

New training tools

Overhead Projector Weds Computer

One of the major limitations of personal computers is the size of the display. How do you share information that is in your PC with a group of individuals or a large audience? Well, an emerging star in this season's circuit of training technology shows is a transparent computer monitor (LCD) that can be placed on an overhead projector to produce a huge presentation view of a computer screen. Although there are many versions of this useful new product on the market, few are free of overheating problems and most need expensive extras to exploit them fully.

In Focus Systems Inc. has solved both problems with their *PC Viewer*, portable enough at less than two pounds to fit into a briefcase. The *PC Viewer* can be used in a variety of applications including client presentations, classroom environments, courtrooms, seminars, and public hearings.

To allow the information from your *PC Viewer* to be shown to mass audiences, you simply plug it into your personal computer and place it on a standard overhead projector. All the information displayed on the PC screen then is displayed on the *PC Viewer*. At the same time, it is projected on the wall or projector screen and magnified to a scale that can accommodate any size audience. What's more, you can retrieve information from one or more floppy disks, representing various data, to your audience—flow charts, profit-and-loss statements, graphics, legal documents, classroom instruction—and enter data directly from the keyboard. The *PC Viewer* also accommodates editing, correcting, and creating information as it is viewed by your audience. In addition, such information is being stored in the PC for later printout.

For further information about this system, contact **In Focus Systems Inc.**, 1618 S.W. First Avenue, Suite 316, Portland, OR 97201; call 503/226-4502.

Laser Learning

Interactive Medical Communications announces interactive laser disc-based training programs in asbestos removal, forklift operations, and use of respiratory equipment.

The *Asbestos Training Program* includes modules dealing with the revised OSHA standards, the history and toxicology of asbestos, an evaluation of the asbestos hazard in industry, and proper techniques for asbestos removal and disposal.

Areas covered in the *Respirator Equipment Program* include OSHA standards, the basics of respiratory protection, storage and maintenance, air purifying respirators, and air supplied respirators.

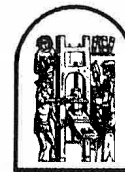
The *Forklift Operator Training Program* includes modules covering OSHA standards and forklift applications. Sections on basic fork truck safety address all aspects of forklift selection based on type of propulsion and plant location of use. Fork truck operation puts particular emphasis on the in-plant loading and unloading of trailers, lifting and balancing of loads, and methods of in-plant travel.

The laser disc-based system used for these programs actively engages trainees in the learning process. The system's branching capabilities create programs that adapt to each trainee's aptitude for learning and level of knowledge. By just touching the screen, trainees can request information or demonstrate comprehension; no knowledge of computers is needed.

For further information about these programs, contact **Interactive Medical Communications**, 100 Fifth Ave., Waltham, MA 02154.

Video Version of World-Famous Course

One of the most widely used writing courses in the English-speaking world is now available on videotape. *Put It in Writing*, available from the International Writing Institute, is expert Albert Joseph's well-known method for teaching clear, accurate, and fast writing



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■ ONE-DAY MEETINGS ON TARGET WORKSHOP

This course provides specific techniques to determine: if a meeting is necessary, who should attend, how to plan an agenda, how to prepare and respond as a participant, what to do about problem participants, what post-meeting follow up is necessary, and more.

■ ONE-DAY PRESENTATIONS ON TARGET WORKSHOP

Each participant is taught a series of methodologies to: plan pre-speech objectives, design visual and audio aids, make effective introductions, use appropriate data, evaluate an audience, create dynamic conclusions, and improve individual speaking skills.

All of these courses are available as in-house workshops, or at more than thirty universities and colleges nationwide.

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Training Tools

for any purpose—technical or nontechnical. The course is criteria-based so that the learner's progress can be measured and evaluated. The conference leader's guide helps you and your staff conduct the course just as it is taught by the Institute's certified trainers.

The new audiovisual version keeps the same format as the original course, with added sections on writing with computers and avoiding sexist language and references. The six three-hour sessions use snappy computer graphics, panel discussions, and expert narration to guide trainees toward objectives of clarity, speed, and style. Course materials consist of six videocassettes, participants' manuals, and the conference leader's guide.

For further information on *Put It in Writing*, contact **International Writing Institute**, Hanna Building, 1422 Euclid Avenue, Cleveland, OH 44115-1993; 800/CLARITY.

Speech

Speaking is easier said than done for many fearful professionals. The Speech Improvement Company, asserting that this fear holds people back in their careers and their private lives, announces a product for overcoming speaking phobia: *The Speaker's Survival Kit*.

The kit consists of three two-sided audiocassettes, three reminder and tip cards, two speaker note cards, and a last-minute checklist. Users learn about the fear of speaking, dos and don'ts and organization, and speech and voice aerobics. They also learn about nonverbal behavior, visuals, speaker diet and fitness, diaphragmatic breathing, openings and closings for speeches, and anecdotes.

The price for this package is \$49.95 (plus tax for Massachusetts residents) plus \$2.00 for shipping and handling. For further information, contact **The Speech Improvement Company**, 1614 Beacon St., Brookline (Boston), MA 02146.

Send items of interest to: *Tools, Training & Development Journal*, 1630 Duke St., Box 1443, Alexandria, VA 22313.



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