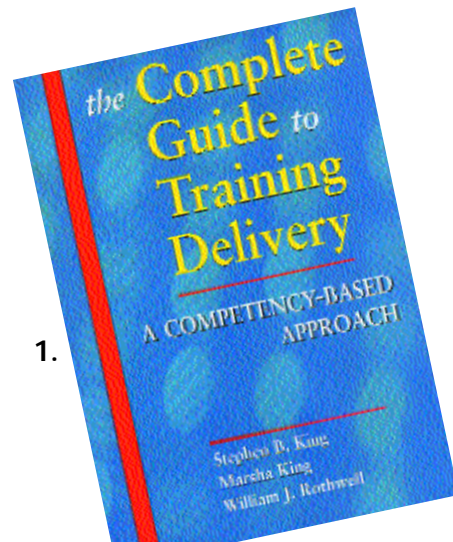


### 1. Training Delivery Guide

*The Complete Guide to Training Delivery* outlines 14 key skills that the International Board of Standards for Training, Performance, and Instruction has identified as essential for the successful delivery of training. It reviews how to analyze course materials, prepare the training site, establish and maintain credibility, demonstrate effective communication, and more. The 495-page book offers guidelines, examples, and other learning aids.

*The Complete Guide to Training Delivery: A Competency-Based Approach* costs US\$79.95. To order, contact Amacom at 800.714.6395; [www.amacombooks.org](http://www.amacombooks.org).  
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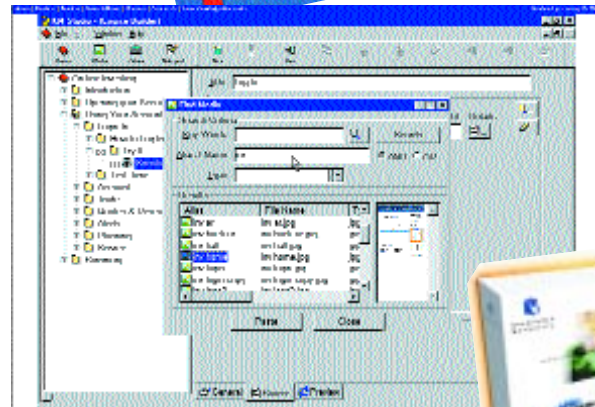


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### 2. Knowledge Mechanics

*Knowledge Mechanics Studio 3.1* is an authoring platform that creates, stores, and deploys knowledge objects. The forms-assisted development environment is easy to use and accommodates collaboration. The knowledge repository stores raw content and employs user-defined metatags, allowing for individual knowledge objects to be assembled into multiple configurations. Likewise, the program supports multiple delivery outputs, including the Web, CD-ROM, and print documents.

*Knowledge Mechanics Studio 3.1* price varies. To order contact Knowledge Mechanics at 616.233.1301; [www.knowledge-mechanics.com](http://www.knowledge-mechanics.com).  
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2.



### 3. Tough Enough

Diversity training has been attempting to go beyond race and gender issues for years, but a lack of adequate training materials continues to bring the effort to a grinding halt. *A Trainer's Guide to Training Tough Topics* supplies a curriculum on such topics as sexual harassment, spirituality and religion in the workplace, sexual orientation, HIV/AIDS, workplace violence, multiculturalism, and more. The 624-page three-ring binder offers eight complete programs that contain talking points, current facts, and visual aids.

*A Trainer's Guide to Training Tough Topics* costs US\$149.95. To order, contact Amacom at 800.714.6395; [www.amacombooks.org](http://www.amacombooks.org).  
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3.

### 4. In Style

*Decision Style Profile* uses 10 typical, real-world business situations to assess a person's decision-making skills. The online program evaluates the appropriateness with which respondents include other people in the decision-making process and the extent to which they consider critical factors. Participants gain awareness of how improved decision making affects the bottom line and learn how to establish a uniform system for guiding managers.

*Decision Style Profile* costs US\$24.95 per profile; discounts starts at 50 units. To order, contact Discovery Learning at 336.272.9530; [www.discoverylearning.net](http://www.discoverylearning.net).  
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