

**DIMENSIONS OF THE PUBLIC SECTOR 1960-1981***By Mervyne J. Pope*

90 p. 1982. N.Z. Planning Council. Paper No. 16

\$6.00 plus 85c p &amp; p

Mervyne Pope presents and discusses some new data series designed to give a broad overview of the nature and extent of public sector involvement in the New Zealand economy. Subjects include Government as a Tax Collector; As a Spender; As a Producer; As a Provider of Household Incomes; Composition of Government Non-Market Sector Expenditure; What Government Provides; Organisational Form; Funding-Current Activity; Capital Formation, and Capital Funding.

**NEW ZEALAND ATLAS OF COASTAL RESOURCES***Edited by Philip Tortell*

28 p. 1981. Illustrated. Coastal Maps. \$29.50 plus \$3.00 p &amp; p

Encased in its own sturdy and attractive cylinder, the Atlas will be of interest to all those who use the coast to work and play, and is of particular value to students and teachers, engineers, planners, scientists, fishermen, boat owners, divers, marine farmers, and many other people interested in coastal resources.

**MANPOWER PLANNING IN PUBLIC ADMINISTRATION**

STATE SERVICES COMMISSION

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

**ELECTRICITY FOR MOTOR MECHANICS**

N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

256 p. 1983 reprint. Illustrated. \$10.00 plus 85c p &amp; p

Now in paper-back, this popular publication provides a basis for the study of automotive electricity for apprentice motor mechanics. Car owners, too, and persons interested in the general maintenance of motor engines will find the book a reliable guide to the detection and remedy of minor electrical faults.

**VISUAL WAYS***By Geoff Moss*

46 p. 1982. Illustrated. \$4.75 plus 55c p &amp; p

Too often people find themselves having to speak in public, to train new employees, to teach various skills, or to give advice on arranging displays and exhibits without having had any relevant basic training. If you are such a person, this book was written to help in getting a message across more effectively by using visual aids.

**WHERE TO START***By Vincent Burke*

DEPARTMENT OF INTERNAL AFFAIRS

61 p. 1982. Illustrated. \$5.95 plus 85c p &amp; p

This publication has been designed to help New Zealanders in the initial stages of getting a club, group, or organisation off the ground. The information it contains will be of assistance to a wide variety of different community groups, sporting, cultural, and recreational clubs. Included are suggestions for various administrative frameworks; legal structure, meetings, public relations, finance, and the constitution of the organisation.

**PROFESSIONALLY SPEAKING**

25p. 1983.

\$3.25 plus 55c p &amp; p

"Speech is power; speech is to persuade, to convert, to compel", said Emerson. Ignorance is the biggest stumbling block in the path of the aspiring public speaker. Your purpose in speaking must be that you have something to say, rather than that you have to say something. This inexpensive booklet will help the person who has to speak professionally.

**P.R. FOR THE ADMINISTRATOR**

STATE SERVICES COMMISSION

15p. 1981.

\$1.50 plus 40c p &amp; p

A favourable climate of public opinion must be deliberately fostered by an organisation and not merely left to chance. This activity, commonly known as "public relations", is the responsibility of top management and as an administrator you have a part to play in its execution.

**PERSON TO PERSON**

STATE SERVICES COMMISSION

13p. 1981.

\$1.50 plus 40c p &amp; p

This book is a guide to your role in public relations and covers techniques that will help you establish good relations between your organisation and the public.

**ABOUT SUPERVISION**

STATE SERVICES COMMISSION

23p. 1979.

\$1.50 plus 40c p &amp; p

You may be anxious about your new duties and responsibilities on your first job as a supervisor. This booklet will introduce you to some ways of making those duties and responsibilities easier to cope with.

**AN INTRODUCTION TO TRAINING METHODS**

STATE SERVICES COMMISSION

26p. 1978.

\$1.10 plus 40c p &amp; p

This booklet is an introduction to training methods and summarises much of the content of a teaching methods course. It should prove helpful to people who have not had any formal training in teaching methods.

**NO MARGIN FOR ERROR**

STATE SERVICES COMMISSION

80p. 1977.

\$1.75 plus 40c p &amp; p

This book is a style book for typed correspondence. It is intended for use by typists and by people who prepare letters, memoranda and reports for typing.

**KIWIFRUIT CULTURE***By Pat Sale*

95 p. 1983.

\$12.95 plus \$1.50 p &amp; p

This practical guide on kiwifruit culture is illustrated with 78 plates and 23 line drawings. The authoritative text tells the beginner and established grower how best to cultivate the fruit for the market. There is sound advice for the home gardener too.

**THE LONG YARN OF THE LAW***By Fiona McMorran*

80 p. 1983.

\$6.95 plus 85c p &amp; p

Told through prose, verse, extracts from newspapers and diaries, and policemen's recollections, the book takes the reader from those early colonial days to the modern police force of today. This inexpensive and easy to read history is a valuable aid for teachers and a source of continuing interest for children.

**TWO ARTISTS 1985 CALENDAR***Toss Woollaston and Jane Evans*

570 x 420 mm. Spiral bound. Cylinder. \$17.50 plus \$1.50 p &amp; p

The 1985 *Two Artists Calendar* features fourteen high quality prints as well as a biography and introduction to each artist's work while each month focuses upon one superb reproduction in addition to a clearly read calendar.