

Preface to Series

The first edition of the *How To Manage Behavior Series* was launched some 15 years ago in response to a perceived need for teaching aids that could be used by therapists and trainers. The widespread demand for the series has demonstrated the need by therapists and trainers for nontechnical materials for training and treatment aids for parents, teachers, and students. Publication of this revised series includes many updated titles of the original series. In addition, several new titles have been added, largely in response to therapists and trainers who have used the series. A few titles of the original series that proved to be in less demand have been replaced. We hope the new titles will increase the usefulness of the series.

The editors are indebted to Steven Mathews, Vice President of PRO-ED, who was instrumental in the production of the revised series, as was Robert K. Hoyt, Jr. of H & H Enterprises in producing the original version.

These books are designed to teach practitioners, including parents, specific behavioral procedures to use in managing the behaviors of children, students, and other persons whose behavior may be creating disruption or interference at home, at school, or on the job. The books are nontechnical, step-by-step instructional manuals that define the procedure, provide numerous examples, and allow the reader to make oral or written responses.

The exercises in these books are designed to be used under the direction of someone (usually a professional) with a background in the behavioral principles and procedures on which the techniques are based.

The booklets in the series are similar in format but are flexible enough to be adapted to a number of different teaching situations and training environments.

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As always, we invite your comments, suggestions, and questions. We are always happy to hear of your successes in changing your own behaviors and the behaviors of other persons to make your lives more pleasant, productive, and purposeful.

*R. Vance Hall &
Marilyn L. Hall
Series Editors*

How To Manage Behavior Series

How To Maintain Behavior

How To Motivate Others Through Feedback

How To Negotiate a Behavioral Contract

How To Plan for Generalization

How To Select Reinforcers

How To Teach Social Skills

How To Teach Through Modeling and Imitation

How To Use Group Contingencies

How To Use Planned Ignoring

*How to Use Positive Practice, Self-Correction,
and Overcorrection*

How To Use Prompts To Initiate Behavior

How To Use Response Cost

How To Use Systematic Attention and Approval

How To Use Time-Out

How To Use Token Economy and Point Systems