

# New Training Tools

## Learning Presentation Skills

Two courses of study are available, aimed at teaching you to be a more efficient speaker who can get the point across.

## Effective Presentation

From the Wiley Professional Development Program, *Effective Presentation*, by W.A. Mambert, attempts to teach those at all levels of an organization the attitudes and skills needed to achieve clear and useful communication. It emphasizes three elements: the presenter, the receiving audience and the environment. More than just memorizing a list of skills, good communication is grounded in understanding and analyzing the needs of audiences.

*Effective Presentation* includes 30 lessons divided into 10 units; each unit focuses on a major skill area. Units include personal communicativeness, structure and form, form and thesis, objectives formulation, tactics, outlining and data gathering, the inner nature of communication, the use of visual aids, preparation before your appearance and behavior during delivery.

Each lesson begins with learning objectives that the reader can use to preview and review the material. Topics are outlined and illustrated. Both in-text quizzes and longer summary "checkpoints" provide reinforcement. The text concludes with a comprehensive test which may be used as both a self-assessment tool prior to study and a way to measure learning progress. **John Wiley & Sons**, 1 Wiley Drive, Somerset, NJ 08873, 202/469-4400.

## Small Group Presentations

*Small Group Presentations*, a four-part video series that trains participants to prepare and deliver effective presentations, is now available from Time-Life Video. The course was designed to teach participants how to develop their own natural and distinctive presenta-

tion styles, using the effective conversational skills they employ every day and applying them to speaking to small groups.

Produced by Cameron Communications, the course consists of four video programs (each averaging 18 minutes), leader's guide and a skills development guide designed to be a permanent reference for each participant.

The course emphasizes the importance of understanding the audience and being natural and confident while delivering a presentation. Among the key topics are pacing delivery, capturing the audience's attention, using eye contact to personalize and emphasize points, using visual aids and techniques for handling nervousness.

The leader's guide is designed to support both practiced and inexperienced seminar leaders. It provides detailed schedules for a one-day, six-hour seminar or a multiple-day, 12-hour format. The course can also be used as a self-instruction program.

The skills development guide is both a reinforcement for the participant during the seminar and a guide for mapping out presentations once the course is over. Train-the-trainer consultants are also available. **Time-Life Video Distribution Center**, 100 Eisenhower Drive, P.O. Box 644, Paramus, NJ 07653. 800/526-4663.

## Projecting a Better Image

If your visuals need to be clearer and more effective, perhaps these presentation tools can give you the technical support you seek.

## Self-Contained Overheads

Eiki International has introduced its lightweight portable overhead projector for sales and meeting presentations. Self-contained, weighing 15 pounds, the projector is appropriate for business use where portability and convenience are primary considerations.

An 11¼-inch by 11¼-inch stage accepts documents for either horizontal

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or vertical presentation, projected by a 300 watt light source, coated mirror and 12-inch, three-element lens. Other features include a magnification four to eight and one-half times capacity, a fan to cool and prevent overheating, an automatic safety switch that shuts off the projector when it's folded up, carrying case and retractable power cord.

**Eiki International**, 27882 Camino Capistrano, Laguna Niguel, CA 92677. 714/831-2511.

### And For the Executive...

An overhead projector from Bretford Manufacturing Inc. has been designed especially for executive presentations. The Executive Overhead Projector Work Station provides 10 square feet of work surface (dimensions are 48 inches by 30 inches) for organizing papers and transparencies. An overhead projector can be inserted into a 15½-inch by 16¾-inch well in the table and raised or lowered on an adjustable platform. The platform adjusts at one-inch increments to match projector depths from six-inches to ten-inches below the table surface. The projector's writing surface can be even with the table's work surface.

Storage is provided by a full-length utility shelf and an accessory drawer which opens easily on ball-bearing glides. The WSOH29 moves easily from office to conference room on two-inch twin casters, two with locking brakes. The 29-inch-high work station is made of solid steel in putty beige, with a one-inch thick wooden top, finished with a mar-resistant, laminate surface in oak. **Bretford Manufacturing Inc.**, 9715 Soreng Avenue, Schiller Park, IL 60176. 312/678-2545.

### Getting the Big Picture

Computer graphic images can be displayed on a General Electric Talaria™ PJ5055 Large Screen Video Projector that measures 8 feet by 6 feet. The Talaria video system is capable of projecting any video signal, including videotape, live camera feed and computer-generated information, at a size from 6 to 25 feet wide. The Talaria projector can display charts, graphs, financial data, words, maps and designs with terminal screen clarity in

black-and-white or color. **General Electric Company**, Projection Display Products Operation, Electronics Park 6-206, Syracuse, NY 13221. 315/456-2562.

### More to the Point

Hand-held laser pointers from Sentec provide an intense spot of red light that can be easily seen by the audience. The operator is no longer constrained by a power cord and has complete freedom of movement.

The Model SLP-201 laser pointer does not become hot, unlike most incandescent light pointers. It is lightweight and designed to fit the natural curve of the hand, making it easier to hold and accurately position the spot of light.

Because the laser beam can be seen clearly in any lighting situation, it is designed for any meeting setting, from small classrooms to large auditoriums. It is especially effective for use with high-intensity projection systems.

The laser pointer uses a helium neon laser to produce a highly collimated light beam. It has a built-in, rechargeable battery that can operate the laser continuously for up to one hour. Recharging takes 14 hours, and the unit can be operated with the charger if necessary. Included is a carrying case, battery recharger and full one-year warranty. (The model meets all applicable government safety regulations for class II laser products.) **Sentec Corporation**, 460 North Woodward, Birmingham, MI 48011. 313/642-1611.

*The New Training Tools column is prepared by George F. Kimmerling. Send inquiries and information for consideration to New Training Tools: ASTD, 1630 Duke St., Box 1443, Alexandria, VA 22313.*