

Picture Your Organization

Pacesetter Software has introduced a software package, ORGANIZATION MAP JR, designed to help managers improve their organization's productivity and at the same time manage people more effectively.

Created specifically for the IBM PC and XT, ORGANIZATION MAP JR consists of two systems that work together to give managers a comprehensive picture of their organization.

The human resource decision support system provides a complete description of an organization's structure, including layers of management, spans of control and staffing levels. In addition, this system can also serve as a manager's human resource information system, enabling the manager to keep track of a variety of key facts on employees, as well as tracking the characteristics of the overall work force.

The organization analysis and productivity improvement support system presents a manager with a detailed view of work activities, points out where these activities are taking place, and then calculates their various costs. As a result managers are able to focus the efforts of their people on activities that will meet objectives, reduce redundant or low payoff work and increase efforts on activities that receive too little attention or too few resources.

ORGANIZATION MAP JR can be used to strengthen manpower/succession planning efforts, computerize organization charts, monitor and control compensation costs, and simulate and analyze the effects of various organizational changes.

ORGANIZATION MAP JR is completely menu-driven and features a thorough, well written user's manual.

ORGANIZATION MAP JR can be licensed directly from Pacesetter Software for \$895.00. In addition, a working copy, artificially limited to handle seven people, is now available. Sold with complete system documentation, the organization map demonstration

system offers a view of the full system for \$95.00 (\$85.00 pre-paid), a fee that can be applied to the purchase price. For information, contact Pacesetter Software, P.O. Box 5270, Princeton, NJ 08540; 609/737-8351.

Need a Lift?

"Lifting and Material Handling" is a new two-part audiovisual training program created to help reduce manual handling accidents and back injuries among workers. Based on the ergonomics concepts identified by Dr. S.H. Snook at the Liberty Mutual Research Center in Hopkinton, Mass., "Lifting and Material Handling" demonstrates proper techniques for safe lifting and handling. A supplement explains how to establish an effective back injury control program by integrating ergonomic concepts and employee training.

The program is available in video cassette (3/4 inch, or 1/2 inch Beta VHS) and Sound-Slide versions, for \$50.00, and can be ordered from Helmsman Management Services, Inc., c/o C. Cook, Loss Prevention Department, Liberty Mutual Insurance Company, 175 Berkeley Street, Boston, MA 02117.

Sourcebooks Seminars

Seminar Information Service (SIS) has published the fourth edition of the *SIS Workbook*, the guide to more than 3,200 business and technical seminars and workshops given around the country.

The 1984-85 *SIS Workbook* is divided into three sections. Section I lists the seminars alphabetically by topic. A

one-to-three sentence description accompanies each entry along with the cost "who should attend" and an indication of the sponsoring organization. General topics include: general management, organization development, human resource management, communications, data processing, finance, sales and marketing, manufacturing, purchasing, energy and environment, technical/engineering and personal development.

Section II names more than 350 organizations that sponsor the listed seminars. This section also includes the year each company was founded, the address, phone number and contact person, as well as a catalog of courses for each sponsor.

Section III is the calendar section, listing cities and dates for upcoming seminars. (If a seminar is only given on a private, on-site basis, there is an indication of that, too.) This section covers seminars through March 1985. April through September dates will be available in March. The 1,000-page 1984-85 *SIS Workbook* is compiled in a three-ring binder to make updating fast and simple.

In addition, each month subscribers receive "SynopSIS," a supplemental newsletter that includes the latest data for listed seminars as well as news on any new seminars that have come in after the workbook's publication.

The *SIS Workbook* is available through Seminar Information Service, 175 Fifth Ave., Suite 3141, New York, NY 10010. Price: \$195.

Telecourses

The Center for Learning and Telecommunications (CLT) has released a new sourcebook, *Telecourse Inventory, 1984*. The book provides descriptions of more than 130 video and audio telecourses produced for higher education. Listings include information on content level, format, ancillary materials and availability.

Some 30 institutions or organizations that produce and distribute college-level telecourses were contacted and nearly 900 courses were examined in preparation of the book. The 139 courses selected had to meet the standards of the finest two- and four-year colleges, and serve to expand opportunities for extending education beyond traditional campus settings. Moreover, the course material had to be readily available, contain six or more programs in the course, provide ancillary materials, could not exceed six years of age, and had to meet generally accepted engineering standards.

The inventory is available at \$20 per copy. Send check or institutional purchase order to the **Center for Learning and Telecommunications**, One Dupont Circle, Suite 600, Washington, DC 20036. Visa and MasterCard are also accepted.

Video

National Video Clearinghouse, Inc. has published the sixth professional edition of *The Video Source Book*. This comprehensively revised edition lists more than 40,000 titles available from 850 video program distributors. Since 1979, *The Source Book* has provided the video industry with a standard reference tool for every program available on videotape and disc: feature films, documentaries, children's and science programs, "how-to" productions and sports specials.

Each entry contains up to 23 facts, including description, use (home, school CATV, etc.), acquisition (rental, purchase, free loan, etc.), audience level, available formats (tape and disc), cast, producer, director, awards, release date, running time, distributor, a notation indicating that the program is signed or captioned for the hearing impaired, and an indica-

tion of availability in any of 24 foreign languages. *The Video Source Book* also includes:

- more than 1,900 pages bound in hardcover;
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To order the 1985 *Video Source Book* (\$135.00, plus \$5.00 shipping and handling), write or call **The National Video Clearinghouse, Inc.**, 100 Lafayette Drive, Syosset, NY 11791; 516/364-3686.

