

New Training Tools

Portable Language Lab

Minilab is a language laboratory in an attache case, allowing for use while traveling, at home, during breaks, etc. Provides individualized instruction in French, German, Spanish, Italian and Russian. Linguaphone Institute, Inc.

*For more information, circle No. 382
on reader service card.*

Multi-Media Programmer

MINI Q is a four-channel programmer weighing less than three pounds. This unit features four-screen multi-media programming with automation of as many as 8 slide projectors through dissolve controls. Price \$335. Spindler Sauppe.

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Training Library

Resource 12 is a professional training library of more than 1200 instructional hours of skills-oriented multi-media courses, on-site workshops, seminars and support services in 12 key training areas. Available in five flexible library rental plans. Deltak, Inc.

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on reader service card.*

Audiographic Training Program

A self-contained telephone usage training program, featuring the Audio-graph™ audio-visual method of presentation. This "Telephone Dynamics" course is designed specifically for personnel who make and receive important business calls. Universal Training Systems Co.

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Packaged A/V System

This compact, low-cost audio-visual system uses slides, overhead transparencies and sound motion pictures, yet is completely self-contained with projection screen in its own cabinet. Ask for brochure 974. Jerome Menell Co., Inc.

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Metric Guide

Metric System Guide — Volume II is the second volume in a five-volume series on the metric system, dealing with legislation and regulatory controls on both federal and state level. J.J. Keller & Associates, Inc.

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"I Understand — You Understand"

This 28 min., color film features Mr. Tough-Minded Management, Joe Batten. The film outlines all of the vital elements of transactional analysis, showing exactly what TA is and how it can be used to improve people relationships. Creative Media.

*For more information, circle No. 387
on reader service card.*

Management Text

The Effective Manager's Desk Book: Improving Results Through People. 222 pps / \$8.95. Parker Publishing Co., Inc.

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on reader service card.*

Simulation Aid

Contemporary Games is a directory and bibliography covering play situations or simulations used for instruction and training by schools, universities, business, etc. Gale Research Co.

*For more information, circle No. 395
on reader service card.*

"Delegate — Don't Abdicate"

This 12 min., color/sound film illustrates that successful delegation is something a manager must plan and work for in order to be most productive. National Educational Media.

*For more information, circle No. 397
on reader service card.*

Sales Management

How To Plan and Manage Sales Territories Effectively by Charles C. Schlom. Price \$39.50. Dartnell Institute of Business Research.

*For more information, circle No. 398
on reader service card.*

Executive Development

Manager Today — Executive Tomorrow by Charles C. Vance provides practical techniques for developing the art of being well-organized, grappling with corporate problems and extracting ideas and viewpoints. Price \$9.95. McGraw-Hill Book Co.

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on reader service card.*

"Principles of Management"

This packaged training program provides 12 hours of training for groups of managers and supervisors. Utilizes audio-tapes and booklets, and features active participation. Price \$250. Dr. Russell Dore.

*For more information, circle No. 400
on reader service card.*

Cassette Duplicator

Model DI-12 duplicates up to six cassettes simultaneously, using any master program source. Equipped with a timer and automatic shut-off. MPC Educational Systems, Inc.

For more information, circle No. 389 on reader service card.

"Styles of Leadership"

This new training film is designed to aid the instructor who has been trying to stimulate new insights in the various ways managers exercise their authority. 26 min. B&W or color. Rental prices available. Roundtable Films, Inc.

For more information, circle No. 390 on reader service card.

Metric Film

"Metric Meets the Inch Worm" is an animated film designed to set the climate for organizations facing America's imminent switchover to the metric system. This 9 min., 16mm, color film is available for a three-day trial at \$35. Stephen Bosustow Productions.

For more information, circle No. 391 on reader service card.

Training Abstracts Service

This service, published in the United Kingdom, provides a valuable resource to the training professional who wishes to keep abreast of current resource materials having significance and relevance to training. Open University.

For more information, circle No. 392 on reader service card.

Career Awareness Film

"Why Work?" contrasts a variety of different reasons for working, personal and economic. 11 min. color. Rental price \$20. Purchase price \$180. Aims Instructional Media Services, Inc.

For more information, circle No. 393 on reader service card.

Recording/Playback Unit

The *Pla-Matic* unit allows you to produce your own audio-visual programs using existing remote controlled slide or filmstrip projectors. This compact unit records the audio message and also the silent signal to activate the remote controlled slide or filmstrip projector. LaBelle Industries.

For more information, circle No. 396 on reader service card.

Portable PA System

The "Diplomat" is a complete public address system in an attache case. Works on flashlight batteries that give 200 hours of operation on AC current. Weighs less than 16 lbs. Perma Power Co.

For more information, circle No. 342 on reader service card

Microfiche Filing Center

Allows for individual filing of 6,000 4" x 6" microfiche and can easily be expanded to hold 10,000 as your requirements increase. Simulated walnut reader/work surface has adequate space for fiche reader and files. Luxor Corp.

For more information, circle No. 343 on reader service card

"Communicating Successfully"

A multi-media course for the business executive wanting his or her ideas to be bought — not just understood. A complete multi-media packaged course. Time-Life Films.

For more information, circle No. 344 on reader service card

"Flight Plan"

One of a series of management training films dealing with up-to-date concepts essential for individual development and performance. Available in 16mm, super 8 cartridge and video cassette. National Educational Media, Inc.

For more information, circle No. 345 on reader service card

MOVING?

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