

**Workbooks & Guides Available to Non-ASP Managers and Supervisors  
Who Wish to Obtain the Same Information as Given in ASP Courses  
Available from USPS (PEDC)**

<b>TITLE</b>	<b>PSN</b>	<b>COURSE #</b>
ALL PARTICIPANT'S WK	761004000 8426	17530-00
ALL FACILITATOR'S GDE	761004000 8425	17530-00
HBK, TRANSITIONAL LEADERSHIP FACIL GDE	761004000 8421	17530-00
STRUCTURE OF POSTAL SUPERVISION-WORKBOOK	761004000 8418	17530-06
STRUCTURE OF POSTAL SUPERVISION-FAC GUIDE	761004000 8417	17530-06
TRANSITION TO SUPERVISION-WORKBOOK	761004000 8420	17530-07
TRANSITION TO SUPERVISION-FAC GUIDE	761004000 8419	17530-07
TRANSITION LEADERSHIP-PARTICIPANT'S GUIDE	761004000 8422	17530-08
WORKPLACE VALUES & EMPLOYEE MOTIVATION-WORK	761004000 8424	17530-09
WORKPLACE VALUES & EMPLOYEE MOTIVATION-FAC GU	761004000 8423	17530-09
ONE-ON-ONE COMMUNICATIONS-WORKBOOK	761004000 8384	17530-10
ONE-ON-ONE COMMUNICATIONS-FAC GUIDE	761004000 8383	17530-10
INTERPERSONAL SKILLS-PARTIC WK	761004000 8386	17530-11
INTERPERSONAL SKILLS-FAC GUIDE	761004000 8385	17530-11
MANAGING EMPLOYEE PERFORMANCE-WORKBOOK	761004000 8388	17530-14
MANAGING EMPLOYEE PERFORMANCE-FAC GUIDE	761004000 8387	17530-14
TOOLS FOR INFLUENCING PERFORMANCE-WORKBOOK	761004000 8390	17530-15
TOOLS FOR INFLUENCING PERFORMANCE-FAC GUIDE	761004000 8389	17530-15
MANAGING YOUR BOSS-PARTIC WK	761004000 8392	17530-16
MANAGING YOUR BOSS-FAC GDE	761004000 8391	17530-16
CULTURE CHANGE & MANAGING CHANGE IN USPS-FAC	761004000 8393	17530-17
CULTURE CHANGE & MANAGING CHANGE IN USPS WKBK	761004000 8394	17530-17
TEAM BUILDING-FAC GUIDE	761004000 8395	17530-18
TEAM BUILDING-PARTIC WK	761004000 8396	17530-18
YOU & YOUR CUSTOMER-FAC GUIDE	761004000 8397	17530-19
YOU & YOUR CUSTOMER-WORKBOOK	761004000 8398	17530-19
PLANNING & TIME MANAGEMENT-WORKBOOK	761004000 8400	17530-20
PLANNING & TIME MANAGEMENT-FAC GUIDE	761004000 8399	17530-20
WRITTEN COMMUNICATIONS SKILLS-WORKBOOK	761004000 8402	17530-21
WRITTEN COMMUNICATIONS SKILLS-FAC GUIDE	761004000 8401	17530-21
VALUING DIVERSITY IN THE WORKPLACE-WORKBOOK	761004000 8404	17530-22
VALUING DIVERSITY IN THE WORKPLACE-FAC GUIDE	761004000 8403	17530-22
EMPLOYEE ASSISTANCE PROGRAM-WORKBOOK	761004000 8406	17530-23
EMPLOYEE ASSISTANCE PROGRAM-FAC GUIDE	761004000 8405	17530-23
ETHICS IN THE WORKPLACE-WORKBOOK	761004000 8408	17530-24
ETHICS IN THE WORKPLACE-FAC GUIDE	761004000 8407	17530-24
HBK, MODES OF TRANSPORTATION WKBK	761004000 8368	17533-03
MODES OF TRANSPORTATION FAC GDE	761004000 8367	17533-03
MAIL TRANSPORT EQUIPMENT-WORKBOOK	761004000 8370	17533-04
MAIL TRANSPORT EQUIPMENT-FAC GUIDE	761004000 8369	17533-04
COLOR CODES-WORKBOOK	761004000 8372	17533-05
COLOR CODES-FAC GUIDE	761004000 8371	17533-05

