

New Training Tools

Doing More With Less

Are you having to accomplish more work with fewer resources? Here are several tools you may find helpful. They tell you about more tools, save you money, and are available on an ongoing basis.

Keeping up with change

The Change Bulletin is a publication with a mission: to present a different perspective; to educate and inform; to challenge complacency; to shift long-entrenched beliefs, attitudes, and behavior; and to establish dialogue, stimulate fresh ideas, and pave the way to change.

Published by Programs On Change, the newsletter features articles on such topics as workforce diversity, office ergonomics, work-space organization, and maximization of human resources during times of cost containment and downsizing. Each issue includes a list of resources and a calendar of HRD-related events.

A subscription costs \$49 for four issues.

For more information, contact Programs On Change, New York, New York.

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The line on managers

Guide Lines, a new publication from Professional Training Associates, offers information of interest to managers at all levels.

A recent issue of the monthly newsletter contains articles on performance management, career development, and sexual harassment. Regular features include "Freebies," a list of free resources; a question-and-answer section with readers' responses to workplace problems and to queries such as, "What did your

best boss teach you?"; and "Off Line," an irreverent look at the way people sometimes act in the workplace.

Each edition also features the cartoon strip "Pegglebottom & Company," which satirizes workers and the workplace.

The newsletter aims to help managers and supervisors "make the most of their jobs and the people on their teams," as the subtitle says.

A one-year subscription costs \$60.

For more information, contact Professional Training Associates, Round Rock, Texas.

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Low society

The *HRD Discount Book Society* offers a selection of current and classic HR books at 10 to 20 percent less than retail prices.

The new publication features books on such topics as team building, management development, organizational learning and development, leadership, and total quality. The publisher, Organization Design and Development, plans to mail copies of the *HRD Discount Book Society* four times a year to HR professionals throughout the United States. No special membership is required.

For more information, contact Organization Design and Development, King of Prussia, Pennsylvania.

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Free innovation

Learning Age, published by Wilson Learning, focuses exclusively on creativity and innovative thinking.

A recent issue features articles on different innovation styles, innovation through teamwork and collaboration, innovation as a build-on to quality efforts, and an innovative approach to entry-level recruitment.

Resources within resources, staying on the case in sexual harassment, and a sticky situation in Lite Tools.

How To Contact Training & Development Magazine

Unless otherwise noted, you can write to *Training & Development* at Box 1443, Alexandria, VA 22313-2043. For package delivery, our street address is 1640 King Street, Alexandria, VA 22314-2746. Phone 703/683-8100; fax 703/683-8103; TDD 703/683-4323.

Feature Articles We welcome manuscripts for possible publication in *Training & Development*. Write to Cynthia Mitchell for authors' guidelines. Include a self-addressed, stamped envelope. Phone 703/683-8132. Send manuscripts to Editor Patricia Galagan.

Voice Mail We want to hear your opinions and observations about HRD and *Training & Development*. Send letters to Haidee Allerton; call the Voice Mail phone line, 703/683-9590; or fax a letter to her at 703/683-9203.

In Practice Send press releases or short articles on news, trends, and best practices in training and development to Erica Gordon Sorohan. Phone 703/683-8137.

Four by Four Contact Catherine Petrini with ideas for this bi-monthly interview column. Phone 703/683-8130.

Training 101 Submit brief articles on training basics to Catherine Petrini. Phone 703/683-8130.

FaxForum is a monthly survey of readers' opinions. Send ideas for topics to Cynthia Mitchell. Fax 703/683-9203.

Research Capsules This quarterly column summarizes recent HRD research. Send material to Linda Morris, director of Industry Services Education, Ernst & Young, Fairfax Square, Tower 2, 8075 Leesburg Pike, Vienna, VA 22182. Phone 703/903-5000.

Books Send releases and review copies of books to Theresa Minton-Eversole. Phone 703/683-8134.

New Training Tools Send press releases to editor Haidee Allerton on software, tapes, manuals, electronic equipment, and anything else that helps trainers do their jobs better. Phone 703/683-7251.

Working Life This column reports on trends and practical tips on work/lifestyle issues. Send press releases to Haidee Allerton. Phone 703/683-7251.

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New Training Tools

The same issue also includes a quiz for determining one's own innovation style as well as an article on IBM's use of empowerment and innovation in the area of customer service.

Qualified HR professionals can receive complimentary copies. For more information, contact Wilson Learning, Longwood, Florida.

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The Minister of Meetings

"Meetings, Bloody Meetings" is a video from the series of training programs featuring "Monty Python's" John Cleese, perhaps best known as the Minister of Silly Walks.



First released in 1976, the popular video on managing meetings has been updated to reflect changes in the workplace. The creative team responsible for the original version reunited for the new edition.

