

PD LIBRARY ORDER FORM		DATE OF ACTIVITY OR COURSE:	UNIT CHARTER:	TODAY'S DATE:
NAME OF ACTIVITY OR COURSE:		ADDRESS TO SEND MATERIALS: (No PO Boxes, please)		COURSE DIRECTOR? <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>INSTRUCTIONS: You may borrow materials from the CAP Professional Development Library for up to 21 days. Please select up to 3 items from the list below (more may be lent on a case-by case basis; call CAP Professional Development for more information). Priority will be given to scheduled professional development courses (NSC, Wing Commanders Course, RSC, TLC, CLC, SLS, and UCC). Materials will then be lent on a first-come, first-served basis.</p> <p>You must return the materials lent not later than 10 days after the completion of the course. Failure to return the materials will result in the unit (as the level of the course dictates) losing lending privileges. Lost materials are the responsibility of the requestor and they will be responsible for replacement costs.</p> <p>Send Requests to: NHQ CAP/Professional Development Library 105 South Hansell St Maxwell AFB, AL 36112 Fax: 334-953-7771 E-Mail: lpiccotti@capnhq.gov</p>				
<input type="checkbox"/> 5 Questions Every Leader Must Ask (2 disks + 2 books + 10 cards)	<input type="checkbox"/> Executing Your Strategy	<input type="checkbox"/> Managing with Power		
<input type="checkbox"/> Abilene Paradox (2 disks + 2 books + 10 cards + 10 pads)	<input type="checkbox"/> Groupthink (+ booklet)	<input type="checkbox"/> Mastery of Speaking as a Leader		
<input type="checkbox"/> Built to Change: How to Achieve Sustained Organizational Effectiveness	<input type="checkbox"/> Hard Facts, Dangerous Half-Truths, and Total Nonsense	<input type="checkbox"/> Nurturing Innovation		
<input type="checkbox"/> Change Management	<input type="checkbox"/> How Great Decisions Get Made	<input type="checkbox"/> People-First Management		
<input type="checkbox"/> Coaching a Winning Team	<input type="checkbox"/> How to Manage People Through Continuous Change	<input type="checkbox"/> Pygmalion Effect (2 disks + 2 books + 10 cards)		
<input type="checkbox"/> Communicating Non-Defensively (+ booklet)	<input type="checkbox"/> Implementing Strategy	<input type="checkbox"/> The Power of Paranoia		
<input type="checkbox"/> Creating the Future	<input type="checkbox"/> Influence at Work	<input type="checkbox"/> Preventing Burnout		
<input type="checkbox"/> Dealing with Crisis	<input type="checkbox"/> A Leader's Legacy	<input type="checkbox"/> Psychology of Power		
<input type="checkbox"/> Dilemmas of Team-Based Organizations	<input type="checkbox"/> Leading by Example	<input type="checkbox"/> Taking Charge of Change (2 disks + 2 books + 10 cards)		
<input type="checkbox"/> Everest: Creating Greatness (+ booklet)	<input type="checkbox"/> Leveraging the Spotlight of Leadership	<input type="checkbox"/> When the Coach is You (+ booklet)		
<input type="checkbox"/> Exceptional Leader	<input type="checkbox"/> Life Lessons from the Playing Fields			
<input type="checkbox"/> Executing Leadership Transitions	<input type="checkbox"/> Managing ME (+ booklet)			
NOTE: By completing this form you agree to the lending terms of the Professional Development Library, and assume responsibility for the condition of the materials lent. You also agree to return the materials as specified in the agreement.				
TYPED NAME AND GRADE OF REQUESTOR:		EMAIL OF REQUESTOR:		
FOR NHQ CAP USE ONLY	NHQ CAP APPROVED BY:	DATE MAILED:	DATE DUE BACK:	