

New Training Tools

Independent Contractors

Increasing payroll and other employee costs have caused more and more business owners to turn employees into independent contractors. But a state or federal audit disallowing IC status could mean financial disaster for a company.

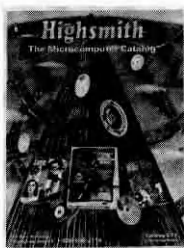
HR managers can find guidance in *The IRS, Independent Contractors, and You!* published by Fidelity Publishing Company. The book tells how to handle an audit, how to write an IC agreement, and how to strengthen IC relationships. It also includes sample IRS forms, a table of case studies, a worker-status questionnaire, and analyses of more than 50 legal factors regarding worker status.

The 302-page guide costs \$24.95.

For more information, contact Fidelity Publishing Company of America, Irvine, California.

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Catalog Corner



Here are some free catalogs loaded with training products, services, and resources:

▶ *Highsmith Microcomputer Catalog* features new techniques, tools, and

furniture designed to make work easier—such as the Handwriter, which can replace a mouse and mouse pad, and the CD-ROM “Hitchhiking on the Information Highway,” a multimedia tour of on-line services and the required software. Call Highsmith in Fort Atkinson, Wisconsin, at 800/558-2110.

▶ *Presentation and Training Products* from Resources for Organiza-

tions, in Edina, Minnesota, lists items endorsed by Bob Pike of Creative Training Techniques—including the books *Motivating Your Trainees*, *Managing the Front-End of Training*, and *Dynamic Openers and Energizers*. The catalog also features training games, videos, and assessment surveys. Call 800/383-9210.

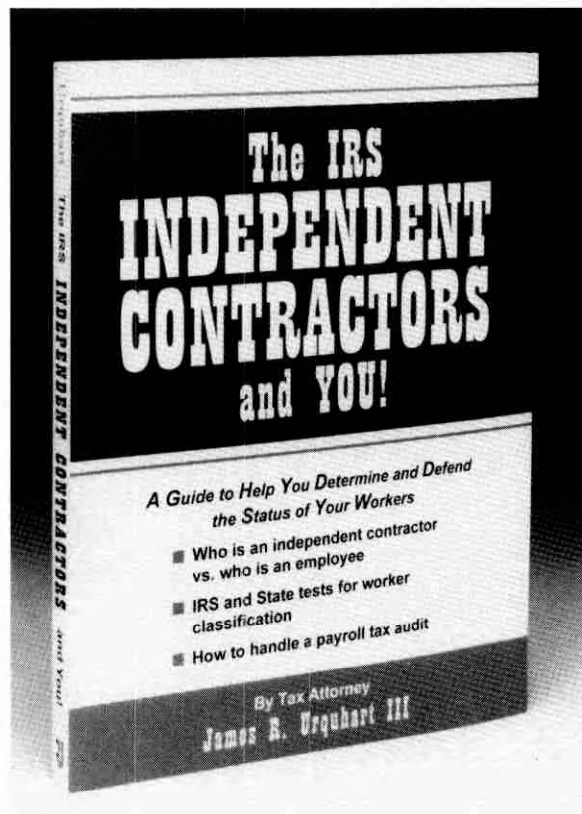
▶ *Brainpower Breakthrough* from Nightingale Conant in Niles, Illinois, includes a wide range of resources on learning, communication, creativity, and personal development. Call 800/525-9000.

▶ *Training Programs and Services* from BNA Communications features videos on such topics as diversity, sexual-harassment prevention, management development, and labor relations. New titles include “Brainwaves,” a diversity training program, and “Jack Cade’s Nightmare,” a management development program rated as one of the top 10 training videos of 1994 by *View*. Call BNA in Rockville, Maryland, at 800/233-6067.

High Talk

With all the talk about high performance, we need all the information we can get in helping to define the term and learning how to achieve it.

To find out what the National Center on Education and the Economy, in Washington, D.C., has to say about the subject, you can request the video



Sell your speaking skills, learn about high performance, get some free resources, and build a better mousetrap.

How To Contact Training & Development Magazine

Unless otherwise noted, you can write to *Training & Development* at Box 1443, Alexandria, VA 22313-2043. For package delivery, our street address is 1640 King Street, Alexandria, VA 22314-2746. Phone 703/683-8100; fax 703/683-8103; TDD 703/683-4323; or astdic@capcon.net on the Internet.

Feature Articles We welcome manuscripts for possible publication in *Training & Development*. Contact Customer Service for authors' guidelines. Include a self-addressed, stamped envelope. Phone 703/683-8100. Send manuscripts to Editor Patricia Galagan.

Voice Mail We want to hear your opinions and observations about HRD and *Training & Development*. Send letters to Haidee Allerton; call the "Voice Mail" phone line, 703/683-9590; or fax a letter to her at 703/683-9203.

In Practice Send press releases or short articles on news, trends, and best practices to the "In Practice" editor. Phone 703/683-8137.

Training 101 Submit brief articles on training basics to Catherine Petrini. Phone 703/683-8130.

FaxForum is a monthly survey of readers' opinions. Send ideas for topics to Ryann Ellis. Fax 703/683-9203.

TechTalk This quarterly column looks at technology trends that affect trainers. Send ideas to Bart Dahmer, Technology Services and Technical Training, Federal Express, 2842 Business Park, Module G, Memphis, TN 38118; 901/369-2751; e-mail: bdahmer@pipeline.com.

