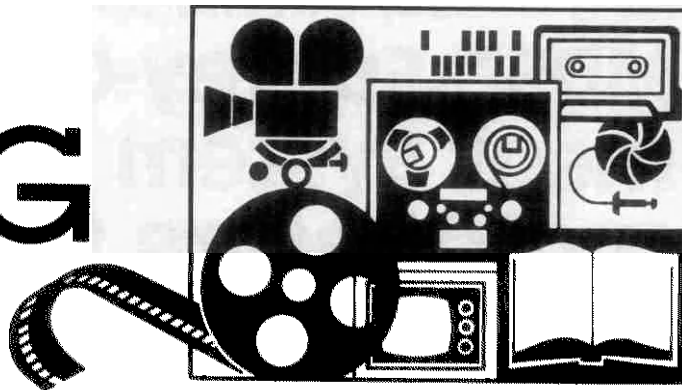


NEW TRAINING TOOLS



"TOLL FREE CONFERENCING"

"Toll Free Conferencing" is a new service which enables its customers to participate in a teleconference from any telephone in the continental United States without incurring charges on that phone. Companies using the new arrangement will be billed directly for their teleconferences at a flat rate of \$45 per hour, per calling location, with a half-hour minimum. The user's customers or clients who participate in a conference will not be charged. The new system will enable business people to budget for meetings by telephone just as they do for meetings involving travel. Reservations to use Toll Free Conferencing must be made in advance. **The Darome Connection.**

For more information, circle No. 218 on reader service card



QUALITY CIRCLE MODULES

The "Targeted Employee Action Method" (TEAM) consists of 12 self-contained learning modules designed to help teach employees creativity, problem-solving, statistical quality control, decision making and teamwork concepts. These modules help organizations identify quality problems and work in the classic Japanese consensus style. **Consulting Associates.**

For more information, circle No. 219 on reader service card



OVERHEAD TRANSPARENCY PRODUCTS

The "Retrothane Thermal Negative System" is designed to provide flexibility for your overhead transparencies. This process allows you to obtain a black screen with colorful display. Information may be written directly on the film with special markers. Additional markers, containing ink that disappears in 20 seconds, are also available for special effects. **MGA Graphics.**

For more information, circle No. 220 on reader service card

SUPERVISORY DEVELOPMENT MODULES

The "Modules Programme for Supervisory Development" consists of 34 modules presented in five volumes containing more than 3,500 pages. Each module contains a number of learning elements for a variety of training needs, and ranging from two-hour training sessions to one-year supervisory development courses. **International Labour Office.**

For more information, circle No. 221 on reader service card

SALES BOOKLET

"The Salesman's Role in Marketing," a 32-page booklet, is designed to provide effective guidelines for training and managing sales people to achieve optimum levels of productivity. The booklet describes sales call planning, selling strategies, negotiating tactics, personal discipline, self-management and how managers can develop programs for their sales people. Sample copies available to training, sales and marketing managers. **Interpersonal Communications in Marketing.**

For more information, circle No. 200 on reader service card

INTERNATIONAL MANAGEMENT

The *International Management Productivity Series* consists of two books and six videotapes designed for those seeking specific cultural awareness information for improving productivity at home or abroad. Can be used with learner/instructor workbook as a training tool, or viewed independently by managers wishing to enhance cross-cultural skills. Developed by Philip R. Harris and Robert T. Moran. Free preview tape available. **Gulf Publishing Co.**

For more information, circle No. 222 on reader service card.

LEARNING INSTRUMENTS

Four different self-scoring instruments provide insight for users concerning their own beliefs, values, attitudes and behavior. Instruments focus on understanding human needs, assessing coaching skills, identifying organizational norms and improving the boss-subordinate working relationship. Widespread applicability in workshops, seminars and conferences, as well as in private self-study programs. **PAT Publications.**

For more information, circle No. 223 on reader service card