

■ New Learning Tools

by Donna Abernathy

COMIC TRAINING RELIEF

Get your year off to a good start with these Mind Openers training and meeting videos starring nationally-syndicated comic strip characters Dilbert and Dogbert. Mind Openers are brief, funny videos designed to get past the buzzwords and on to real communication in the workplace.

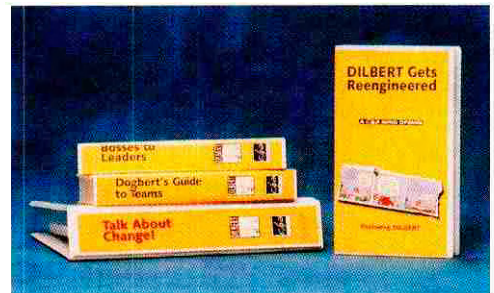
Dilbert Gets Reengineered is a light look at change. Follow two people who have been "refocused," "reorganized," and "reengineered" as they discover what being "teamed across functional boundaries and empowered to proactively create new paradigms" really means. And don't miss Dilbert as he approaches the boss about rumors of working for flying

lizards from the Planet Zor.

Bosses to Leaders is a meeting opener designed to initiate discussion about leadership. This world according to Dogbert is a tongue-in-cheek look at how modern managers often miss the concept of being leaders.

Dogbert's Guide to Teams is a two-minute opener that addresses resistance to team building. The video begins with a warning that if you don't want people to pay attention or laugh, stop the tape and send out for more donuts. Then meet Vlad the Facilitator who invented teams a long time ago. He used team meetings to torture captured enemies, of course.

The *Dilbert Gets Reengineered*



video costs \$195, and *Bosses to Leaders* and *Dogbert's Guide to Teams* cost \$95 each. Preview copies are available for \$30 toward the video purchase price. For more information about the Mind Openers video series, contact cogen/gebler associates, inc. in Boston, Massachusetts.

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WHITEBOARDS: THEN AND NOW

Back in the fifties, Oravisual Company, Inc. offered its "all-purpose, portable whiteboard easel Model A-302" in our pages with the assertion that it would replace the standard blackboard. "Rugged yet light in weight. Folds like magic for easy carrying or storage." The easel whiteboard is still a staple for presentations, but, ah, technology adds a new twist to this training aid.

Panasonic offers the new KX-B620 Panaboard electronic print board which makes copies of whatever is

written, drawn, or even taped to it. The whiteboard has a 66-inch wide writing area and can be wall-mounted or attached to an optional stand. The idea is to alleviate much of the note-taking process and allow the audience to focus on the message instead. Push a button and the KX-B620 delivers a 8.5 by 11-inch copy of what's on the board.

The suggested retail price for the Panaboard KX-B620 is \$2,099. For more information, contact Panasonic, Secaucus, New Jersey.

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LiveWorks Inc. offers its version of the whiteboard in the new LiveBoard interactive meeting system that supports face-to-face meetings and remote conferencing of up to 31 meeting systems and individual PCs around the world.

LiveBoard merges multimedia presentations, video teleconferencing, and document conferencing with an intuitive shared whiteboard. This means that you can display and update any Microsoft Windows software program on it. You can rearrange handwritten information using an infrared pen and view and change computer documents directly on the board. The system's built-in processor runs any Microsoft Windows or DOS application.

The LiveBoard meeting room system lists for \$34,900. The software costs \$199. For more information, contact LiveWorks, Inc., San Jose, California.

