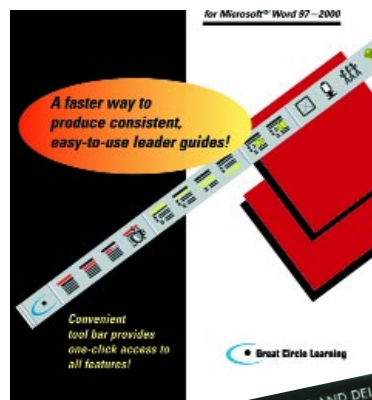


### 1. Leader Guide to Go

Designed by trainers for trainers, *LeaderGuide Pro 2.0* offers Microsoft Word templates that course developers can use to create leaders' guides. The templates have areas for including introductory material and timing guidelines; placeholders for learning objectives and participant information; and notes for pre-work, required materials, room setup, and so forth. Though *LeaderGuide Pro 2.0* was designed for a PC-version of Word 97, it works equally well in later versions, and even works on a Power Macintosh running OS 8.1.

*LeaderGuide Pro 2.0* costs US\$895. To order, contact Great Circle Learning at 941.389.2000; [www.gclearning.com](http://www.gclearning.com).  
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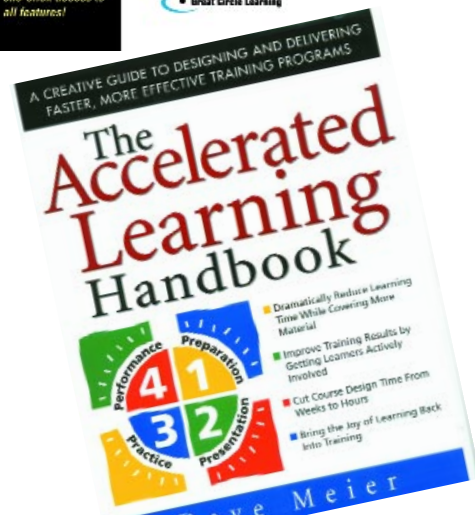
### 2. Accelerated Learning

According to author and founder of the Center for Accelerated Learning Dave Meier, accelerated learning is a total system for speeding and enhancing both training course design and a participant's learning processes. In 274 pages, *The Accelerated Learning Handbook* provides readers with a systematic view of the learning process, accelerated learning philosophies and techniques, concrete examples of accelerated learning in action, a timesaving rapid-design method, and ideas for more technology-driven learning.

*The Accelerated Learning Handbook* costs US\$29.95. To order, contact McGraw-Hill at 800.352.3566; [www.bookstore.mcgraw-hill.com](http://www.bookstore.mcgraw-hill.com).

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### 3. Mentor On Call

For managers who don't have the time to mentor employees as much as they should, DDI offers *OPAL 3.0*, an on-call mentor that serves as advisor, developer, and assessor to employees. With nearly 100 streaming video clips, the Advisor function features tips and guidelines for succeeding in more than 170 work situations. The Developer function offers 350 online exercises covering negotiating, planning, organizing, and so forth. In addition, *OPAL 3.0* provides nearly 600 other tools such as action planners, interview worksheets, and discussion guides.

*OPAL 3.0* price varies. To order, contact DDI at 800.933.4463; [www.ddiworld.com](http://www.ddiworld.com).

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### 4. Consulting Gear

If you're a consultant, you've probably wished you had some ready-made tools and guides for everything from how to manage and lead change, to improving relationships between departments, to goal setting and planning. Assembling such tools was consultant Mel Silberman's goal. In *The Consultant's Tool Kit*, Silberman has pulled together client-tested tools and resources covering consulting basics, organizational effectiveness, problem solving, teamwork, strategic planning, and so on. The 354-page book contains reproducible versions of 13 assessment questionnaires, 15 how-to guides, and 17 intervention activities.

*The Consultant's Tool Kit* costs US\$34.95. To order, contact McGraw-Hill at 800.352.3566; [www.bookstore.mcgraw-hill.com](http://www.bookstore.mcgraw-hill.com).

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