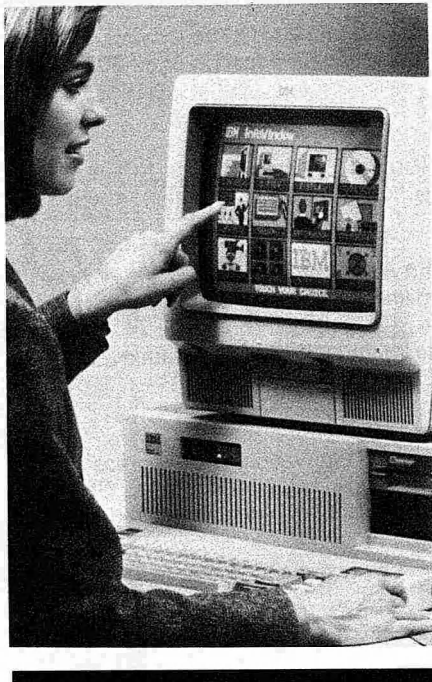


# New training tools



## The Electronic Office

Training tools to add to it, training tools to deal with it: the electronic office picks up steam.

### Just touch

Training through touching is the methodology with IBM's new *InfoWindow*. This interactive system combines computer and video technology and takes out the need for keyboard skill. By just touching a screen, users can begin a training program, select an option, or answer a question. By touching the screen again, they can pause, go backward, ask for help, or do anything else the program allows. The system was designed not only to eliminate the "intimidation factor" present when a user is not familiar with keyboards but also to hold the user's attention. Color graphics and sound combine with text to provide multisensory involvement.

*InfoWindow* includes a high-resolution, touch-sensitive IBM display screen and an IBM Personal Computer. A videodisc player is optional. With a supporting control program and authoring system software, the system can be used to create training programs.

For further information about the system, contact **IBM**, Information Systems Group, 900 King St., Rye Brook, NY 10573.

### Must type

Especially for executives, and only for the ones who must type, is a new computer-based course, *The Executive Touch*. In attempts to offer quick yet comprehensive learning, this keyboard-training software bypasses traditional typing exercises. It guides the user from beginning through advanced levels of on-line instruction, while minimizing redundancy.

The software displays a keyboard image on the screen when necessary, teaching upper- and lowercase letters, numbers, and special symbols. It also keeps track of the user's progress, calculating total characters and slips per minute, for later progress assessment. No previous computer experience is required to use this software.

*The Executive Touch* runs on the IBM PC, XT, AT, and compatibles. Minimum 128K memory and PC-DOS 2.X/3.X are required. Software version 2.25 retails for \$34.95; site licensing/group discounts are available. For further information, contact **Starboard Systems**, P.O. Box 3673, Orange, CA 92665.

### Technology thrust

A new video course gives employees an introduction to office automation and modern information systems. *Information Technologies for Tomorrow's Office: Opportunities, Pitfalls, and Future Trends* begins with an overview of office automation and the information age, discussing recent industry changes. It then covers the effects of improved microprocessor technology on the demand for larger systems and the economy of small systems. The course turns next to micro-to-mainframe links, local area networks, data base software, UNIX in the office environment, and the next generation of office graphics.

This 4 1/2-hour learner-paced video course is appropriate for any system user who works with modern data management applications, from micro to mainframe. Previous knowledge of computer concepts is helpful, but not essential.

For further information, contact **Advanced Systems, Inc.**, 155 East Algonquin Rd., Arlington Heights, IL 60005; 800/238-2626.

### VDT troubles

Fatigue, stress, discomfort, aches, and pains plague many employees who use video display terminals (VDTs). *Ergonomics of the VDT Workstation*, a video recently released by Enco Performance Systems, presents information to help VDT-problem sufferers. The program includes the following information:

- how to deal with or prevent vision problems;
- what kind of lighting is optimal;
- how to eliminate glare;
- how chairs and work surfaces can make a difference;
- how accessories can prevent aches and pains;
- why mobility is essential.

This 20-minute video is available in 3/4-inch and 1/2-inch VHS and 1/2-inch Beta II formats. Purchase price is \$239; \$99 for three-day rental; \$40 for preview. For further information, contact **Enco Performance Systems, Inc.**, 125 Ruthar Dr., Newark, DE 19711; 302/366-8625.

### Safety

Tools for telling employees about workplace hazards and ways of dealing with them.

### Explosion protection

A 30-minute audiovisual program offering methods to protect against industrial explosions is now available from the American Society of Safety Engineers (ASSE). The program defines and categorizes types of explosions, identifies major sources of industrial processing explosions, details methods of preventing them before they occur, and explores techniques to lessen effects of explosions in the event of an incident.

The program is available in the slide/cassette tape format or any videotape format at \$120 for ASSE members and \$145 for nonmember. For further information, contact **ASSE**, Dept. F, 1800 E. Oakton Des Plaines, IL 60018-2187.

### Right to know

Du Pont announces a training package that enables businesses to comply with the new OSHA Hazardous

Communication Standard without designing their own safety awareness program. According to the OSHA standard, manufacturers, importers, distributors, and users of chemicals must not only inform their employees about chemical hazards in the workplace, but must train employees in dealing safely with those hazards. Du Pont's "right-to-know" program provides that information and training through these five modules:

- "Hazard Communications: The need to know";
- "Chemical Safety: Knowing the hazards";
- "Controlling the Hazards: Labels, material safety data sheets and training";
- "Interpreting Labels and Material Safety Data Sheets: Understanding the terms";
- "Observing Exposure Limits: TLVs, PELs, OELs and WEELs."

Each module includes a 15-to-20-minute videotape, a programmed instruction book, tear-out tests, and an instructor's guide. A glossary of hazard terms accompanies the package. For further information, contact **Du Pont Safety Services**, Barley Mill Plaza 19-1210, Wilmington, DE 19898; 800/532-SAFE.

## Securities

A new CBT course teaches the basics of the securities industry. *The Securities Business*, designed for financial and investment counselors as well as clerical and entry-level employees in financial firms, presents the basic concepts and terms used in issuing, transferring, and regulating securities.

The nine-unit course covers the different kinds of securities and securities investments including stocks, bonds, funds, mortgage loan pools, repurchasing agreements, options, and futures. It explains the difference between corporate and government securities issues, then reviews the various kinds of funds—including mutual and collective funds—and the role of the bank trust departments in managing them. Other course units describe the jobs of the various agents employed in the securities industry and explain what's involved in the acquisition, disposal, and movement of securities.

Users need no prior CBT or securities industry experience for this seven-to-ten-hour course. A student manual and an instructor's manual are included in the training package.

Course users should have access to either the full PHOENIX System or the PHOENIX/Presentation System. *The Securities Business* may be obtained under an unlimited annual license for \$4,319. Other rental and purchase options are available. For further informa-

tion, contact **Goal Systems International Inc.**, PHOENIX Courseware Group, 5455 North High St., Columbus, OH 43214; 800/848-4640.

*"New Training Tools" is edited and written by Geraldine Spruell. Send items of interest to: Tools, Training & Development Journal, 1630 Duke St., Box 1443, Alexandria, VA 22313.*



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