

NEW TRAINING TOOLS



SELF-CONTAINED STUDY BOOTH

The "LEM Study Carrel" allows students or trainees to study and learn independently at their own pace. This system is composed of compact, modular units housing A-V equipment for private or small-group study. Slide, filmstrip and filmloop projectors can be mounted for rear projection, keeping the flat working area clear and holding the equipment safely in place. Complete product brochure available. **Synsor Corp.**

For more information, circle No. 401 on reader service card

T-GROUP FILM

"What Happens In a One-Week T-Group" is a 45-minute, color/sound film designed to: increase employee performance; increase profitability; establish loyalty; and enrich interpersonal skills. Features Alfred Marrow, Chris Argyris and Warren Bennis. Rental and purchase prices available. **MCM Films.**

For more information, circle No. 412 on reader service card

STRESS CONTROL

Most of us are continually bombarded with problems that produce stress. "Living With Stress" is a 22-min./color film designed to help your managers and employees overcome stress. Using real-life situations, it shows how stress, when understood, can actually be turned to your advantage. Rental or purchase prices available. **Xerox Films.**

For more information, circle No. 413 on reader service card

CUSTOMER RELATIONS

"Improving Customer Relations" is a 90-minute audio-visual training program that uses proven methods to upgrade typical customer contacts to the professional level. Illustrates how to develop and use four key skills that are so important in customer relations. Includes filmstrip or slides, audio cassette, administrator's guide, discussion guide, and six learner kits. **Universal Training Systems Co.**

For more information, circle No. 405 on reader service card



REMOTE CONTROL PROJECTOR

Dukane Corp. has announced the availability of their new remote-control filmstrip/slide projector, "Model 28A56A." Filmstrip operation is totally automatic with pushbutton control and dual-speed bidirectional film allows user to advance or reverse the filmstrip quickly or one frame at a time. Size: 11¼"x5¼"x9½". Weight: 11½ lbs.

Dukane Corp.

For more information, circle No. 411 on reader service card

PLEASE NOTE: The *Journal's* editorial staff exercises rigid controls in the presentation of services and products in its New Training Tools columns, and endeavors to verify suppliers' claims, but assumes no responsibility for the validity of such claims.



PORTABLE VIDEO SYSTEM

The "VT-350" portable video-cassette system utilizes a 30-minute, ½-inch video cassette and is available with a detachable three-inch monitor that allows instantaneous viewing of sequences shot in the field. The monitor, equipped with speaker, permits the operator to hear as well as see results of a taping session at any location. Special features include variable-speed frame search, freeze frame, and vertical interval editing. **AKAI America, Ltd.**

For more information, circle No. 404 on reader service card

"TRAINING PROGRAMS THAT WORK"

A new, eight-page booklet, "Now You Can Always Have Training Programs That Work," presents guidelines to organizing presentations, tips on writing scripts, and hints on creating visuals that get ideas across effectively. Free copies available from **3M Co.**

For more information, circle No. 407 on reader service card

TIME MANAGEMENT SERIES

"Personal Time Management" is a six-program video-cassette series designed to teach effective time utilization in our personal and professional lives. Six lessons cover: rules of time management, scheduling, organizing work, handling trivia and interruptions, delegating authority, setting priorities, making staff meetings work, and filing systems that work. Accompanied by study guide and manual/workbook. **Telstar Productions, Inc.**

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

"PERFORMULATIONS"

Creative Universal, Inc.

Creative Universal, Inc. has announced a unique workshop kit designed to allow participants to experience the effects of basic, yet powerful, people-handling skills.

Performulations, as this new packaged program is called, enables first-line supervisors through middle managers to change their own ineffective or inappropriate behavior; to use reinforcement techniques which produce maximum employee productivity; and to recognize and supply information needed by employees.

During the four-hour workshop, participants are not simply told about inappropriate and appropriate management communications, nor do they simply fill out worksheets that ask questions about various communication techniques. Instead, they actually experience the effects of such things as nonspecific feedback, poorly timed feedback, rewards and punishments, etc., on the performance of the individuals they are trying to manage.

