

New Training Tools

And Now Presenting...

Presentation World CD-ROM is billed as "a seminar on how to create and deliver winning presentations." Heard it before? Maybe. You've probably not seen it before, though.

This seminar-on-a-disk offers training on creating effective multimedia presentations that incorporate text, video, photos, sound, graphics, animation, and narration. What's unique is that you enter a "virtual conference center" to attend seminars and browse exhibits at your leisure.

The first stop is the lobby, where you can take a quick tour, discover how to navigate through the conference center, or continue through the doors into the pavilion. At any point, you can click on the "program guide" for command shortcuts and room orientation.

The pavilion is the central hall that links you to the theater for a keynote address, or to the five conference and exhibit rooms that cover the five steps of electronic presentation:

- ▶ content development
- ▶ media acquisition and creation
- ▶ presentation assembly
- ▶ presentation delivery
- ▶ digital-media management.

The "virtual presenters" are professionals who cover such topics as the four levels of electronic presentation, the basic principles of structure and flow, the selection of appropriate presentation software, and the delivery of presentations. During each segment, pauses let you click on topic "notes" for additional information.

Two exhibit rooms fill you in on technical stuff: multimedia databases, file formats, data-storage technologies, color in a digital world, and the sounds in your machine.

Presentation World requires Windows 3.1, a 486 processor, Super VGA display with 256 colors, a double-spin CD-ROM, an 8- or 16-bit sound card, 4 MB of hard-disk space, and 8 MB of RAM.

The Presentation World CD-ROM retails for \$195. For more information, contact Cinemar Corporation, Beaverton, Oregon.

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Surf's Up

Does the Internet seem like an ocean of doubt to you? Here's a product that can help you paddle out to catch the

electronic wave. *An Introduction to the Internet: What To Know and How To Get On* is a 45-minute training video that offers a fun overview for novice Net surfers.

Learn what the Net can do for you, what equipment you need, how to get connected, how to use the Net as a marketing tool, how to download files, and how to use electronic mail. There are breaks between topics for group discussions.

A 32-page study guide that accompanies the videotape highlights Internet addresses, newsgroups, file transfer protocol (FTP), gophers, and the World Wide Web.

The video and study guide sell for \$69.95. A combination training video and computer disk version is also available for \$89.95. For more information, contact the American Institute of Small Business in Minneapolis, Minnesota.

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This month's "Tools" features computer ware, free fare, and a pair of books. Plus, a daring mouse or two.

How To Contact

Training & Development Magazine

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TRAINING & DEVELOPMENT

New Training Tools

New Spin on CD-ROM Drive



Are you in the market for an external CD-ROM drive that can accommodate your multimedia CD-

ROM training? The Panasonic LK-MC604S is a new quad-speed drive, which means that it reads data twice as fast as a double-spin drive, giving you higher-quality graphics and access to advanced multimedia packages. It also features auto loading, audio playback, headphones, installation software, and a unique power-save function.

The LK-MC604S quad-speed CD-ROM drive works with DOS, Windows 3.1, OS/2, OS/2 WARP, and Windows 95. It is compatible with both IBM and Macintosh computers and supports many CD formats, including Video for Windows and Photo CD Multisession.

The external CD-ROM drive retails for \$499; an internal version is available for \$299. For more information, contact Panasonic Communications and Systems Company, Secaucus, New Jersey.

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New Screen Technology

So, you need your audience to see what's on your notebook computer screen? You could have everyone crowd around it, or you could turn the monitor around and hope that a few members of the audience have a good view of the small screen.

Or, you could remove the rear panel, place it on an overhead projector, and project the images on a screen or wall. That's IBM's solution—another in its ThinkPad notebook-computer series, the ThinkPad 755CV. An infrared remote control gives you 22 effects to enhance your presentation, such as magnify, zoom, and spotlight. It's a good idea for those who need to travel light but still present a powerful message.

The IBM 755CV has a 486 DX4/100 processor, a 540 MB hard drive, and 8 MB RAM. Its suggested retail price is \$6,799. For more information, contact IBM, Somers, New York.

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Save a Tree

Here's one solution to the interoffice paper trail. Greenidea offers Green Screen software to educate employees about such workplace issues as ergonomics, safety, health, and wellness.

It's an electronic performance-support system on automatic pilot.

Green Screen software presents a new, informative message on your computer screen daily. For example, one message tells you what the field of ergonomics is and provides advice for how you can improve your work area for greater comfort. You can press F1 for further information on the day's topic, or escape back to your regular screen.

This is an efficient way to communicate human issues to all employees, regardless of their schedules or locations. Every employee who logs on to an office computer will see the automatic messages. Plus, companies can use less paper.

Green Screen supports DOS, Windows 3.1, and Windows 95 users; it requires an IBM-compatible computer with at least 512K of hard-disk space.

For more information, contact Greenidea, Moss Beach, California.

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Working Smart

SuccessAbilities! 1,003 Practical Ways To Keep Up, Stand Out, and Move Ahead at Work, by national columnist Paula Ancona, offers quick tips for busy people in four basic areas:

- ▶ career moves
- ▶ ways to work smarter
- ▶ communication skills
- ▶ self-improvement.

