New Training Tools

Product Information

If you would like more information on the products listed in "New Training Tools," circle the corresponding number on the Reader Service Card at the back of the magazine and drop it in the mail. The manufacturer will send the information you need directly to you.

If you would like to telephone the manufacturer, you will find phone numbers on the RSVP page. But please be sure to tell them that you read about the product in the *Journal*!

Two From ICIA

The International Communications Industries Association (ICIA) has two new publications that focus on presentation hardware.

A directory

If you're in the market for a projection screen, a lectern, a video player, a microphone, a computer workstation, or anything else related to presentation or communications hardware, you may want to leaf through the 35th edition of *The Equipment Directory of Audio-Visual, Computer and Video Products*, recently published by ICIA.

The directory offers descriptions of more than 1,500 pieces of equipment, divided into 17 categories—from audio equipment to furniture, from learning systems to video equipment—and has numerous subcategories. The listings within each category (alphabetized by manufacturer) provide photos of the products, specifications, accessories, prices, and explanatory notes. There are indexes for equipment trade names and for manufacturers' contact information.

The directory is in paperback and measures 8½ by 11 inches; it is 592 pages long, which makes it a pretty big book. The price for ICIA members is $35; for nonmembers, it is $40. For more information, contact **The International Communications Industries Association**, Fairfax, Virginia.

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A chart

If you're a trainer who's into large screens, you may be interested in ICIA's 34-by-21 1/2-inch chart, which lists more than 130 large-screen display systems, their manufacturers, their specifications, and the manufacturers' contact information. It gives you the opportunity to compare the major products that are on the market and to find the one that will meet your needs.

The chart, titled "Large Screen Display Systems: The U.S. Professional Market," is priced at $9.95. For more information, contact **The International Communications Industries Association**, Fairfax, Virginia.

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Software

Here are a bunch of new software training packages.

Learning to manage the project

Individual Software has come out with Individual Training for Project Management, designed to do exactly what the title says. The software package (two disks and a user's guide) teaches commonly used project-management techniques, such as the critical-path method, PERT (program evaluation and review techniques), and Gantt charts. Included are lessons that explain the key elements of project management, from building a network to planning, scheduling, and budget control, through project control. Also included are illustrated examples for assigning calendar dates, identifying milestones, and mapping out resource allocations.

The price for the package is $69.95. For more information, contact **Individual Software Inc.**, San Carlos, California.

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Section 89

Section 89 is a recent federal directive designed to ensure the fairness of corporate benefits programs. Information Science (InSci) has created a human-resource-management system, Comply/89, which can help you meet Section 89 requirements.

The stand-alone program can be used in any IBM mainframe environment, regardless of the other human-resource software you use. It includes a high-speed data-entry module (using 3270 terminal or PC emulation devices) and a generalized analysis/reporting tool.

Comply/89 uses "Key/Master" for data entry. Data analysis and reporting are supported by the GRS/On-Line reporting facility.

There are several license options for the package, depending on your current system—prices range from $2,000 to $5,000. As a special offer, InSci will apply the license price of Comply/89 toward the eventual purchase of a SAAvi system (with which Comply/89 was originally designed to work). For more information, contact **Information Sciences Inc.**, Montvale, New Jersey.

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Desktop publishing tips

Desktop publishing started out as an extension of the graphic designer's capabilities. More and more, however, average Joes and Janes find themselves wrestling with layout and point size and wondering why, with all that technology, their printed material lacks good looks.

Online Computer Systems has developed Publish by Design, an

online software package that offers tips and techniques for desktop-publishing users who are not skilled in basic composition, design, and print-production concepts. It provides tutorial information on such topics as page layout, leading, fonts, inserting visuals, copyfitting, and so forth. It can run either in a stand-alone mode or under MicroSoft Windows, and supports such leading DTP programs as Aldus PageMaker and Xerox Ventura Publisher.

The program is menu-driven. A DTP user who encounters a complex area can save the work, exit the DTP program, and call up Publish by Design to answer questions. When the program runs under MicroSoft Windows, you may simply switch working windows.

Publish by Design requires an IBM-PC, XT, AT, or compatible with at least 512K of memory, a hard disk with at least 2MB of free space, an EGA or VGA card, and a MicroSoft (or compatible) mouse. Online Computer Systems recommends a color monitor. The software is available for $149.95. For more information, contact **Online Computer Systems Inc.**, Germantown, Maryland.
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Hiring leaders

Where do you find a quantifiable measure of leadership potential?

Assessing Leadership Potential, a software program by Leadership Development Systems, might help. It is designed to quantify a job candidate's leadership skills, balancing subjective appraisal with objective analysis. You can use it in hiring and for performance reviews.

The program gathers information about a candidate by asking a series of complex questions. It then analyzes the user's responses and displays its conclusions about the candidate's leadership attributes in both narrative and graphic forms. Certainly, your final judgment concerning leadership won't come from this program, but it may serve as a base from which to work.

