

New Training Tools

Laser Fare

Here are two hand-held remotes for controlling presentation software and mouse applications.

Laserex's SM-2—which combines infrared and laser technology—allows you to stand up to 35 feet away from a PC or LCD panel and advance slides by pushing a button. The laser pointer projects a dot 10 times brighter than conventional laser pointers, according to Laserex. The SM-2 runs on any presentation software using DOS or Windows.

The SM-3 Hawk is a laser pointer that also emulates mouse applications from up to 40 feet away from the computer. A "joy plate" allows 360 degrees of cursor control. You can select menu items, open and close files, click and drag, and so forth. The Hawk can control such presentation packages as Microsoft PowerPoint and Aldus Persuasion. It also comes with additional presentation "tools" such as a shade and zoom, activated by the transmitter.

The SM-2 costs \$225; the SM-3 Hawk costs \$299. Both products include software on 3.5 disks and "plug and play" attachments.

For more information, contact Laserex, Scottsdale, Arizona.

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Cool Tool

It can copy a phone list and calendar from Microsoft's Schedule software by reading a pattern of flashing lines from the monitor of your computer. So, what the heck is it?

It's the Data Link from Timex. The \$130 plastic digital watch has buttons on the back that let you retrieve information by reading a tiny LCD on the watch's face. The Data Link

holds up to 70 items. Oh, and it also tells time.

Sold in retail stores.

It's 10 a.m. Do You Know Where...?



Oops. Your employee reviews are due tomorrow morning. And you've forgotten Freda's

employee number. And Freda's objectives for this reviewing period aren't in his file.

Sound familiar? Well, now you can manage the entire performance-appraisal process through WinRate—a Windows-based software program from Delos. Enter the basic information just once. Then at review time, click on an employee's name. You get the information you need as WinRate guides you through the appraisal process and gives tips for conducting an effective review.

WinRate lists the performance categories, the employee's performance goals, and possible terms to use. The program will even scan appraisals for inappropriate language. You can also apply a "weight factor" to certain categories; WinRate will reflect their importance in the overall rating.

WinRate compiles statistics on all previous appraisals. With one click, you can review the averages and frequencies of ratings. Printouts include space for handwritten comments.

WinRate operates on an IBM or compatible computer with Windows 3.0 or higher, 4 megabytes RAM, a 3.5-inch disk drive, and a VGA monitor or better. The price of the program is \$150.



Pointers on parade, time on your hands, Shakespeare on leadership, Dave on quality, and empowerment dressing on your salad.

How To Contact

Training & Development Magazine

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TechTalk This quarterly column looks at technology trends that affect trainers. Send ideas to Bart Dahmer, Technology Services and Technical Training, Federal Express, 2842 Business Park, Module G, Memphis, TN 38118; 901/369-2751; bdahmer@pipeline.com on the Internet.

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 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 other tools. Phone 703/683-7251.

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New Training Tools

For more information, contact Delos, Tucson, Arizona.

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Just the Facts

One in 250 people in the United States is infected with HIV, according to the Centers for Disease Control in Atlanta. Unless you work for a very small firm, that statistic makes it likely that some people in your workplace are HIV-positive.

Human resource practitioners can help educate employees and perhaps dispel their fears by distributing "AIDS/HIV in the Workplace," published by BNA Books. The fact sheet explains what HIV and AIDS are, how the virus is and isn't transmitted, how HIV and AIDS affect the workplace, and how to treat employees with AIDS or HIV. The fact sheet also shows the chronology of the development of the virus and answers common questions about AIDS and HIV.

The 8.5-by-11-inch booklets can be distributed in employee handbooks and staff meetings or made available in the human resource department. Prices range from 35 to 95 cents each, depending on quantities ordered.

For more information, contact BNA Books, Rockville, Maryland.

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To Lead or Not To Lead



"If your mind dislike anything, obey it."
(*Hamlet*)

What's interesting is that Frederick Talbott—author of

Shakespeare on Leadership: Timeless Wisdom for Daily Challenges—applies the Bard's writings to leadership. Hence, the quote above meaneth, "Go with your gut, your knowledge, and your instinct."

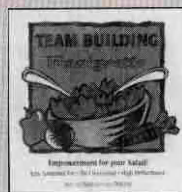
The 160-page book—from Thomas Nelson Publishers—contains one quotation per page from Shakespeare's plays and an interpretation. Talbott views Shakespeare as a leadership guide for the 21st century.

"Weigh'st thy words before thou givest them breath." (*Othello*) Talbott-tized: "Consider, then communicate."

Lite Tools

Just for fun...

Lettuce improve your salad's behavioral effectiveness with Team Building Vinaigrette from HRD Gourmet.



It makes a nice gift for workshop participants, clients, and colleagues. The cost per case of 12 bottles is \$59.95, plus shipping.

Team Building Vinaigrette promotes the diversity between iceberg, Romaine, and Bibb.

For more information, contact HRD Gourmet, Durham, North Carolina.

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The hardcover costs \$10.99.

For more information, contact Thomas Nelson Publishers, Nashville, Tennessee.

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Game of Finance

Zodiak—a board game from Paradigm Learning—is designed to be a relatively painless way for employees to get the big picture in business finance and decision making.

Players—in groups of three to four—get to run a fictitious company for three years. They buy the Zodiak company, attract investors, and take out a bank loan. Then they purchase materials, manufacture and deliver products, pay overhead costs and taxes, and invest in developing new products. Last, they examine how such strategies as total quality affected their results.

Playing the game helps employees understand how their own work can affect their organization's overall business strategies.

For more information, contact Paradigm Learning, Tampa, Florida.

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Quality Zine

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New Training Tools

News—a "still priceless" (free) newsletter from The Crosby Company. The quarterly (or whenever editor Dave Crosby gets around to it) updates readers on quality-related software, books, trends, case studies, and so forth. And the publication doesn't shrink from taking a few potshots at sacred cows.

One regular feature is a contest in which you can win a prize, usually software. Here's an example: Three boxes are labeled "apples," "oranges," and "apples and oranges." Each label is incorrect. You may select only one fruit from each box. How can you label the boxes correctly?

It sounds a little like the red-bead experiment. But you didn't hear that from us.

For more information, contact the Crosby Company, Box 2433, Glen Ellyn, Illinois.

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Neuro What?

Some trainers are using neurolinguistic programming to help people map their beliefs, values, and mind-sets to gain fresh perspectives and learn new skills. But is NLP for everyone?

LifeStar offers the *NLP Personal Profile*, by Gregory Engel and Jay Arthur. The workbook explores one's life preferences, internal programming, life choices, and view of the environment. The resulting profile can help a trainee chart a career development course.

In the spirit of learning is fun, LifeStar also publishes the *Quality Improvement Coloring Book* and the *Quality Improvement Connect-the-Dots Book*.

For more information, contact LifeStar, Denver, Colorado.

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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.