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BIG-SCREEN NOTEBOOK

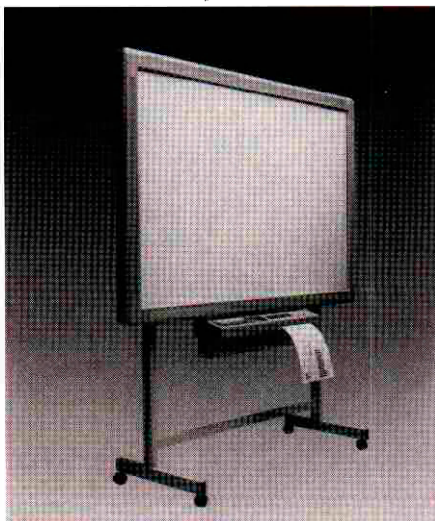


Here is a lightweight and big-screen portable notebook computer for you on-the-move trainers and presenters. Aspen Computer offers the 5.9-

pound, 11.3-inch 486 DX2-66 AspenView notebook. It has 4 MB RAM, 1 MB video RAM, 340 MB hard drive space, 32-bit VESA local bus with Windows Accelerator, and a 16-bit stereo audio system with two stereo speakers.

The AspenView 486 DX2-66 notebook computer comes with a carrying case, AC adapter, battery, and pre-loaded software (including your choice of operating system). The list price is \$1995. For more information, contact Aspen Computer, Inc. in Buffalo, New York.

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How To Contact Training & Development Magazine

Unless otherwise noted, submit manuscripts and other materials to Ryann Ellis, editorial assistant, c/o *Training & Development*, Box 1443, Alexandria, VA 22313-2043. For package delivery, use 1640 King Street, Alexandria, VA 22314-2746. Phone 703/683-8100; fax 703/683-9203; TDD 703/683-4323; e-mail ryann.ellis@astd.noli.com on the Internet.

Feature Articles We welcome manuscripts for possible publication in *Training & Development*. Contact Customer Service for authors' guidelines. Include a self-addressed, stamped envelope.

Mailbox We want to hear your opinions and observations about HRD and *Training & Development*. Send letters to Haidee Allerton; call the "Mailbox" phone line, 703/683-9590; or fax a letter to her at 703/683-9203.

News You Can Use Send press releases or short articles on news, trends, and best practices.

Training 101 Submit articles on training basics.

Multimedia News This quarterly column features new technology and developments. Send ideas to Brandon Hall, 1623 Edmonton Avenue, Sunnyvale, CA 94087. Phone 408/736-2335; fax 408/736-9425; e-mail BHall-Mail@aol.com on the Internet.

Career Power This monthly column covers ideas for personal career effectiveness. Contact Richard Koonce at 703/536-8568.

FaxForum is a monthly survey of readers' opinions. Fax ideas for topics to 703/683-9203.

TechTalk This quarterly column looks at learning technologies.

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Research Capsules This quarterly column summarizes recent HRD research. Send material to Linda Morris, Learning and Professional Development, American Management Systems, 4000 Legato Road, 10th Floor, Fairfax, VA 22033; 703/267-2215.

Books Review copies of books welcome.

New Learning Tools Send press releases.

Working Life Send press releases on trends and tips on work/lifestyle issues.

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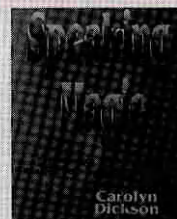
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TRAINING & DEVELOPMENT

JANUARY BOOKSHELF

Here's a potpourri of publications worth perusing...



Carolyn Dickson's *Speaking Magic* focuses on improving speaking performance. Dickson acknowledges that ease in public speaking is not just a gift, but an accumulation of skills, a type of magic when it happens.

Discover how to find your "natural voice," why your physical presence is important, what to do with your hands when you speak, who can manage the difficult audience (you, of course), and why you should always wear expensive underwear.

The speaking magic that happens, according to Dickson, is credibility. Credibility and leadership share similar characteristics: demonstrated expertise, intensity, integrity, and humanness.

This 152-page softcover is available from Oakhill Press in Cleveland, Ohio.

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Windows 95 Simplified from IDG's 3-D Visual Series is a cross between computer manual and comic book covering the built-in features of Windows

95. This book walks you through Windows basics, WordPad, Paint, files, folders, Windows Explorer, faxing, Microsoft Network, electronic mail, changing Windows 95 settings, and file backup. The full-color format

and step-by-step instructions make this a useful guide for beginners.