MAIL ARRIVAL AND MAIL PREPARATION-WORKBOOK	761004000 8374	17533-06
MAIL ARRIVAL AND MAIL PREPARATION-FAC GUIDE	761004000 8373	17533-06
MAIL FLOW-WORKBOOK	761004000 8376	17533-07
MAIL FLOW-FAC GUIDE	761004000 8375	17533-07
AUTOMATION WKBK	761004000 8378	17533-08
HBK, AUTOMATION FAC GDE	761004000 8377	17533-08
MPLSM FAC GDE	761004000 8379	17533-09
MPLSM WKBK	761004000 8380	17533-09
MPFSM WORKBOOK	761004000 8350	17533-10
MPFSM GDE	761004000 8349	17533-10
HBK, SPBS WORKBOOK	761004000 8352	17533-11
HBK, SPBS FAC GUIDE	761004000 8351	17533-11
MANUAL DISTRIBUTION OPERATION-WORKBOOK	761004000 8354	17533-12
HBK, MANUAL DISTRIBUTION OPERATION FAC GDE	761004000 8353	17533-12
MAIL CONDITION REPORTING SYSTEM-WORKBOOK	761004000 8356	17533-13
MAIL CONDITION REPORTING SYSTEM-FAC GUIDE	761004000 8355	17533-13
TRACKING AND REPORTING SYSTEM-WORKBOOK	761004000 8358	17533-14
TRACKING AND REPORTING SYSTEM-FAC GUIDE	761004000 8357	17533-14
FORECASTING WORKLOAD AND WORKWEEK SCHED	761004000 8359	17533-15
FORECASTING WORKLOAD AND WORKWEEK SCHED	761004000 8360	17533-15
HBK, REPORTING SERVICE MEASUREMENT SYS FAC GDE	761004000 8361	17533-16
REPORTING SERVICE MEASURE SYS WKBK	761004000 8362	17533-16
ALL PARTIC WK	761004000 8509	17534-00
ALL FACILITATOR'S GUIDE	761004000 8508	17534-00
SAFETY AWARENESS & ACCIDENT INVESTIGATION-FAC	761004000 8495	17534-01
SAFETY AWARENESS & ACCIDENT INVESTIGATION-FAC	761004000 8494	17534-01
MANAGING DISCIPLINE-FAC GUIDE	761004000 8496	17534-02
MANAGING DISCIPLINE-WORKBOOK	761004000 8497	17534-02
GRIEVANCE PROCEDURES-FAC GUIDE	761004000 8498	17534-03
GRIEVANCE PROCEDURES-WORKBOOK	761004000 8499	17534-03
INJURY COMPENSATION PROGRAM-WORKBOOK	761004000 8501	17534-04
INJURY COMPENSATION PROGRAM-FAC GUIDE	761004000 8500	17534-04
QUALITY IMPROVEMENT STORY FAC GUIDE	761004000 8502	17534-06
QUALITY IMPROVEMENT STORY-WORKBOOK	761004000 8503	17534-06
MANAGING NEW EMPLOYEES-FAC GUIDE	761004000 8504	17534-07
MANAGING NEW EMPLOYEES-WORKBOOK	761004000 8505	17534-07
WORKPLACE VIOLENCE AWARENESS-WKBK	761004000 8507	17534-09
WORKPLACE VIOLENCE AWARENESS-FAC GUIDE	761004000 8506	17534-09
GIVING AND RECEIVING FEEDBACK-WORKBOOK	761004000 8493	17534-10
GIVING AND RECEIVING FEEDBACK-FAC GUIDE	761004000 8492	17534-10
ALL FACILITATOR'S GDE	761004000 8455	17535-00
ALL PARTIC WK	761004000 8456	17535-00