

■ New Learning Tools

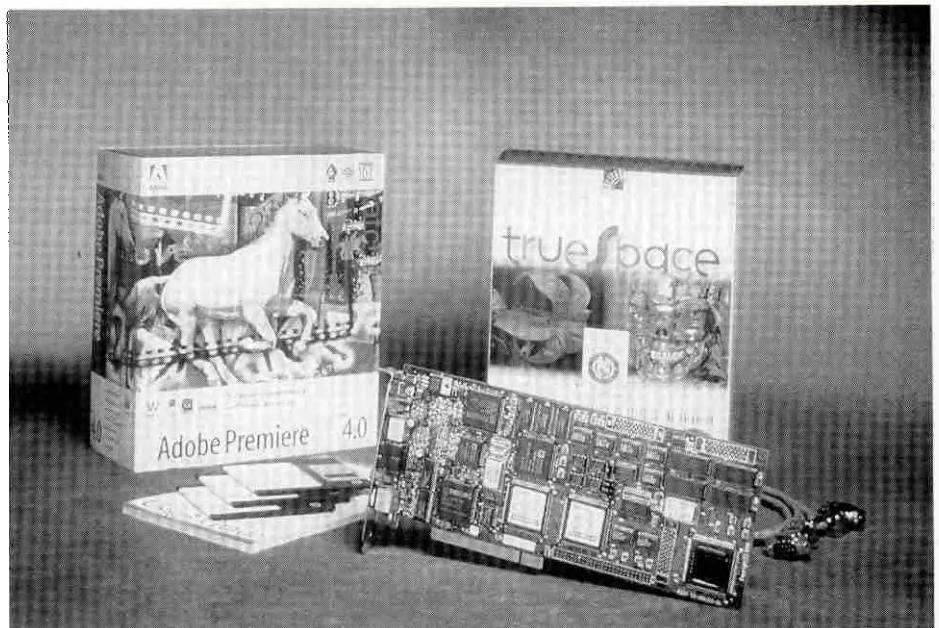
by Sacha Cohen

MPEG VIDEO PLAYS ON AN INTRANET

Sigma Designs offers IntraVideo MPEG PAK, a complete solution for creating and playing MPEG video on an intranet.

With this product, companies can create, encode, edit, and play videos. It includes everything you need to get started including

- ▶ REALmagic Producer, an MPEG authoring solution. It captures, edits, and compresses video for saving to an intranet server.
- ▶ REALmagic Maxima MPEG playback boards
- ▶ Iprax CourseWorks software, which helps users build interactive training applications using MPEG
- ▶ Astound, which is a software package that lets users create MPEG and multimedia presentations
- ▶ Web-iV Mid Interactive, a companion application that gives viewers in-



teractive control of the video

- ▶ MicroVideo Interactive MPEG training CD, which is a training title on how to use Windows 95.

IntraVideo MPEG Pak costs \$5,995.

For more information, contact Sigma Designs, Fremont, California, 800/845-8088, or visit the company's Web site <http://www.sigmadesigns.com>.

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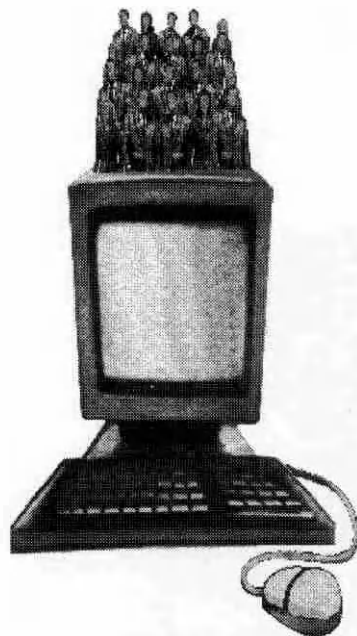
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Lite Tools



Want to dress up your memos and documents? Then check out Post-it Designer Notes from 3M.

These desk accessories are inspired by designs from nature and the elements. Designer Notes are available in cloud, floral, and multi-colored marbled patterns. Notes in the four-pad package come in a 3.45-inch by 3.45-inch size.

For more information, contact 3M, Roseville, Minnesota, 612/737-2783.

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PC COMPLIANCE



RMS Systems offers its updated version of PC Compliance 2.0 training management software. It offers scheduling, tracking, and reporting capabilities as well as import and export capabilities, expanded customization with user-defined fields, cost tracking capability, and auto reminder screens.

The software program includes a fully illustrated user's manual and on-line help. Minimum requirements include a 486 DX PC, 8MB RAM, and Windows 3.1. The product also works with Windows 95 and Windows NT.

PC Compliance 2.0 costs \$499 for the single-user version. For more information, contact RMS Systems, Denver, Colorado, 303/297-2720.

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ATTENDANCE CONTROLLER SOFTWARE

Attendance Controller version 2, developed by G. Neil Companies, is attendance tracking software that lets businesses document vacation, sick leave, and personal time by the day or hourly. Time can be accrued by the employee's anniversary date or the calendar or fiscal year. Unlimited accrual rates let employers maintain different vacation formulas for new employees, part-time employees, and management personnel.