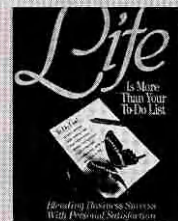
The 211-page softcover costs \$19.99. For more information, contact IDG Books, Foster City, California.

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The *Journal of Customer Service in Marketing & Management* is a new quarterly publication written by customer service professionals on service, quality, and value topics. The journal covers topical interest areas, such as normative models, measures of service quality, customer satisfaction, and internal marketing.

The *Journal of Customer Service in Marketing & Management* is published by The Haworth Press, Inc. in Binghamton, New York.

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Life is More Than Your To-Do List is a 28-day program to liberate you from that not-so-little to-do list that never gets done. Spend a week in each of

these areas: tasting the moment, shaping the meaning, holding the mission, and streamlining your structure. The author also asks:

- ▶ Which is heavier—a pound of computer or a pound of golf clubs?
- ▶ Why can babies get what they want and we can't?

And, oh, don't forget to make your "Ta-Da" list on page 46.

For more information, contact BCI Press, Rockville, Maryland.

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CLIP ART SMART

Illusion 3D animated and static clip art CD-ROM was developed specifically for the business presenter. Use this royalty-free collection to enhance multimedia presentations, meeting handouts, and newsletters. The disc contains over 75 animated clips and over 40 static images.

The art clips are available in a vari-



ety of sizes, color depths, and formats (AVI, MacroMedia Director, QuickTime, PICT, and TIFF) for compatibility with PC or Macintosh systems and software, and for use with most projectors and LCD panels.

Illusion Art 3D CD-ROM costs \$79.95. For more information, contact

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Lite Tools



Just for fun...
Beam up to the next generation of computer accessories. The Star Trek: The Next Generation collection includes a "24th century" keyboard with built-in wrist rest, phaser mouse, Star Trek insignia mousepad, shuttle craft disk holder, and an out-of-this-world monitor mask.

Of course, you may have to invoke a cloaking device to keep these goodies from the kids.

For more information, contact Brain Works, Port Washington, New York.

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Illusion Industries in Oakland, California.

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TOOLKIT CD

Training Media Toolkit for Windows is a CD-ROM database and buyers' guide specializing in electronic training resources.

This CD-ROM references more than 10,000 titles in over 500 training subjects, including management, human resources, computer training, legal issues, safety, and quality. Users can search for products by category, keyword, title, author, and year of release. Also included on the CD-ROM are independent product reviews and clips from selected training products.

The recommended system require-



ments for running Training Media Toolkit are a 486-33 computer with 8 MB of RAM, 5 MB of available hard drive space, double-speed CD-ROM drive, super VGA monitor, sound card, and Windows 3.1 or later.

Training Media Toolkit is updated and published semi-annually. The cost is \$295 for an initial subscription and \$195 for annual renewals. For more information or for a sample disc, contact Media Alliance, Ltd. in Bannockburn, Illinois.

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FREE ON-LINE ASSESSMENT

If you're cruisin' the Web for freebies, here's one for information technology professionals. IBM's U.S. Education and Training Internet home page offers a self-assessment tool which can identify and address skill gaps in nearly 200 I/T areas. Assess yourself in operating systems, LAN Administration, databases, performance, and other business management areas. This tool guides you through a series of questions which generate a list of courses and publications which can help to fill your skill gap.

This home page offers other free services, also, such as newsletters, course catalogs, IBM training news.

The IBM U.S. Education and Training Internet home page can be found at the following World Wide Web address: <http://www.training.ibm.com/usedu>.

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"New Training Tools" is compiled and written by Donna Abernathy. Send items of interest to Ryann Ellis, Training & Development, 1640 King Street, Box 1443, Alexandria, VA 22313-2043.

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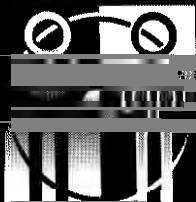
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