The Opposite Sector This quarterly column looks at training, OD, and performance in the government and nonprofits. Send short articles to Catherine Petrini. Phone 703/683-8130.

Research Capsules This quarterly column summarizes recent HRD research. Send material to Linda Morris, director of Industry Services Education, Ernst & Young, Fairfax Square, Tower 2, 8075 Leesburg Pike, Vienna, VA 22182. Phone 703/903-5000.

Books Send review copies of books to Theresa Minton-Eversole. Phone 703/683-8134.

New Training Tools Send press releases to Haidee Allerton. Phone 703/683-7251.

Working Life Send press releases on trends and tips on work/lifestyle issues to Haidee Allerton. Phone 703/683-7251.

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New Training Tools

"The Business of High Performance."

For more information, contact the center's office in Rochester, New York.

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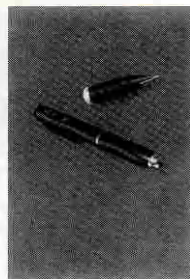
Selling Speaking Skills

Here's a booklet on some basics for developing and promoting yourself as a speaker, from the Hudson Agency. *What Buyers Really Want From Speakers* gives tips on identifying clients' needs, establishing credentials, and choosing topics.

For more information, contact the Hudson Agency, Washington, D.C.

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The Pen-Ultimate Tool



A laser pointer with a built-in tape recorder, which doubles as a pen? Yes, it's true.

Laser Devices has released "Mr. Chairman." It shoots a beam of light and records messages

up to 20 seconds long. Use it as a laser pointer and as a way to remind yourself of appointments and so forth. It looks a bit like a Montblanc pen. In fact, the front of the pointer can be removed and replaced with a ballpoint pen, if you fancy a combination tape recorder and pen.

It comes in black. And we think that Ms. Chairman might like it too.

For more information, contact Laser Devices, Monterey, California.

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The Source of All Sources

If you aren't familiar with *Stern's SourceFinder*, you should get to know it. The reference contains more than 3,800 sources of information on HR issues. Published by Corporate University Press, *Stern's SourceFinder* lists books, workbooks, newsletters, periodicals, reports, surveys, data bases, training programs, and training tools.

Indexes cross-reference the listings

Lite Tools

Just for fun... Doesn't your mouse deserve a better pad? How about the Taj Mahal, for instance?

Now, you can house your mouse in a miniature replica of one of these extraordinary edifices: Chartres Cathedral, the Taj Mahal, the Parthenon, the White House, or Japan's Golden Pavilion. These Mouse Houses from Penguin Books are punch-out, tab-and-slot books printed in color on laminated material. Once you've enjoyed the whimsical text, you can disassemble the book and assemble the structure.

Mouse Houses cost about \$10; they're found at bookstores.

by subject, title, and author. Topics include career development, HR management, leadership, strategic planning, testing, and training and development.

Stern's SourceFinder costs \$169.

For more information, contact Corporate University Press, Point Richmond, California.

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It's All Done With Mirrors



Hall Research Technologies introduces the Mirrors-One video-distribution system

for computer-based training programs. Mirrors-One is a high-resolution system that enables a trainer to display information on trainees' computer screens, using a hand-held button. The system can accommodate up to 64 trainee stations. An optional keypad lets the trainer access and view individual monitors.

For more information, contact Hall Research Technologies, Santa Ana, California.

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Benchmarking Software

Benchmarking identifies best practices so that people can adapt them to their own organizations. Now, you can

manage benchmarking electronically.

The American Society for Quality Control offers "Benchmarking," a software program designed to divide the benchmarking process into 19 step-by-step activities in such areas as obtaining management support, developing measurements, conducting interviews and surveys, and maintaining a data base. The program is designed for a range of users, including first-time benchmarkers, experienced quality teams, and quality managers.

With this new software, ASQC claims you can:

- ▶ determine what to benchmark and how to do it
- ▶ improve an existing benchmarking effort
- ▶ increase the consistency of data collection
- ▶ assess a company's strengths and weaknesses
- ▶ increase the effectiveness, efficiency, and adaptability of current business practices
- ▶ work toward creating a culture of continuous improvement.

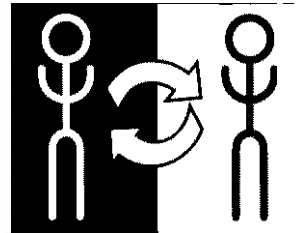
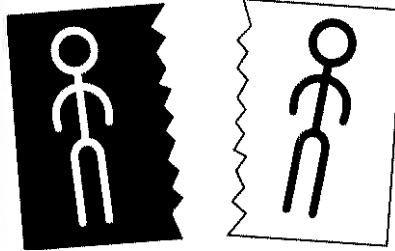
The package contains four installation diskettes and a user's guide. The price is \$475. Minimum system requirements include Microsoft Windows 3.1, DOS 5.1, a 20 MHz IBM-compatible 386 computer or better, a hard disk with 9 MB of memory, a standard VGA monitor, and a Windows-compatible mouse.

For more information, contact ASQC Quality Press, Milwaukee, Wisconsin.

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

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Lost!

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It's Not Too Late!

YOU CAN STILL GET COPIES OF ASTD's blockbuster 50th anniversary report on the past, present, and future of learning in the workplace. All the trend information you need to keep your career on track and keep ahead of changes at work.

- Survey data about the growth of the training industry over the last ten years.
- Predictions from such gurus as Tom Peters and Ken Blanchard
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