You'll find tips for job searches, career shifts, productive meetings, creative problem solving, purposeful communications, and even business etiquette and career dressing for the nineties. Each topic is presented in an easy-to-read, bulleted list, complete with a resource list for additional reading and handy cross-references to other sections in the book.

The 288-page paperback costs \$14.95. For more information, contact Chamisa Press, Excelsior, Minnesota.

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Lite Tools



Just for fun...
OK, your drab, gray computer mouse is looking a bit, well, drab. Time for a

makeover of sorts? Logitech offers a sophisticated new line of three-button mice, the Sensa series. Take your pick of the Black Chess, Blue Leopard, Deep Wood, or Silver Pearl models.

You'll also receive "shortcut" software to customize the button functions. Make them perform often-used commands, such as cut-and-paste. These mice are practical as well as fun.

The Sensa mouse and accompanying software list for \$74.95 and are available in both DOS and Windows versions. For more information, contact Logitech in Fremont, California.

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Seize the (Work)day!

Another in the...*For Dummies* series, *Time Management for Dummies* delivers common-sense strategies for getting and staying organized.

Author Jeffrey J. Mayer claims that you can save yourself an hour a day if you get organized. Guaranteed. The key is in working smart.

Test your time-management savvy early in the book by answering 10 simple questions. Move on to other hot topics: presentation tips, meeting management, electronic communications, filing systems, the all-important Master List, and too many more to mention here. It's all presented in a reader-friendly, plain-English format.

No *Dummy* book would be complete without lists. Mayer offers 10 tips for out-of-town travel, 10 reasons to get on the Internet, and 10 tips for a top-notch filing system, to name a few.

The 274-page paperback costs \$16.99. For more information, contact IDG Books, Foster City, California.

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Free and Easy

Here's a booklet to help employers evaluate personnel practices and identify problems. "The 12-Minute Personnel Practices Self-Evaluator," from Independent Small Business Employers of America, is a 25-subject questionnaire that addresses such topics as job descriptions, unemployment, overtime, terminations, and sexual harassment. The objective, says ISBE, is to help employers "stay out of trouble."

The topics are presented in a simple question-and-answer format. The booklet is free to employers.

For more information, contact Independent Small Business Employers of America, Mason City, Iowa.

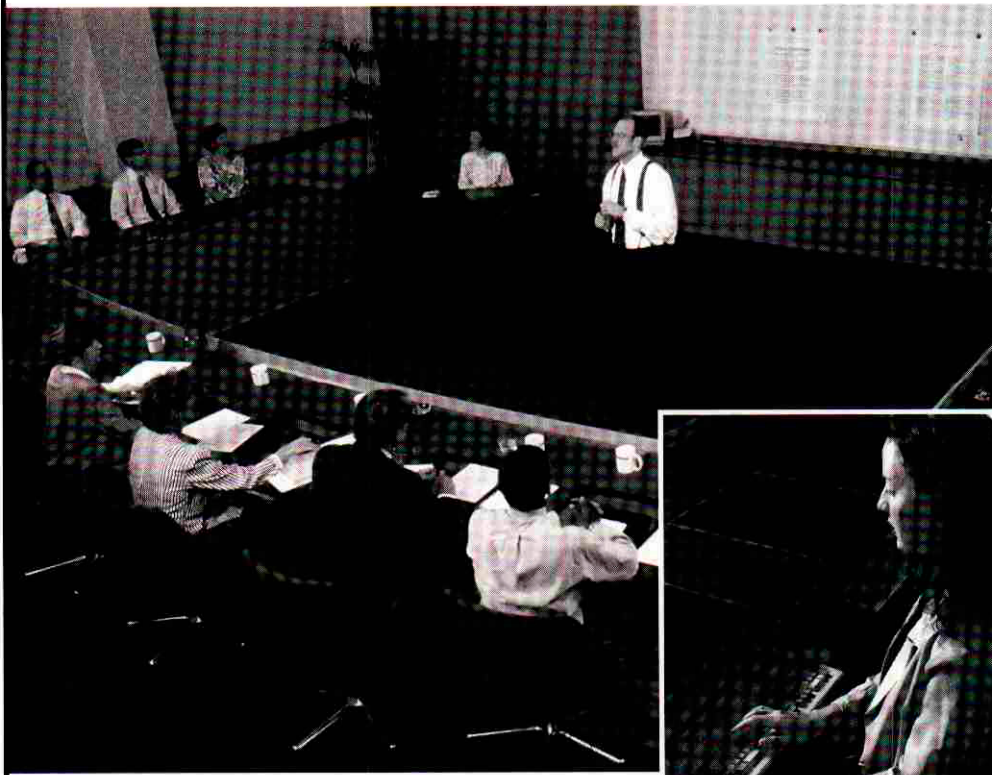
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"New Training Tools" is compiled and written by Donna Abernathy. Send items of interest to Ryann Ellis, Training & Development, 1640 King Street, Box 1443, Alexandria, VA 22313-2043.



The Team Decision Center

WHERE MANY MINDS MEET AS ONE



The Team Decision Center offers you the latest in group decision support tools combined with professional meeting facilitation to dramatically increase the quality and performance of your team and group activities.

The TDC is ideal for:

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