Added strength is derived from the nonthreatening nature of all exercises. Participants are never put on the spot as with many role-play programs on the market. Because the exercises do not relate to any specific industry or organization, *Performulations* can be used in every type of corporation, organization or institution.

Two major complaints about off-the-shelf programs in general are: "*The examples don't apply to my organization,*" and "*The structure and sequencing of the program don't fit our present schedule.*" *Performulations* deals with these two complaints by using generic examples and leaving room for the inclusion of industry-specific examples to be included by the user, and by designing the program so that it can be conducted in many different time frames.

A typical session follows this sequence of events . . .

- A slide/sound presentation introduces participants to the concepts to be covered during the program.

- Participants are paired into two-person teams, who will play the roles of boss and worker.

- Conduct the exercise: In each exercise, construction sets are used to build specified models. This model represents a terminal objective. The "bosses" use various techniques to get their "workers" to accomplish the objective.

- Participants discuss the results of the session, relating results to actual on-the-job situations.

- The session concludes with case studies presented in the Learner Workbook.

An 88-page *Instructor's Guide* presents a detailed instructor orientation to familiarize the trainer with the exercises and workshop format. The kit also includes a slide/sound presentation which introduces the program, plus additional slides which outline the observations and conclusions of each exercise.

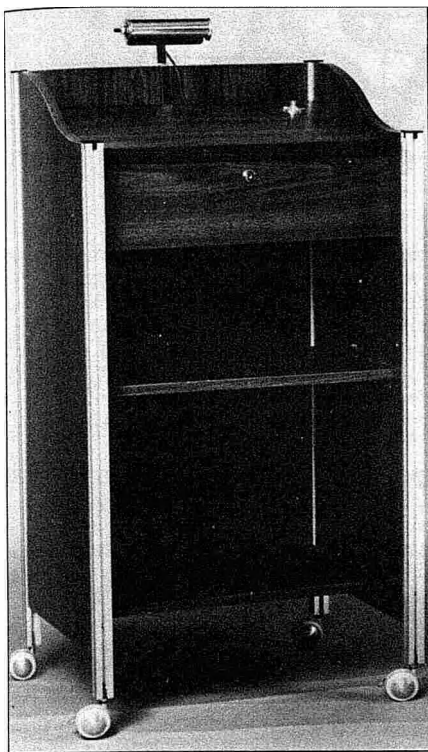
Twenty sets of participant materials are provided in the basic kit. Included are:

- *Learner Workbooks* that contain exercise worksheets, case studies, course concepts and notes.

- *Pocket Review Cards* that serve as handy reference guides, summarizing key elements and concepts.

- *Diplomas* — an added motivation instrument designed to act as an on-the-job reinforcement to the workshop.

The entire *Performulations* workshop kit sells for \$395. Other packaged programs available from Creative Universal, Inc., deal with such subjects as: Group Decision Making, Career Planning, Team Building, Metric Introduction, and Safety. For additional information on any of these programs, please contact: **Creative Universal, Inc.**, Suite 1200, Tower 14, 21700 Northwestern Highway, Southfield, MI 48075.



MOBILE LECTURN

The new "Command Lecturn" features a spacious, locking storage compartment under the hinged speaker's shelf. Large ball casters allow easy mobility to any of your meeting/training rooms. Desk-top models also available. **Command Products Co.**

For more information, circle No. 408 on reader service card

SOUND RECORDING

The "Sound: Recording and Reproduction" series is designed to assist anyone teaching basic audio recording and reproduction techniques. Available in either sound/filmstrip or video cassette format, the set consists of six filmstrips or video cassettes, six audio cassettes, instructional manual and storage album. \$135 per set. **Media Works of Arizona.**

For more information, circle No. 409 on reader service card

BASIC MANAGEMENT SKILLS

"Basic Management Skills" is an experience-based training package covering: The Management Process, Communication Planning, Organizing, Directing, Leading, Motivating, Controlling and Integration of Concepts. Each of 19 learning blocks is a complete, one to two hour block that can be used independently. Designed to generate active involvement in learning useful skills. Instructor's kit and participant workbooks included. **Development Consultants, Inc.**

For more information, circle No. 403 on reader service card

