

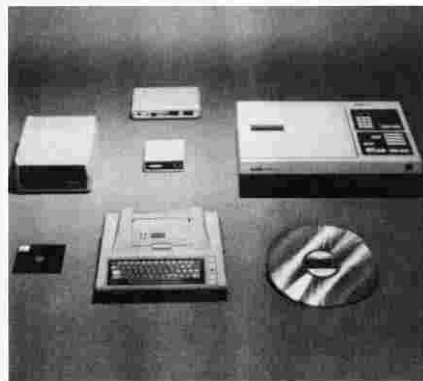
new training tools



16mm Film Previewer

The "Cinescan" tabletop 16mm film previewer eliminates the need for separate previewing rooms, projectors and screens. This new unit is less than three feet wide and offers a 48 sq. in. viewing screen and dual speakers. Features optional speech compressing capability that allows the operator to check sound films at twice sound speed. **Research Technology International.**

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Programmable Videodisc System

The "DiscMaster 500" is a new computer-controlled, laser videodisc system, complete with software library for videodisc demonstrations and new application development. Incorporates an ATARI 400 computer, Pioneer VP-1000 Laser Disc Player and New Media Graphics interface with a built-in Z-80 microprocessor. Also included are 16K memory, floppy disc drive, all cabling and user documentation. \$3,000 from **New Media Graphics Corp.**

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Preretirement Planning

The *Preretirement/Life Planning Workbook* (80 pp./\$6.25) is designed to assist persons in planning for the future. Includes sections on financial planning, legal affairs, careers, leisure and health. The *Preretirement Planning Guide* (200 pp./\$28.50) is a trainer's manual designed as a self-study program. This guide is the result of over 100 training programs conducted by the author. **Hope Publishing and Training Center.**

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Self-Paced Sales Training

"Salespeople" is a new self-paced training program designed to help salespeople make better use of audio-visual aids. Modules include 157 slides in two trays, an audio cassette and a workbook. The module can be entirely self-administered or used in a classroom training environment.

John Hancock Marketing Communications.

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Performance Review System

The multiple-part data collection instrument allows manager and subordinate to structure an objective report on subordinates' performance and goals. MAP/D-SR rating becomes the basis for staff evaluation, promotion and compensation. Each form set includes a copy for manager, subordinate and personnel file. Available in packages of 25. Free guide book included. **Thom Doran & Partners, Inc.**

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Wellness Newsletter

The "Wellness Newsletter" is published bimonthly for those interested in health promotion and increased worker productivity. Each issue is devoted to a different dimension of wellness, nutrition, fitness, stress management, interpersonal relationships, environmental sensitivity, etc. \$20 per year. **The Wellness Institute.**

Circle Reader Service No. 230

QC Compatibility Tests

The "Compatibility Test" is designed to help prevent failure of the quality circle concept. Allows organizational leadership to evaluate their existing situation and determine if quality circles are the right technique for them at this time, or if alternative techniques should be considered. Free copy upon request. **Ambler and Overholt Consultants, Inc.**

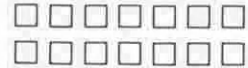
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Task Planning Workbooks

Writing Goals and Objectives for Healthcare Managers and Delegation for Healthcare Managers are two new self-directed management skill workbooks written by hospital management development staff and validated by hospital managers. \$8.95 each. **Methodist Hospitals of Memphis.**

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and you shall receive — fast answers! With the Assessment Survey Kit, a small-computer software program developed by Dr. Karl Albrecht, you can create and process all kinds of questionnaires — employee surveys, needs assessments, training program evaluations, OD data gathering, and more. For Apple and other small computers. *Absolutely no knowledge of computer programming needed.* A.S.K. also has applications in market analysis. \$195. Write or call:

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Quality Circle Facilitation

"Implementing Quality Circles" is a new, how-to, sound/slide program prepared in cooperation with quality circle authority Sud Ingle. The program is designed to train facilitators, circle leaders and members in the skills needed to conduct an effective quality circle process. Each program is divided into eight modules containing 50 slides and an audiotape. Running time for each module is 10 minutes. Each program includes 15 members' workbooks and three leaders' handbooks, plus a copy of Ingle's new "Quality Circles Master Guide" for facilitators. Introductory kit consisting of one module and a copy of each publication is available. **BNA Communications, Inc.**

Circle Reader Service No. 240



NEM Management Business Sales

Training Films Catalog

National Educational Media has just released their 1982 catalog of management, business and sales programs. Thirty-five programs, including 10 which are new, are fully described. Each program has coordinated study materials designed to help implement the program. Available in 16mm, super 8mm film formats, as well as videocassette, filmstrip and slide formats. Free upon request. **National Educational Media, Inc.**

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"Speed Listening" Recorder

The new "Soundpacer" portable audio cassette recorder offers a special "speed listening" feature, making any standard cassette readily intelligible at up to twice normal speed. Designed to enable review of recorded meetings, notes and dictation in half the time. Operates on DC 6-volt batteries. **VSC Corporation.**

Circle Reader Service No. 234



AV Products Catalog

A full-color slide of the date, "1982," is yours for the asking, along with a new, 24-page catalog of audio-visual products and services from **Visual Horizons.**

Circle Reader Service No. 233

Training Materials & Services Catalog

General Motors has released its latest complete catalog of training materials and services. This 40-page catalog features offerings in employee participation groups, quality of work life, problem-solving, public speaking, safety, negotiating, power, job training, etc. Programs are offered as in-house or public seminars, self-study, classroom materials, etc. Items range from soft cover workbooks to extensive, multimedia and video-based programs. **General Motors Corp.**

Circle Reader Service No. 243

Women's Resources

Two new resources aimed at helping women enter skilled and technical occupations are now available. *The Nuts and Bolts of NTO* (non-traditional occupations) offers specific guidelines for training programs on recruiting, training and providing support services and placement services for women (\$14.00). *Time for a Change: A Women's Guide to Non-traditional Occupations* (\$4.00) is designed for administrators, counselors and women interested in encouraging women to become trained and employed in well-paying, growing occupations which traditionally employ men. **TERC Publications.**

Circle Reader Service No. 241

Setting Objectives

"Objectives Setting" is a new business game designed to help you develop results-oriented, specific and measurable objectives. This game employs a new technique—"programmed simulation"—which involves the trainee in a hypothetical but realistic situation. The trainee or team of trainees assumes the role of a "consultant," working within an organization to help implement the objective-setting process. \$8.45 each. Quantity discounts are available from **Education Research.**

Circle Reader Service No. 244

Defining Performance Problems

This new "how-to" workbook is written to teach supervisors and first-level managers how to identify and correct deficiencies in knowledge and execution using a "course of action" chart, case studies and practical application exercises. Like other topics in the "Basics" series, this material is presented so participants can absorb the basics and actually master the skill. A package of 10 workbooks and Coordinator's Guide designed to assist in facilitating a training session is available for \$49.95. **Business Book Center.**

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