Assessing Leadership Potential runs on any IBM-PC or compatible and is priced at $184. For more information, contact **Leadership Development Systems**, Belmont, Massachusetts.
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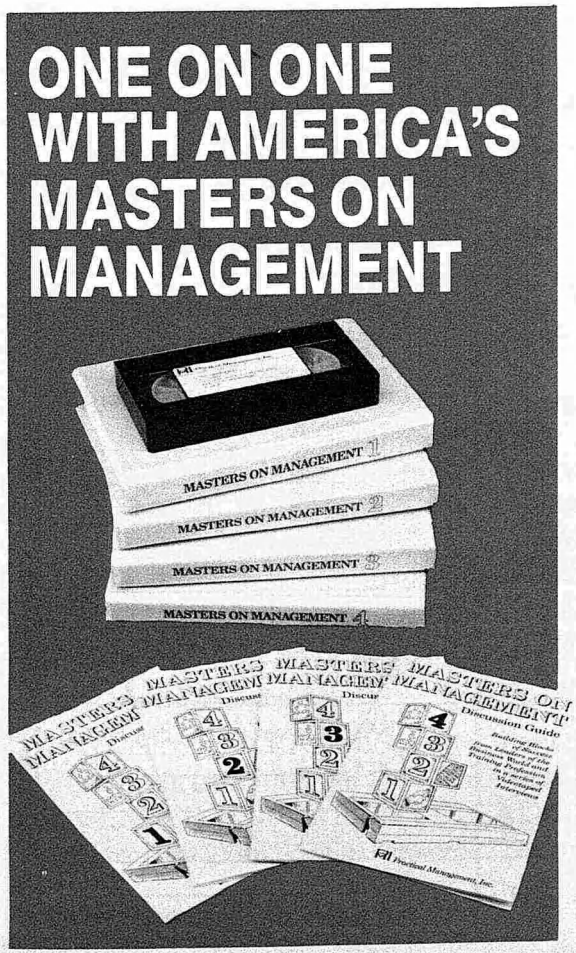

A remarkable series of personal interviews with several of America's great managers, all on videotape.

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Managing the problem employee

Judgment Exerciser for Managers: Hold Your Fire, produced by Wisdom Simulators, simulates situations that managers, human resource directors, employment attorneys, and EEO officers may experience with difficult employees. The program consists of 10 simulations, each involving the manager in a complex scenario that plays on his or her sympathies and frustrations, emotions that can lead to legal or managerial problems. The scenarios deal directly and indirectly with such diverse issues as performance problems and discipline; termination and its aftermath; discrimination based on age, race, and gender; substance abuse; sexual harassment; threats of violence; and the management of prima donnas. The simulations force managers to make decisions regarding the problem employee.

Judgment Exerciser for Managers: Hold Your Fire runs on IBM-PC and PS/2 and requires no computer skills. The program is available for $495; you can purchase a demo disk for $15. For more information, contact **Wisdom Simulators Inc.**, Cambridge, Massachusetts.

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Take That!

The boss hands you a project. How do you react? Do you immediately think of reasons for not taking it? Or do you accept it without thinking about the rest of your schedule?

ODT has developed a tipsheet called "How to Receive a Delegated Assignment," which offers point-by-point guidelines for accepting assignments and making them work for you. It begins with a short self-quiz to help you define how you feel about receiving assignments and then goes on to detail attitudes, requests, and behavior in getting the job done that have payoffs for you, your boss, and your organization.

The four-page "How to Receive a Delegated Assignment" is available in a package of five—the price for the package is $10. For more information, contact **ODT Inc.**, Amherst, Massachusetts.

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ASTD: PEOPLE MAKE THE DIFFERENCE

New Training Tools

Hanging on the Telephone

Now there's a newsletter for those people who call up just as you sit down for dinner. *Professional Telephone Selling*, published by the Bureau of Business Practice, is a twice-monthly, eight-page newsletter designed to provide readers with techniques for improving telephone selling skills.

Regular features in the newsletter:

- "Personal Best," which offers motivational tips and stories;
- "Sales Review," which reviews publications and audiotapes of particular interest to telemarketers;
- "Sales Closeup," which features an interview with a telephone professional;
- "You Make the Call," which describes a judgment call and analyzes several alternative answers.

The yearly subscription price for *Professional Telephone Selling* is $96. For more information, contact **Bureau of Business Practice**, Waterford, Connecticut.

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Peak Performance

Executive Enterprises Publications has just released Thomas L. Quick's *Managing for Peak Performance*, designed as a self-directed program to help line and staff managers expand their skills in increasing employee effectiveness.

The 12 sections each have self-analysis exercises. The topics are Motivation, Communication, Goal Setting, Delegating, Feedback, Appraising, Counseling, Managing Conflict, Group Effectiveness, Meetings, Your Boss, and Leadership.

Managing for Peak Performance is 380 pages long and comes in a three-ring binder; each of the sections is tabbed. The cost for the book is $145. For more information, contact **Executive Enterprises Publications Company Inc.**. New York, New York.

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"New Training Tools" is compiled and written by Eric R. Blume. Send items of interest to Tools, Training & Development Journal, *1630 Duke Street, Box 1443, Alexandria, VA 22313.*

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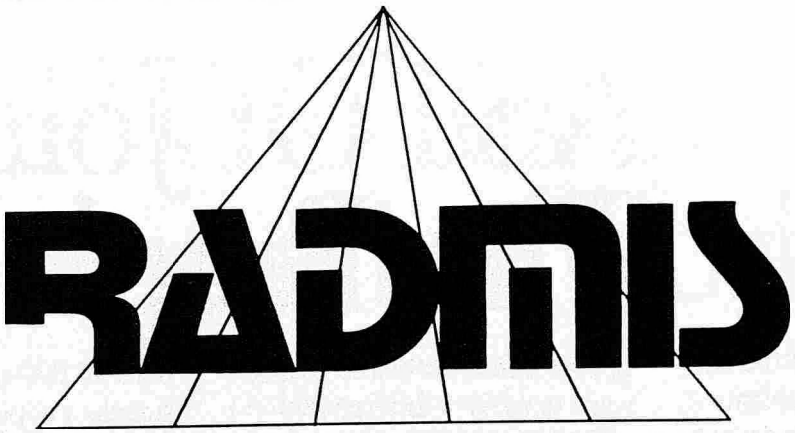

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