

New Training Tools

Books on Playing, Trading, Copying

Here are three very different books, touching three different parts of the trainer's world.

Move over, Parker Bros.

It's one thing for a trainer to plug elements of a work situation into a game model, and lots of books on the market will provide you with a myriad of structured games. It's another thing, though, to create a game or a simulation from the ground up.

In *Designing Games and Simulations: An Illustrated Handbook*, Cathy Stein Greenblat offers four case studies, more than 70 example games, and 92 illustrated figures in her effort to provide trainers with design expertise. The book begins with the what and why of gaming and then helps the reader create objectives and choose a gaming style. The author's sociological approach and the games themselves can be quite detailed, but the book's logical format and interesting illustrations help the reader to design the proper games and simulations for his or her training situation.

This book is printed only in hardcover and sells for \$29.95. For more information, contact Sage Publications, Inc., 2111 West Hillcrest Dr., Newbury Park, CA 91320; 805/499-0721.

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Figuring the market

You might know what a "put" is, you might even know what a "margin call" is, but what kind of numbers are you talking about when you have to deal with one of these things? If you're a trainer just starting out in the investment industry, this book could be a shortcut to knowing your company's business. *Stock Market Arithmetic*, by Charles J. Caes, is an investment primer designed to teach basic financial math to both the novice and the veteran market dabbler. According to the author, it provides easy-to-master techniques for those not math-

ematically inclined. In fact, you won't even need a pencil or a calculator.

Find out what the numbers mean in stock quotations, brokerage fees, and margin calls. With summaries and review questions at the end of each chapter, the author covers a range of subjects—such as opportunity costs, types of margins, and business ratios—often overlooked in other investment primers. A comprehensive glossary of common terms and formulas, both international and domestic, defines all that investment jargon you never thought you would learn.

Stock Market Arithmetic is \$9.95 in paperback and available in bookstores. If your bookstore doesn't carry it, contact Regnery Gateway, Inc., 1130 17th Street NW, Washington, DC 20036.

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Speedy forms

If you run a small training business, you probably can't afford to have boxes and boxes of business forms on hand. So *what* if your salespeople's commission forms are written on scraps of paper, or you can't tell your telephone call reports from petty cash vouchers? With *Ten-Second Business Forms*, by Robert L. Adams, a photocopier and a small spot on your bookshelf are all you need to have a complete file of over 200 forms at your fingertips.

This book includes blank, photocopyable employee records, daily logs, purchase orders, phone memos, time sheets, petty cash vouchers, and more. They are arranged in 14 helpful chapters, such as

- *Time Planners*, including daily, weekly, monthly, and yearly planners, staffing calendar, meeting planner;
- *Customer Correspondence*, including packing slips, credit and debit notices, request for samples, return authorization;
- *Result Trackers*, including profit-and-loss statement, individual-partnership balance sheet, straight-line depreciation schedule.

Ten-Second Business Forms has a plastic comb binding, so the forms can be copied again and again without a lot of wear. The book is available in bookstores. For more information, contact Bob Adams, Inc., 840 Summer St., Boston, MA 02127; 800/USA-JOBS, 617/268-9570 (in Massachusetts).

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What's Wrong with This Picture?

For professionals in the securities industry, which is so stringently regulated and yet so apparently prone to financial scandal, the fast-paced, big-money tempo of everyday work life often hides legal traps. Helix Communications has recently completed production on a training video for Prudential Bache Securities. *Compliance: The Movie* is aimed directly at Prudential's national network of retail brokers.

The film follows four securities brokers' activities during a normal week and is directed in a fast-paced style to simulate the pressures under which securities decisions must be made. None of the brokers engages in any overt illegal conduct; in fact, several dodges are thrown in. Each viewer is assigned a broker to track and is asked to point out when the character is in danger of a potential violation or should know more about a situation or client before taking action. After the film, the viewing group discusses all the characters together. The hope is that those in the group will judge their own actions with the same objectivity.

For more information, contact Helix Communications, 425 West 23rd St., New York, NY 10011; 212/633-0515.

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Reading for the Workplace

Over 23 million Americans cannot read or write; another 40 million

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can just barely get by. Nearly a third of all high-school students do not graduate, and many graduates go into the real world with a substandard literacy level. At the same time, the labor pool is expected to increase by only 14 million people in the next 10 years, while 16 million new jobs will open up. And the illiterate are not included in the labor force for the simple fact that they lack the necessary skills.

PREP, a division of Educational Technologies, has just released a computer-based training system called BASE (Basic Academic Skills for Employment), which focuses on the basic reading, writing, math, and language skills relating to 12,000 specific jobs. It is designed to serve youth at risk, students in vocational programs, underachievers in the workforce, and organizations that need efficient in-house basic skills instruction.

BASE begins with a job-related test to measure each individual's proficiency. From this diagnosis, the program generates a basic-skills prescription and a step-by-step remediation program drawing from BASE's 240 lessons. Progress reports are generated on request, and the program ends with a final analysis.

BASE is available for use on an Apple IIE or an IBM PC (or compatible). It requires a 20-megabyte hard disk. For more information, contact PREP, division of Educational Technologies Inc., 1007 Whitehead Road Extension, Trenton, NJ 08638; 609/882-2668.

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Global Communications

How do you typeset, let alone write, an instruction booklet that's going to Shanghai? And that training manual for the Riyadh office? What about the materials for that seminar in Milan?

Xerox's new Multi-Language Documenter can process more than 40 of the world's business languages—English, Japanese, Chinese, Arabic,

Persian, and the languages of Europe and the Soviet Union—and incorporate any or all of them into the structure of a document. It can be used for manuals, contracts, presentations, correspondence—whatever you need to translate. The software allows you to use one keyboard for all alphabets, and a single laser printer reproduces the characters in every language in near-typesetting quality.

Languages can be integrated into complex documents that include graphs, charts, spreadsheets, equations, and even free-hand drawings. The document, formatted in the original language, acts as a template, so your translator doesn't have to recreate its layout and graphics, even with right-to-left languages such as Arabic.

The system also has 100,000-word Chinese and Japanese dictionaries that can convert both romanized and phonetically spelled words into the appropriate character combinations. For example, typing the word *sayonara*, when the system is set to produce Japanese, will provide the *kanji* transliteration.

The Multi-Language Documenter system includes a Xerox 6085 workstation with a 19-inch bit-mapped display and a mouse-and-icon user interface, ViewPoint multi-language software, and a Xerox 4085 laser printer that provides a print resolution of 300 dots per inch.

For more information on prices and specifications, contact Xerox Corporation, Xerox Square 06B, Rochester, NY 14644; 716/423-5087. **Circle No. 186 on Reader Service Card**

Read While You Work

Profit Technology has introduced new software, the MENTOR and VIP Library programs, that enable people to read business reports, computer instructions, even highlights from bestselling books, while they do other work on their computer.

These programs are designed for professionals who want to review

information quickly or memorize key learning points without stopping their current tasks. The MENTOR software provides up to five different windows on the screen. Each window can be set to appear in any spot you want and can display different information from the VIP Library.

The VIP disks contain information on a wide variety of educational subjects. For example, you can get highlights of Zig Ziglar's *Secrets of Closing the Sale*, or computer program instructional texts, such as *The WordPerfect Book*, by Leo Scanlon. You can even use VIP Library as a computer tutor and follow the step-by-step instructions without referring to a manual.

MENTOR retails for \$195. The VIP Library program prices begin at \$30. Both are available from Profit Technology, 17 Battery Place, New York, NY 10004; 212/809-3500.

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

