a day and can be done in the house or office. The Plan is scientifically designed to develop personal fitness at a rate set by yourself, to your required level, without getting stiff or sore muscles. It is self measuring with charts for age groupings, along with graduated standards for checking progress. The programmes are designed for varying age groups of males.

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