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Vocational and Career Education

Career Aids, Inc.'s 1984-85 Occupational, Vocational and Career Education catalog is now available. It contains 128 pages of multimedia, software and books for a wide variety of secondary-level subjects—career, educational and personal guidance, computer literacy and programming, business/office, health education, home economics, consumer survival skills, safety, agriculture, automotive, metalworking, electricity/electronics, robotics, CAD/CAM, drafting, building trades, welding and woodworking. This catalog also features software for the administrator and computer accessories. To obtain a free copy of this catalog call or write Career Aids, Inc., 20417 Nordhoff St., Chatsworth, CA 91311; 818/341-8200.

Law

Warren, Gorham & Lamont, Inc., recently published the *Personnel Director's Legal Guide*, a comprehensive one-volume reference for human resource professionals. Covering every area of employment law, it provides invaluable assistance in making informed decisions within today's complicated environment of laws, regulations and court rulings.

The *Guide* takes an instructional how-to approach to this complex subject, translating technical legal requirements into clear, straightforward business English.

This practical publication is organized for quick and easy access to relevant information. All legal considerations affecting a particular situation (such as hiring, termination or collective bargaining) are presented in one place, eliminating time-consuming cross-referencing. Coverage includes EEO and affirmative action, compensation, recruiting, hiring and firing, performance appraisals, employee benefits, employment at will, strikes and boycotts, reporting and disclosure, and union negotiations. Acceptable (and unacceptable) procedures are described for each area, as well as ambiguous questions that might require legal advice. In addition, the *Guide*

contains helpful checklists and summaries, designed for quick, sound decisions and policy making.

Prepared by attorneys specializing in employment law and updated through regular supplementation, the *Guide* provides the most accurate, authoritative information available. It will enable HRD professionals to maintain trouble-free compliance with all pertinent federal and state laws and regulations, managing the personnel

function effectively and avoiding costly lawsuits and fines.

Personnel Director's Legal Guide is co-authored by three attorneys practicing in the fields of labor and employment law: Steven C. Kahn, Barbara A. Brown and Brent E. Zepke.

To order, contact Sarah Brelsfoard at **Warren, Gorham & Lamont, Inc.**, Boston, at 800/225-2363. In Massachusetts call 617/423-2020. Price for the *Guide* is \$85.00

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Training Films/Videos

A new catalog of individual films/videos and film series has been published by BNA Communications, Inc. The catalog is free to professionals in human resource development.

The catalog describes BNAC training films/video in the areas of management development, supervisory training, communication, employee health, customer service, loss prevention, product liability and juror orientation.

It includes descriptions, uses and learning points for 142 titles covering subjects such as delegation, managing time, motivation, team building, communication, MBO, job enrichment, crisis management, absenteeism, troubled employees, leadership, public speaking, overcoming resistance to change, arbitration, perception, interviewing, conflict, check cashing swindles and bunco games, employee orientation, decision making and problem solving.

Individual brochures detail uses and learning points for BNAC packaged training programs. A separate catalog describes over 80 films and videos for safety training and accident prevention.

For copies of these new catalogs contact the Customer Service Department, **BNA Communications, Inc.**, 9439 Key West Avenue, Rockville, MD 20850-3396; 301/948-0540.

Executive, Improve Thyself

Business executives on the go can strengthen their assertiveness and time management skills through two self-instructional audio cassette courses newly released by Audio-Forum of Guilford, Conn.

The two courses are "Assert Yourself and Get the Results You Want" and "Your Practical Guide to Time Management," both written by Elaina Zucker, a behavioral scientist and management consultant.

"Assert Yourself and Get the Results You Want" examines the specific skills and communication techniques of assertive behavior, and methods for analyzing individual behavior patterns and changing self-limiting attitudes into more positive ones.

Ken Blanchard, co-author of the best-selling *The One-Minute Manager*, calls this audio cassette course "a must for the 80s" and says, "This is a valuable resource for anyone who wants to get ahead—at work and in life. Full of practical advice, techniques and ideas on how to succeed with people and get results."

"Your Practical Guide to Time Management" explains how to analyze time usage and personal energy levels. It makes suggestions for effective time allocation.

Both cassette programs are approximately 60 minutes long and are available at \$10.95 each. They can be obtained by writing **Audio Forum**, Dept. R, On The Green, Guilford, CT 06437, or by telephoning 203/453-9794.

HRD Language Tool

Regency Systems, Inc. has created a new education authoring language called the Training and Education Language (TEL). TEL is a portable courseware authoring system specifically designed for computer-based training on virtually all microcomputer systems. It is a user-friendly language with English word commands such as "write" and "color." It provides a built-in debugger, line by line syntax checking and a very fast source compiler. TEL also features sophisticated graphics creation utilities. TEL has extensive student management features that keep complete records on each student in every class or group. It also has built-in security features that can lock users into or out of lessons or system options. TEL has been released initially for use on the IBM PC.

For information write or call **Regency Systems, Inc.**, P.O. Box 3578, 3200 Farber Drive, Champaign, IL 61821; 217/398-8067.

The New Training Tools column is prepared by George F. Kimmerling. Send inquiries and items for consideration to Tools Editor: ASTD, 600 Maryland Avenue, SW., Washington, D.C. 20024.