

New Training Tools

Deep Down

A new training package from Du Pont features the fundamentals of rigging. This 40-hour program covers the use of different types of rope, rigging hardware, slings and hitches, hoists, jacks, skids and rollers, and rigging practices. It includes classroom self-study, instructor-led discussions, demonstrations, hands-on skill practice and criteria tests to measure results.

A 340-page administrative guide is the heart of the Basic Rigging package. It consists of a complete training manual with demonstrations and review questions and answers, as well as answers to the criterion test questions. Other sections contain experience-based suggestions for implementing the training program effectively.

A 14-minute videotape, "Trolleys and Hoists," reinforces selected portions of the self-study training with visual demonstrations. It is available in half-inch VHS, half-inch Beta I and three-quarter-inch U-Matic formats.

Each student uses a 220-page training manual, complete with review questions. In addition, five programmed-instruction courses are available to supplement the "Basic Rigging" manual.

Basic Rigging was developed by industrial trainers and is based on experience in Du Pont plants. It is described in detail in a four-page brochure. For further information or the brochure, contact **Du Pont Company, F&FP Department, Training Materials, Barley Mill 19-1210, Wilmington, DE 19898, 302/992-3620.**

Administrative Assistance

SkillBuilder Training Systems announces a new training program for secretaries and clerks. The program is designed to strengthen productivity and promote professional development.

Instruction is delivered through interactive self-instructional modules that require approximately four hours each to complete. Each module covers a different skill area. A standard program contains 8 or 12 modules, which typically are scheduled over four to six months. The program is tailored to meet specific training needs by selecting program content from the skill areas covered by 15 available modules: time management, communication skills, proofing skills, telephone techniques, meeting the public, writing for business, working with the boss, stress management, adapting to office automation, being a team player, self-motivation, dealing with conflict, decision making, adjusting to change and projecting a professional image. Each module integrates work experiences and learning activities, providing immediate application of newly learned skills.

SkillBuilder provides the modules on a two-per-month basis, and evaluates and reports on enrollee progress. The company awards a certificate and up to 4.8 CEUs to an enrollee upon successful completion of the program.

A leader's guide also is provided for each module to assist training staff. Special materials for supervisors explain how the program works and what skills they can expect enrollees to develop or expand.

The per-person cost of this program begins at \$50. For more information, contact **SkillBuilder Training Systems, 3418 Que St., N.W., Washington, DC 20007, 202/333-5340.**

Higher-Ups

In much the same way computers can create the perfect romantic match, they now can pair professional with firm, almost guaranteeing the firm gets what it wants.

Executive TRACK™ is a new tool for describing people and positions and matching them. This software system for the microcomputer helps human resource professionals implement succession planning strategies. It modernizes the methods by which corporations identify, develop and track high-potential executive talent.

Executive TRACK™ organizes information into two main files, one for executive data and one for position data. The executive file includes demographics, work histories, educational backgrounds, performance levels, career path information and any other information pertinent to individual capabilities, developmental needs and overall potential. The position file includes data such as general descriptions, functions, required skills, replacement timings, candidates and their readiness, and reporting relationships.

In action, the system searches its files for appropriate candidates for open positions, matching managerial competencies of candidates with position profiles. It provides a paper trail at every stage of input and output, and can generate the following reports:

- Succession planning
- Candidate research
- Replacements needed
- Candidacies
- Position blockages
- Five-year plan

- Development plan
- Special status tracking
- Equal employment opportunity
- Outdated ratings
- Reconciliation
- Organization structure
- Executive record
- Daily update

In addition, the system features a module that expands the program's report capabilities. With the Ad Hoc Reporter module, companies can generate custom reports to fit their specific needs.

For more information, contact **Corporate Education Resources, Inc.**, 102 E. Briggs St., Fairfield, IA 52556, 515/472-7720.

Training at the Keys

A complete line of microcomputer courseware now is available from ComputerPREP. The courses, designed for beginner and advanced students, include training in DisplayWrite 3, dBase III, MultiMate, Lotus 1-2-3, Symphony, Smart, WordPerfect, WordStar and several DOS classes.

ComputerPREP training courseware consists of three basic elements: an instructor's outline, a student training guide and an exercise disk. The instructor's outline provides trainers with objectives, helpful hints and detailed procedures for instruction. The student training guide provides step-by-step instruction for each exercise, reducing the need for note taking. The document also serves as a reference after the course is completed. The exercise disk contains data files that let the student focus on real-world problems and avoid time-consuming data entry during class.

For further information about the training package, contact **ComputerPREP**, 10057 N. Metro Parkway East, Phoenix, AZ 85021.

Assessment Training

Soon-to-be assessors can see what it's like in an assessment center by viewing a new videotape from Dennis A. Joiner & Associates, *Assessment Centers: What Are They?* It offers an orientation to novice assessors, helping them overcome nervousness, which commonly strikes those new to the job.

This 50-minute videotape lets viewers follow a group of candidates through four typical assessment exercises. The commentary provides information on the rationale behind each exercise, how the content of the exercise is determined and why assessment centers are valuable management tools for making selection, promotion and career development decisions.

The job simulation exercises featured in the video include leaderless group discussion, management in-basket simulation, oral presentation and subordinate counseling/interview simulation.

Assessment Centers: What Are They? costs \$195, including shipping and handling. Three-day previews are available for a \$35-fee that can be applied to the purchase price. For more information, contact **Dennis A. Joiner & Associates**, P.O. Box 2341, Sacramento, CA 95811-2341, 916/338-3131.

Preparing for Liftoff

If prestigious testimonials are what catch your eye, you might want to take a look at Kodak. Their 8-mm Kodavision camcorders are being used to help train the astronauts.

The video systems are employed for ground training in extra-vehicular activities and in crew systems, which involves training for habitability in space. They also are used for video and television training.

Kodavision 8-mm systems combine a color video camera and a recorder in a portable, cordless unit that weighs approximately five pounds. It uses 8-mm MP videotape with a maximum play time of 90 minutes. (A two-hour tape in the 8-mm format will be introduced in the near future.) Features of note are the stop-action capabilities and the positive-negative adapter. The adapter allows users to place photographic negatives in front of the camcorder's lens, then display positive images on a TV screen.

For further information, contact **Eastman Kodak Company**, 343 State St., Rochester, NY 14650, 716/724-4241.



The New Training Tools column is prepared by Geraldine Spruell. Send inquiries and items for consideration to: Tools Editor, ASTD, 1630 Duke St., Box 1443, Alexandria, VA 22313.