The film shows Cleese as an inefficient chairperson who dreams he is hauled before a court of law, accused of conducting meetings negligently. Against the backdrop of Cleese's zany antics, the tape offers lessons on making meetings shorter and more productive. The tips are based on the results of a recent survey of 3,000 American business leaders, conducted by Hofstra University and Harrison Conference Services.

The survey identifies the main reason for meeting misfires as the failure to plan, inform, prepare, structure and control, summarize, and record. The survey also indicates that executives spend more time in meetings than they did five years ago and that many of them think one-third of meetings are a waste of time.

The researchers conclude that more experience in meetings doesn't necessarily improve one's meeting skills. They emphasize a need for training.

According to Video Arts, which produced the film, one critic likened the program's training points to a pilot's checklist prior to takeoff.

For more information, contact Video Arts, Chicago, Illinois.

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Sexual-Harassment Simulation

A group of managers watches a scenario unfold on a computer screen: An employee reluctantly says she is being sexually harassed by her supervisor, who complains that he is being set up. Other employees feed the rumor mill. Then comes a twist, one that should cause the parties' managers to take action.

After viewing "Keep Your Hands to Yourself," a PC simulation designed to be used as a discussion tool, managers talk over what they've seen, to increase their understanding of what sexual harassment is and how to prevent it.

Typically, groups of three to six managers sit together around a single personal computer; one of them operates the keyboard. Larger groups can view the simulation through the use of a projection device.

The cost of the software is \$199. It runs on IBM-PC and PS/2 compatibles and requires no computer skills.

For more information, contact Wisdom Simulators, Cambridge, Massachusetts.

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Lite Tools

Just for fun.... Turn your business card into a sign with Magnetcards.

Magnetcards are pre-cut to typical business-card size. Just slap on your card and stick it anywhere. Magnetcards keep your name in front of customers on office file cabinets, in trade booths, and anywhere there's a metal surface.

There is no minimum order; quantity discounts are available.

To get a free sample, send two business cards and a self-addressed, stamped envelope to Magnetcards, Box 300230, Fern Park, FL 32730.

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Product Information

For more information on any product listed in "New Training Tools," circle the corresponding number on the reader service card and drop the card in the mail. The manufacturer will send the information directly to you.

If you'd like to telephone a manufacturer, turn to the reader service page for phone numbers. But please be sure to say that you read about the product in *Training & Development!*

SPW From PBS

"Sex, Power, and the Workplace," as seen on public television, is now available in a half-hour version to use in workplace training programs on sexual-harassment issues.



The program features interviews with sexual-harassment prevention experts and profiles of people who have been harassed. Included with the videocassette is a guidebook that provides resources for both preventing and handling harassment situations.

The purchase price is \$595; a two-day preview costs \$40. For more information, contact Lumina Productions, San Diego, California.

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FEA From RWD

RWD Technologies recently released Front-End Analysis software, which provides an approach for solving human resource problems and planning training needs.

The program, which emulates Joe Harless's Front-End Analysis process, is divided into the areas of project alignment, front-end analysis planning, and front-end analysis diagnosis.

The project-alignment section gives step-by-step instructions for organizing a project. It also provides a focus and direction for the front-end analysis to follow.

Visual displays and decision aids guide users through the alignment to help them accomplish the following:

- ▶ Specify project goals, information sources, and roles.
- ▶ Determine the scope of the training needs.
- ▶ List project elements by priority.
- ▶ Determine the types of front-end analysis to use in analyzing various performance situations.

The diagnostic section is used to analyze existing performance problems and to provide recommendations for eliminating those problems.

The planning section helps identify factors that can facilitate improved employee performance in situations in which new jobs are created or new tasks are added to existing jobs.

FEA software, which requires at least a 386 PC with Windows, comes with an electronic Asymetrix Toolbox and RAIMA data base. A color monitor, 20MB hard drive, and 4MBs of RAM are suggested to run the program.

For more information, contact RWD Technologies, in Columbia, Maryland.

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Effective Effect

Part of making effective presentations is presenting yourself in the best possible way.

What Do They Say When You Leave the Room? by Brigid McGrath Massie (with John Waters), offers advice and activities for helping you evaluate and increase your personal effectiveness. Massie discusses essential elements of leadership, seven strategies for developing professional relationships, and 15 time-management techniques.

The book includes dos and don'ts of giving and receiving criticism, ways to recognize the symptoms of burnout, and tips for making stress an asset.

For more information, contact Eudemonia Publications, Salinas, California.

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"New Training Tools" is compiled and written by **Haidee Allerton**. Send items of interest to "Tools," Training & Development, 1640 King Street, Box 1443, Alexandria, VA 22313-2043.

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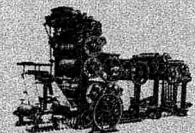
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