The software can print 18 charts and reports including:

- ▶ employee absence detail
- ▶ group attendance
- ▶ perfect attendance
- ▶ year-at-a-glance
- ▶ vacation planner
- ▶ employee anniversary
- ▶ absences over time
- ▶ department comparison.

Attendance Controller is network compatible and can import files from

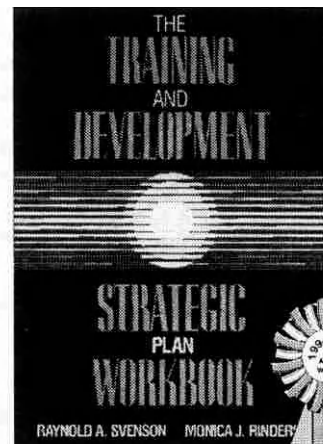


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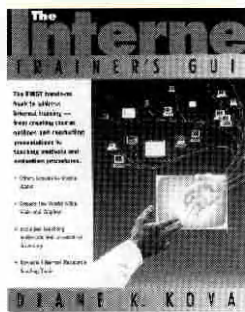
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such database formats as Excel, Dbase, and Lotus.

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INTERNET TRAINER'S GUIDE



Now available, *The Internet Trainer's Guide* by Diane K. Kovacs is a step-by-step guide to designing and implementing an Internet training course. Kovacs outlines techniques to help trainers assess the baseline knowledge and skills of their trainees. She also discusses different training methods including seminars, lectures, and hands-on labs.

The book covers such Internet information sources as Telnet, e-mail, FTP, and the World Wide Web. It also describes search and information retrieval tools.

Part two, *The Internet Trainer's Guide Workbook*, includes exercises, handouts, and overheads for beginning, intermediate, and advanced training.

Kovacs also provides directories of Internet tutorials and training materials on the Internet and Internet software sources.

For more information about *The Internet Trainer's Guide*, contact Van Nostrand Reinhold/International Thomson Publishing, New York, New York, 800/842-3636.

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FREEBIE!

A newsletter, *Training Salmagundi*, from Daedal Training Limited, is available free to *Training & Development* readers.

This British publication is a collection of articles on training-related topics. For example, in volume four, the newsletter covers the following topics

- the rise and fall of management theories
- alternatives to firing
- customer care and competencies
- appraisals and competencies.

For a free copy of the newsletter, contact Brian Dodsworth, Daedal Training, 309 High Street, Orpington, Kent BR6 ONN, England. Phone 01689 873637; fax 01689 874183.

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DESIGN-A-COURSE

Bernstein & Associates offers Design-A-Course 2.0, an authoring tool for developing computer-based training courses.

Users don't need to know programming or authoring languages to use this tool. "Anyone that can use a word processor can design a computer-based training course," says Louis Bernstein, president of the company.

A menu-driven question-and-answer session leads you through the course development process. The course can be customized by changing typeface, type size, and formatting.

Design-A-Course supports the use of movies and sound, as well as graphics and text. Each chapter and course can contain unlimited review questions and answers. Designers can randomize questions or add a timer that limits the amount of time that a trainee can take to complete a quiz.

Design-A-Course runs on Windows 3.1, Windows for Workgroups, Windows 95, Windows NT, and Novell. It costs \$399 for a single-user version.

For more information, contact Bernstein & Associates, 800/511-5299, or visit the company's Web page, <http://www.b-and-a.com>.

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POLICIES AND RULINGS CD-ROM

Business and Legal Reports offers *What To Do About Personnel Problems In Your State*, a CD-ROM service designed to help HR professionals access state and federal rulings quickly and easily.

This HR tool has a powerful search engine, complete regulatory texts, and

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Subscribers to the CD-ROM service receive BLR's personnel surveys, a new update disk every four months, and two monthly newsletters.

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and is available for a free 30-day trial. For more information, contact BLR, Madison, Connecticut, 800/727-5257. **Circle 267 on reader service card.**

PRESENTATION SKILLS VIDEO



By mastering the skills in "I Wasn't Prepared For That: Presentation Skills," you may be able to conquer presentation phobia. The video, developed by Video Arts, illustrates its lessons with the humorous tale of Rachel, a manager that must present to a board of directors. She is transformed from a anxiety-ridden subordinate into a confident, convincing presenter.

In her first run-through, Rachel stutters, stammers, and rambles. Then she over-prepares a canned speech. Finally, when she learns how to prepare properly for the presentation, she gives a winning presentation.

Throughout the video, Jenkins, Rachel's mentor, offers common sense advice such as breathing techniques, using note cards and props, maintaining eye contact, avoiding jargon, and dressing comfortably.

The 28-minute video includes a leader's guide that offers tips and suggested agendas for managing presentation skills training sessions. The long-term license purchase price is \$870. The one-to-five day rental price is \$250.

For more information, contact Video Arts, Chicago, 800/553-0001. **Circle 268 on reader service card.**

Send press kits and items of interest to **New Learning Tools**, Training & Development, 1640 King Street, Box 1443, Alexandria, VA 22313-2043. E-mail tools@astd.org.



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